



Feather River Adult Education Consortium – Board Meeting **MINUTES**

Feather River College (Admin. Conference Room)

Thursday, May 23, 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 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 checked="" type="checkbox"/> Karen Miller	<input checked="" type="checkbox"/> Brad Miller
			<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				
	<input checked="" type="checkbox"/> Michelle Abramson			
Community Stakeholders				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Call to Order: 12:00 p.m.

1. Approval of Minutes:
 - [□] April 12, 2019 Motion by D. Lerch; 2nd by W. Jackson
 - Amend voting member list specifically identify voting members
 - Approved Unanimously with amendment
 - [□] April 23, 2019 Motion by D. Lerch; 2nd by W. Jackson
 - Amend voting member list specifically identify voting members
 - Amend spelling of Wittmeier under item 6.2
 - Approved Unanimously with amendments

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 – Requested by Sierra County Office of Education
 - Cancelled due to omission of exemption

4. Reports/Information Items
 - 4.1 Consortium Consultant’s Report
 - a. CAEP Deadlines - Upcoming
 - April 2019
 - Apr 30: Student data due in TOPSPro (Q3) - Submitted
 - May 2019
 - May 2: CFADs for 2019-20 due - Submitted
 - June 2019
 - Jun 1: 2017/18 & 2018/19 Member expense report due in NOVA (Q3)
 - Jun 7: ~~Certified~~ 3-year strategic plan due from consortia in NOVA
 - Jun 17: Data and Accountability Budget Revisions due
 - Jun 30: (deadline extension): Data and Accountability funded activities end
 - Jun 30: 2017/18 & 2018/19 member expense report certified by consortia in NOVA (Q3)

Jun 30: End of Q4
 July 2019
 Jul 31: Final Data and Accountability expense report due
 August 2019
 Aug 1: Student data due in TOPSPro (Q4) FINAL
 Aug 15: Annual Plan for 2019-20 due in NOVA
 Aug 26: Data and Accountability close out and Practice with Promise due
 September 2019
 Sep 1: 2017/18 and 2018/19 Member Expense Report due in NOVA (Q4)
 Sep 1: July 1, 2018 to June 30, 2019 expenses by program area due (estimates only) in NOVA
 Sep 30: End of Q1
 Sep 30: 2017/18 and 2018/19 Member Expense Report certified by Consortia in NOVA (Q4)
 Sep 30: 2019/20 Member Program Year Budget and Work Plan due in NOVA (Q1)
 December 2019
 Dec 1: 2017/18 and 2018/19 and 2019/20 Member Expense Report due in Nova (Q1)
 Dec 31: 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q1)
 Dec 31: End of Q2
 Dec 31: July 1, 2018 to June 30, 2019 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium

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

- SSID for Adult Students: CDE is exploring options for a better solution for meeting the intent of this law and requests that LEAs hold off on assigning SSIDs for adult education students until further guidance is provided.
- W. Jackson suggested using CASAS code plus student enrollment number
- ACSA Update: Cost of Living Adjustment is decreased from 3.46 percent to 3.26 percent at the May Revision for the categorical programs that remain outside of LCFF, including special education, child nutrition and preschool programs. The COLA for school districts and charter schools are provided within the increases for LCFF.
- Revised COLA released 5.22.19

Revised COLA 2019-20	Original COLA 2019-20	Difference	RV Base Funding 2019-20
\$26,287	\$27,900	\$1,613	\$832,637

- FRAEC Board Meeting to Vote on reallocation of CFAD:
 - 8:00 am Friday May 31, 2019 All Member Locations
- ACSA Update: Career Technical Education funding: The May Revision maintains the funding structure adopted in the 2018 Budget Act to fund CTE through the existing \$150 million ongoing Proposition 98 allocation for the CTE Incentive Grant Program and \$150 million in ongoing Proposition 98 funds for the K-12 Strong Work Force Program administered by the Community College Chancellor’s Office. The May Revision does not propose new augmentations for either program.
- ACSA Update: Adult Education program: While not specifically mentioned in the summary, the budget continues support for Adult Education with approximately

\$500 million in Prop. 98 funds in addition to the COLAs provided in past years and the 3.26 percent COLA in 2019-20.

- ACSA Update: Bipartisan support for Assembly Bill 1303 (O'Donnell) to designate the \$150 million from the K-12 Strong Work Force Program towards the CTE Incentive Grant Program, with an additional augmentation of \$150 million per year for a grand total of \$450 million for CTE in ongoing Proposition 98 funds.

c. Consultant Days

June – Meeting at CASAS SI	November 14-15, 2019	April 10-11, 2020
July 11-12, 2019	December 19-20, 2019	May 22-23, 2020
August 15-16, 2019	January 16-17, 2020	June 12-13, 2020
September 12-13, 2019	February 13-14, 2020	
October 18, 2019	March 19-20, 2020	

