



## Feather River Adult Education Consortium – Board Meeting MINUTES

PCOE District Office (Conference Room)

Friday, April 12, 2019 (12:00 p.m. – 2:00 p.m.)

☐ Included in Board Packet

**PLEASE NOTE:** Agenda related documents distributed to the Feather River Adult Education Consortium (FRAEC) Board for the Board Meeting may be viewed in the Superintendent’s Office at the Plumas County Office of Education. Individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating, or documentation in accessible formats, should contact the Consortium Coordinator at [mabramson@pcoe.k12.ca.us](mailto:mabramson@pcoe.k12.ca.us) at least three days before the meeting date.

### Attendance (v = voting member)

Feather River College	<input checked="" type="checkbox"/> Derek Lerch (v)	<input type="checkbox"/> Kevin Trutna (v)	<input type="checkbox"/>	<input type="checkbox"/>
PUSD/PCOE	<input checked="" type="checkbox"/> Kristy Warren (v)	<input type="checkbox"/> Terry Oestreich (v)	<input type="checkbox"/> Karen Miller	<input type="checkbox"/> Brad Miller
			<input checked="" type="checkbox"/> Lisa Cavin	<input checked="" type="checkbox"/> Mallory Marin
SJUSD/SCOE	<input checked="" type="checkbox"/> Wendy Jackson (v)	<input type="checkbox"/> Merrill Grant (v)	<input type="checkbox"/>	<input type="checkbox"/>

### Consortium Staff – Non-Voting

Michelle Abramson

### Community Stakeholders – Non-Voting

Shelley Miller           

Call to Order: 3:12 p.m.

1. ☐ Approval of Minutes: March 8, 2019      Amended 6.1 Motion by K. Warren; 2<sup>nd</sup> by W. Jackson
  - W. Jackson motioned to amend agenda to add consultant contract extension to Action Items. 2<sup>nd</sup> by D. Lerch.
  - W. Jackson motioned to amend agenda add vehicle purchase for Sierra County to Action Items. 2<sup>nd</sup> by D. Lerch
  
2. Public Comment – Public comment is allowed on any topic relevant to the FRAEC Board. Pursuant to Consortium Policy, comments are limited to 3 minutes per person. Please begin by stating your name.
  
3. Closed Session – None Requested
  
4. Reports/Information Items
  - 4.1 Consortium Consultant’s Report
    - a. CAEP Deadlines - Upcoming
      - April 30, 2019 – Q3 DIR Due to [aebg@casas.org](mailto:aebg@casas.org) & M. Rosin and Coordinator
      - **May 2, 2019 – 2019-20 CFAD Due in NOVA**
      - June 1, 2019 – 2018-19 Q3 Expenses due in NOVA
      - **June 7, 2019 – 2019-2022 Three-Year Plan due in NOVA**
      - Jun 17: Data and Accountability Budget Revisions are due
      - June 30, 2019 – Q2 Consortium Certification due in NOVA
      - June 30, 2019 – Data & Accountability Close Out in MIS System (FRC)
      - June 30, 2019 – 2018-19 Q4 Ends
      - July 31, 2019 – Full Year DIR due to [aebg@casas.org](mailto:aebg@casas.org) & M. Rosin and Coordinator
      - July 31, 2019 – 2018-19 Full Year Expenses due in NOVA
      - **August 15, 2019 – 2019-20 Annual Plan due in NOVA**
      - **August 26, 2019 – Practice with Promise Report Due**

- September 1, 2019 – 2018-19 Q4 Expenses due in NOVA

**- December 31, 2019 – End of 2017-18 FY Allocations**

b. CAEP State Guidance – Archived on <https://caladulthood.org/Administrators>

c. Report-out: COABE (March 30 – April 3, 2019 – New Orleans, LA)

- M. Abramson: Great session on curriculum; Focus on Reentry

- W. Jackson: Focused on career pathway development connecting adult education with community colleges

d. Consultant Days

May 22, 23, & 24, 2019	June – Meeting at CASAS SI	July 15, 16, 17, 2019
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e. Consultant Contract Extension

4.2 Consortium Coordinator Report

4.3 Member Program Update: PUSD

a. Adult Education Programs & New School Location

- 501 Main St, Quincy is the new Adult School; location for GED Test Center; Estimated move-in by July 1, 2019; Program focus will be ABE; ESL being explored for implementation in Portola; Phoenix Design can assist with signage

b. Jail ABE/HSE/ASE Programs

- Shifting to paper/pencil testing rather than internet-based.

c. GED Test Center Update

- Reapplying due to new location.

