



Feather River Adult Education Consortium – Board Meeting MINUTES

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](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 checked="" type="checkbox"/> Brad Miller
			<input type="checkbox"/> Mallory Marin	
SJUSD/SCOE	<input checked="" 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: 10:05 a.m.

- Approval of Minutes:  May 23, 2019 Motion by D. Lerch; 2<sup>nd</sup> by W. Jackson Unanimously Approved  
 May 31, 2019 Motion by D. Lerch; 2<sup>nd</sup> by W. Jackson Unanimously Approved

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 Now certified.**
- 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. <sup>sq</sup> CAEP State Guidance – Archived on <https://caladulthood.org/Administrators>
- c. CASAS Summer Institute – Read Out
  - M. Abramson: Way to utilize laptops in jail program. Will be one of the pilot sites in the state through CASAS. Working with Jay Wright. All certifications are done.
  - B. Miller: Intermittent internet at the jail is inhibiting testing.
  - W. Jackson: CASAS switch to GOALS tests is a good thing.
- d. WASC Accreditation Status – Plumas County
  - M. Abramson: Self-Study due Sept 1.
- e. WASC Accreditation Status – Sierra County
  - W. Jackson: Working on Self-Study. Expected site visit Oct-Nov.
- f. Email forwarding from Consortium web site (Currently to Phoenix Design)
  - W. Jackson: All are forwarded to Michelle Abramson to send along to each Member District. Report to FRAEC Board monthly.
- 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
  - M. Abramson: Waiting for furniture at new 501 Main Street site. Internet being installed week of July 21. Grand Opening to be scheduled once furniture installed.
- b. Jail ABE/HSE/ASE Programs
  - B. Miller: Working with IT to get compatible laptops.
- c. GED Test Center Update
  - M. Abramson: B. Miller to coordinate with GEDTS to plan new documents submission.

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? To be discussed after clarification from the state.

- W. Jackson: Currently 10 clients for GoTeach in Sierra County. Mentorship program to train-the-trainer.

b. Jail CTE Program

4.4 Member Program Update: SJUSD/SCOE

- W. Jackson: Merrill Grant resigned effective June 30. Pre-selection for new superintendent in progress; appointment expected August 13. To be appointed to FRAEC Board in September.

a. New Program Development

- Sierra County Schools for Adults has three sites, but primary location will be at SJUSD/SCOE Offices. DSA working with district on facility accessibility. One site is behind complex, second site is on old middle school site.

- MOU signed with one agency and engaged in formal discussions with two additional agencies to provide services and leverage resources formally. MOU's focus is Leveraging Resources. Cogent Plant developing onsite resources.

- Summer School had 15 students: Computer (9 students) and ESL Employment (6 students)

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

a. D&A: Spent except for \$21 – To Be Reported July 31, 2019 in MIS System

- D. Lerch: To coordinate with PCOE the spend down of \$21 through the purchase of additional CASAS e-Tests

4.6 Fiscal Agent Report: PCOE (2018-19)

- No updates.

4.7 Marketing & Social Media Update: Phoenix Design

a. Media Manager PowerPoint

b. Marketing update status

- Summer Postal Mailer: W. James to confirm PO and payment to Direct Connections. Mailer to be sent end of July/early August.

- Radio Script: Replicate the Barstow commercial. M. Abramson to coordinate outreach to radio stations. W. Jackson to provide contact name for Susanville.

- TV Scripts: W. Jackson to reach out to local stations. M. Abramson to take lead.

- SavMor Foods: TV screens at check-out counter. M. Abramson to take lead.

- Sierra Energy Gas Station: Video ads on the pumps. M. Abramson to take lead.

- Include marketing on local district marquees. W. Jackson and M. Abramson to take lead locally.

## 5. Discussion Items

5.1 <sup>□</sup> 2019-20 Annual Plan Review (Template and Strategies)

- FRAEC Board reviewed and edited 2019-20 Annual Plan directly into NOVA. The Board will vote on the 2019-20 Annual Plan in August 2019.

5.2 2018-19 Spend Down Plan

a. Purchase an additional: 20 NEDP WEUs, 10 Aztec seats, 20 Burlington English seats

b. Purchase CASAS e-Test seats from 1,000 to 1,500 (purchase based on price discount)

c. Purchase one set of hard copy Goals Tests, One set of hard copy Life Skills tests with the alternate tests and answer documents. Explore pilot of off-line testing.

d. Purchase 200 CASAS update forms and 500 entry forms.

e. Fund the expansion of GoTeach to Sierra County

f. Consortium can currently provide these, but moving ahead, once spend-down is expensed, each Member District will be responsible.

5.3 <sup>□</sup> Documentation of State Approval for FRC Vehicle Purchase

- FRC has purchased their vehicle. Remaining funds of \$25,000 to be invoiced from Sierra County to FRC, with a corresponding Allocation Amendment in NOVA.
- 5.4 Create a work group to formally develop a pathway to FRC from the adult education programs
  - W. Jackson, D. Lerch and K. Miller to create meeting schedule.
- 5.5 Strong Work Force application process and timelines for the next school year
  - W. Jackson: K-12 includes adult education; needs to know the process and future of the program. Competing bills in Sacramento are creating confusion. D. Lerch to share application dates when available (process usually starts mid-fiscal year). Schools will apply directly to CDE
- 5.6 Establish ongoing work group to analyze data on DIR prior to submission and make corrections prior to quarterly submissions
  - B. Miller; W. Jackson; W. James to meet prior to Board meeting / prior to quarterly submission deadline.
- 5.7 Establish program guidelines to not duplicate services across consortium

6. Action Items

- 6.1 Approval of 2019-20 Consortium Member MOU
  - Motion by D. Lerch; 2<sup>nd</sup> by W. Jackson

7. Announcements

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

Aug 8, 2019 – 10:00 @ 501 Main 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 @ SCOE	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 (Attendee TBD)                              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 listed above as part of Board Meeting schedule

8. Adjournment: pm Motion by W. Jackson; 2<sup>nd</sup> by K. Warren                      Unanimously Approved