4.2 Consortium Coordinator Report

a. CCAE Report Out

- W. Jackson: Best take away was the session on “data dives”. Now attending monthly data analysis at the CAERC Consortium. Bethany Ely is hosting these events. FRAEC is part of the regional analysis conducted by CDE. Focus is on how to best utilize data from TOPSpro Enterprise.
- B. Miller: Attended a session on managing a small consortium. Focus on overcoming challenges in rural areas.
- M. Rosin: Clarification on regional analysis.

b. Q3 DIR Review (Based on data points included in January 8, 2019 email from N. Kelly)

FRAEC Member District	DIR Eligible Students	2018-19 CFAD Allocation	Per Pupil Costs (State: \$1,082)	Measurable Skills Gain (State: 63.38%)	12 Hours or More Student Participation (State: 63.05%)
FRC	90	\$264,714	\$2,941	NA	40%
PCOE	45	\$806,350	\$17,919	0% (0)	60%
SJUSD	19	\$285,000	\$15,000 (\$10,526 w/o Cap. Exp.)	0% (0)	79%

- M. Abramson: Working to increase enrollment and lower per-pupil spending.
- W. Jackson: In TOPSpro, the Consortium needs to ask for the tests that students should take, to ensure a pre- post-test pair. eTests may not automatically pair testing sessions.

c. WASC Accreditation Status

- Both Sierra and Plumas have applied. Fall 2019 Visiting Committee. M. Rosin has provided sample Self-Studies, due September 15, 2019.

d. Email forwarding from Consortium web site (Currently to Phoenix Design)

- Process is that PCOE responds to student inquiries. M. Rosin to check on redirection of emails to W. James.

4.3 Member Program Update: PUSD

a. Adult Education Programs & New School Location

- M. Abramson: Construction moving along, carpet installed, GED test room is complete. T-Bar being installed. Furniture being ordered. Open House potentially in August, tied with catering from the jail. Developing a survey for class needs, in addition to the standard adult education offerings. Week of August 12 should be avoided due to FRC opening. Will provide information for social media campaign. W. Jackson inquired about DSA approval; M. Marin noted that DSA was not required; K. Warren noted that such approval is not needed as this is a rental property. Kenny Chance is contractor of record. ADA issues are being addressed via contractor.

- b. Jail ABE/HSE/ASE Programs
 - B. Miller: Pretesting inmates in advance of a basic English course and financial literacy/basic skills math courses.
 - c. GED Test Center Update
 - B. Miller: Utilizing term “Pearson VUE” test site. Offering more tests in addition to the GED. Needs new photos once furniture is installed.
- 4.4 Member Program Update: FRC
 - a. Go Teach – Program moving along; no issue.
 - b. Jail CTE Program Presentation – Program moving along; no issue.
 - D. Lerch: FRC will have \$0 carry over funds. Both programs are in a more sustainable place; working through GoTeach needs for increased funding.
 - W. Jackson: GoTeach to expand into Sierra County. Planning meetings scheduled, and 9 people identified for enrollment. Participants will take dual role: mentor and mentee.
- 4.5 Member Program Update: SJUSD/SCOE
 - a. New Program Development
 - W. Jackson: WASC application submitted. Building project is progressing with DSA. Increased enrollment on DIR; more students enrolling. Facebook page launched 5.23.19. Started a new class for beginning computers (age 55 or older). Partnership formed with Firm Foundation (old Pliocene School) with plans to start an academy for culinary arts. Will discuss with FRC about current college culinary program. Firm Foundation is shifting focus from ESL to Adult education. New ESL courses to be offered in Downieville in June, and an ESL class in Loyalton (blended learning approach). Working on marketing plan for summer: radio, television, newspaper, social media, summer postal mailer.
- 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)
 - Carry over projected \$453,354. To be discussed at the July 2019 FRAEC Board Meeting.
- 4.8 Marketing & Social Media Update: Phoenix Design
 - Media Manager PowerPoint
 - Plans for Summer radio, newspaper, PSA’s on TV, mailer, etc.

5. Discussion Items

- 5.1 ^aMOU for 2019-2020
- 5.2 Voting Members of FRAEC Board
- 5.3 Documentation of State Approval for FRC Vehicle Purchase
 - D. Lerch: Need to regroup in July on carry-over and allocation to Sierra County for vehicle purchase. Letter of approval received from N. Kelly.
- 5.4 Roles of the Consortium
 - M. Abramson: Provided information about her role as Consortium Coordinator; daily responsibilities and duties (from MOU). A portion of W. James is paid from PUSD allocation, not consortium, to support M. Abramson. April 12, 2019, FRAEC Budget Review includes W. James as PUSD. Documentation of salary support for “secretarial services” is in the Board Packet from 4.12.19. (See Notes Attached to Minutes)
- 5.5 GED Test Center Roles
 - M. Abramson: Brad Miller to be GED Test Center Administrator. Three proctors identified.
- 5.6 NEDP Administration
 - M. Abramson: Wendy Jackson to take lead on NEDP for Consortium.
 - W. Jackson: NEDP site to be down through weekend. Any new students beginning July 1, 2019, will require the CASAS GOALS. Desk Review training attended. Requested review

of enrollment with B. Miller and K. Miller. Seven students currently enrolled; 2 more being added. May need to purchase more seats in the coming months.