4.4 Member Program Update: FRC

- D. Lerch: Requested increase funds for 2019-20; Community Colleges working to eliminate basic skills math and English instruction (AB705); Working to move students quicker to credit-bearing classes; Continue to discuss as new curriculum is rolled out in the fall of 2019; Discuss in September for referrals to Adult Schools; College not engaged with ESL on AB705.

a. Go Teach

- S. Miller: April saw an additional 8 people enroll in GoTeach; Additional funds added to CFAD for 2019-20.

b. Jail CTE Culinary Program

- All working well; numbers strong.

4.5 Member Program Update: SJUSD/SCOE

a. New Program Development

- W. Jackson: Moving forward with new building to be ready last week of May; Enrollment of 21; First graduation class of 12 in EMT Beginning, all but 1 to take the national test; GoTeach to begin providing services in Sierra County; One additional community meeting on April 23; CDS Code received.

4.6 Fiscal Agent Report: FRC (D&A and 2017-18)

a. D&A: Spent – To Be Reported June 30, 2019 in MIS System

4.7 Fiscal Agent Report: PCOE (2018-19)

- M. Abramson: Numbers are all matching; Met this week, all going well.

4.8 Marketing Update: Phoenix Design

- Media Manager PowerPoint

- Need for radio, newspaper, PSA's on TV, another mailer

## 5. Discussion Items

5.1 <sup>a</sup>Draft Three-Year Plan

- D. Lerch: Good summary; Discussion focused on articulation of courses with the Adult School (Adult Schools to align curriculum to the College); GoTeach needs further discussion for expansion opportunities, planning meeting scheduled for April 19.

- M. Rosin requested final input by May 10, 2019.
- 5.2 FRC GoTeach and Jail CTE Program Reporting in TOPSpro for “services”
  - D. Lerch: Call with State took place in March. Students enrolled in GoTeach are not FRC students, but rather part of a “service program” managed by the college. Programs are good, but students should be captured in TOPSpro in “services” section, and counted as students at the two Adult Schools. State liked the conceptual balance of students across Member Districts. Need to explore management of the programs at FRC. State recommended to keep status quo for time being.
  - Utilize ZIP codes of students/employer for GoTeach
  - Utilize ZIP codes of students for Jail CTE

6. Action Items

- 6.1 <sup>a</sup>CFAD Allocations for FY 2019-20 Motion by D. Lerch; 2<sup>nd</sup> by W. Jackson Unanimous

Feather River College	\$236,350.00
Plumas COE (Fiscal Agent – Consortium Operations)	\$84,000.00
Plumas USD	\$284,970.00
Sierra COE	\$229,000.00
<b>TOTAL</b>	<b>\$834,220.00</b>

- K. Warren: Discussion on need for more consortium operation funding in out-years.
- W. Jackson: Discussion on need to allocate support time for W. James to Sierra County.
- D. Lerch: Need to address 2018-19 unspent funds of \$500K+. Need to determine sustainability of programs.
- K. Warren: Clarified monthly payments to Consortium Members.
- 6.2 Extension of Consultant contract for 2019-20 fiscal year.
  - Tabled for vote at special board meeting on 8am on Tuesday April 23, 2019.
- 6.3 Vehicle for Sierra County.
  - Tabled for vote at special board meeting on 8am Tuesday April 23, 2019.
  - W. Jackson: Hyundai Santa Fe would meet Sierra’s needs. State has approved purchase. Most carry-over funds will be spent on CTE course development.
  - D. Lerch: FRC would like to use funds for vehicle purchase. Suggests sharing the carry-over between the two agencies. FRC has a fleet and self-maintenance. Will get quotes for new vehicles; and propose sharing remainder with Sierra. D. Lerch to submit request to State for vehicle purchase.

7. Announcements

- 7.1 2018-19 FRAEC Board Meeting Schedule

May 24, 2019 – 12:00 @ PCOE Vote on Three-Year Plan	August 13, 2019 Vote on Annual Plan	November 15, 2019
Jun 10, 2019 – 1:00 @ PCOE CANCELED	September 13, 2019	December 20, 2019
Jul 15, 2019 – 1:00 @ PCOE Annual Plan Retreat	October 18, 2019	

8. Adjournment: 1:35 p.m.