



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

Plumas County Office of Education (Conference Room)

Monday July 15, 2019 (10:00 p.m. – 12:00 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 type="checkbox"/> Derek Lerch (v)	<input type="checkbox"/> Kevin Trutna (v)	<input type="checkbox"/>	<input type="checkbox"/>
PUSD/PCOE	<input type="checkbox"/> Kristy Warren (v)	<input type="checkbox"/> Terry Oestreich (v)	<input type="checkbox"/> Karen Miller	<input type="checkbox"/> Brad Miller
			<input type="checkbox"/> Mallory Marin	
SJUSD/SCOE	<input type="checkbox"/> Wendy Jackson (v)	<input type="checkbox"/> TBD (v)	<input type="checkbox"/>	<input type="checkbox"/>

Consortium Staff

Michelle Abramson

Community Stakeholders

Call to Order: p.m.

1. Approval of Minutes: [□] May 23, 2019 Motion by ; 2nd by
[□] May 31, 2019 Motion by ; 2nd by

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 Director’s Report

a. CAEP Deadlines - Upcoming

June 2019

- Jun 1: 2017/18 & 2018/19 Member expense report due in NOVA (Q3)
- Jun 7: 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) **DEADLINE MISSED**
- 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://caladulthood.org/Administrators>
- c. CASAS Summer Institute – Read Out
- d. WASC Accreditation Status – Plumas County
- e. WASC Accreditation Status – Sierra County
- f. Email forwarding from Consortium web site (Currently to Phoenix Design)
- g. Consultant Days

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

- 4.2 Member Program Update: PUSD
 - a. Adult Education Programs & New School Location
 - b. Jail ABE/HSE/ASE Programs
 - c. GED Test Center Update
- 4.3 Member Program Update: FRC
 - a. Go Teach
 - GO Teach: State position for funding of this service program. Should it be submitted for non-credit status through Chancellor’s Office?
 - b. Jail CTE Program
- 4.4 Member Program Update: SJUSD/SCOE
 - a. New Program Development
 - Sierra County Schools for Adults has three sites
 - MOU signed with one agency and engaged in formal discussions with two additional agencies to provide services and leverage resources formally.
- 4.5 Fiscal Agent Report: FRC (D&A and 2017-18)
 - a. D&A: Spent – To Be Reported June 30, 2019 in MIS System
- 4.6 Fiscal Agent Report: PCOE (2018-19)
- 4.7 Marketing & Social Media Update: Phoenix Design
 - a. Media Manager PowerPoint
 - b. Marketing update status
 - Summer Postal Mailer
 - Radio Ads
 - TV Scripts

5. Discussion Items

- 5.1 [□] 2019-20 Annual Plan Review (Template and Strategies)
- 5.2 2018-19 Spend Down Plan
 - a. Sierra needs 10 NEDP WEU, 10 AZTEC seats, 15 Burlington English seats
 - b. CASAS support for all three agencies to increase the number of test seats from 1000 to 1500 increase Sierra county to 600 from 300
 - c. One set of hard copy Goals tests, One set of hard copy life skills tests with the alternate tests and answer documents
 - d. CASAS update forms and entry forms.
- 5.3 [□] Documentation of State Approval for FRC Vehicle Purchase
- 5.4 Create a work group to formally develop a pathway to FRC from the adult education programs
- 5.5 Strong Work Force application process and timelines for the next school year
- 5.6 Establish ongoing work group to analyze data on DIR prior to submission and make corrections prior to quarterly submissions
- 5.7 Establish program guidelines to not duplicate services across consortium

6. Action Items

- 6.1 Approval of 2019-20 Consortium Member MOU

7. Announcements

7.1 2018-19 FRAEC Board Meeting Schedule & NEDP/GED Meeting Schedule

Aug 8, 2019 – 10:00 @ SCOE Vote on Annual Plan *NEDP / GED Meeting to Follow	January 17, 2020 – 12:00 @ TBD	April 24, 2020 – 12:00 @ TBD
Sep 13, 2019 – 12:00 @ 501 Main Street, Quincy, CA	February 14, 2020 – 12:00 @ TBD *NEDP / GED Meeting to Follow	May 22, 2020 – 12:00 @ TBD Vote on CFAD *NEDP / GED Meeting to Follow
Oct 18, 2019 – 12:00 @ 501 Main Street, Quincy, CA	March 20, 2020 – 12:00 @ TBD	June 12, 2020 – 12:00 @ TBD
Nov 19, 2019 – 12:00 @ SCOE *NEDP / GED Meeting to Follow		
Dec 20, 2019 – 12:00 @ PCOE		

7.2 Upcoming Conferences – Which Agency to Attend

- CAEP Director’s Meeting Sept 27, 2019 Sacramento, CA
- NCPN Oct 11-13, 2019 Orlando, FL
- CAEP Summit Oct 29-30, 2019 Anaheim, CA
- NCTN Nov 11-13, 2019 Boston, MA
- CAEP State Training Nov 21, 2019 San Bernardino Valley College
- CCAE Palm Springs Conference Nov 22-23, 2019 Palm Springs, CA

7.3 Quarterly GED and NEDP Internal Meetings / Regional Trainings

- Suggested Dates

8. Adjournment: pm Motion by; 2nd by