- 5.7 New CASAS GOALS testing – Effective July 1, 2019
 - W. Jackson: CASAS Summer Institute will have training sessions for new assessments. Current eTests will be replaced with new tests. WTUs will transfer.
- 5.8 [□]Contract renewal for Phoenix Design for social media/marketing services
 - 12 months at \$1,000/month paid from Consortium Operations set aside

6. Action Items

- 6.1 [□]Approval of 2019-22 Three-Year Plan Motion by W. Jackson; 2nd by D. Lerch
 - Approved Unanimously

7. Announcements

- 7.1 2018-19 FRAEC Board Meeting Schedule
 - Special meeting scheduled for May 31, 2019 @ 8:00am to re-approve CFAD allocations based on May revision to Governor’s Budget

Jun 10, 2019 CANCELED	Nov 19, 2019 – 12:00 @ SCOE	April 24, 2020 – 12:00 @ TBD
Jul 15, 2019 – 12:00 @ PCOE Annual Plan Retreat	Dec 20, 2019 – 12:00 @ PCOE	May 22, 2020 – 12:00 @ TBD Vote on CFAD
Aug 8, 2019 – 10:00 @ SCOE Vote on Annual Plan	January 17, 2020 – 12:00 @ TBD	June 12, 2020 – 12:00 @ TBD
Sep 13, 2019 – 12:00 @ 501 Main Street, Quincy, CA	February 14, 2020 – 12:00 @ TBD	
Oct 18, 2019 – 12:00 @ 501 Main Street, Quincy, CA	March 20, 2020 – 12:00 @ TBD	

7.2 Upcoming Conferences

*‡CASAS Summer Institute www.casas.org/training-and-support/si	June 11-13, 2019 Orange County, CA	State Data and Assessment Conference: Anyone working with adult students, data management, or assessment
ISTE https://conference.iste.org/2019/	June 23-26, 2019 Philadelphia, CA	International Society for Technology in Education: Anyone managing or implementing technology solutions
*GED National Conference https://ged.com/in-session/tag/ged-testing-service-annual-conference/	July 24-26, 2019 Chicago, IL	All members offering GED instruction
CWA Meeting of the Minds https://calworkforce.org/mmm-con	September 3-5, 2019 Monterey, CA	WIOA Title I Providers and Partner agencies
*CATESOL www.catesol.org/current-events	October 3-6, 2019 San Jose, CA	California ESL Conference: Anyone working in an ESL program
*‡NCPN www.ncpn.info/conf_2019.php	October 12-13, 2019 Orlando, FL	Counselors and faculty focused on career pathway development and implementation
*NCTN www.collegetransition.org	November 2019 Boston, MA	Counselors and faculty focused on transitioning adult students to the college setting

*‡ACTE www.acteonline.org/event/actes-careertech-vision-2019/	December 4-7, 2019 Anaheim, CA	International CTE Conference: Anyone working in a CTE program
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* Suggested for K-12 Adult Schools

‡ Suggested for Community Colleges

8. Adjournment: 1:13pm Motion by D. Lerch; 2nd by W. Jackson
- Approved Unanimously

Feather River Adult Education Consortium

Kristy Warren- Voting Board Member	Terry Oestrich - Voting Board Member
Derek Lerch -Voting Board Member	Kevin Trutna - Voting Board Member
Merrill Grant - Voting Board Member	Wendy Jackson - Voting Board Member

Mitch- Consortium consultant

Michelle- Consortium Director

Consortium Coordinator: The Consortium Coordinator is hired and supervised by the Fiscal Agent based upon the recommendation of the Consortium Board. The Consortium Coordinator reports to Consortium Board and has day-to-day responsibilities for the organization, including carrying out the organization's goals and policies. The Consortium Coordinator will manage all board meetings, report on the progress of the organization, answer questions of the Board members, be the primary contact to the State AEP Office, and carry out the duties described in the job description. The Consortium Board can designate other duties as necessary.

- Works with the fiscal agent to process contracts and vendors for payment of services abiding by all fiscal agent requirements
- Works with fiscal agent accounting representative to have all expenditure reports certified to meet all state deadlines.
- Represents all consortium members at local and State sponsored events in Sacramento and national conferences
- Works with State officials on deliverables and participates in webinars hosted by CASAS
- Maintains advertising and marketing to enhance visibility of programs and recruit students for adult education services
- Participates in a variety of meetings, committees, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other pertinent information as appropriate. (20,000 lives, AFWD, Alternative Sentencing, Jail)
- Develop programs and course approvals
- Training with Mitch this year to take over his duties when his contract is up

Wendi James - Admin Assistant

- Enter data in TOPSpro for jail program and Go Teach
- Vets new student referrals
- Assists in meeting preparations
- Works with fiscal agent preparing paperwork for reports, contracts and requests for services
- Training with Mitch this year to take over board agendas and minutes

PUSD teachers (Brad, Karen)

Data Entry in TOPSpro

Wendy Jackson - Program Coordinator, Sierra County