



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

501 Main Street, Quincy, CA

Thursday August 8, 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: a.m.

1. Approval of Minutes: [□] July 15, 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. Consortium Director’s Report

4.1 CAEP Deadlines - Upcoming
July 2019

Jul 31: Final Data and Accountability expense report due - COMPLETED

August 2019

Aug 1: Student data due in TOPSPro (Q4) FINAL - COMPLETED

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)

October 2019

Oct 30: 19/20 Member Program Year Budget and Work Plan certified by Consortia in NOVA

Oct 31: Student data due in TOPSPro (Q1)

December 2019

Dec 1: 2017/18 and 2018/19 and 2019/20 Member Expense Report due in Nova (Q1)

Dec 1: July 1, 2018 to June 30, 2019 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium

Dec 31: 17/18 and 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q1)

Dec 31: End of Q2

- b. [□] CAEP State Guidance – Archived on <https://caladulthood.org/Administrators>
- Review of July 19, 2019 Webinar

e. Consultant Days

2019		2020	
Sep 12-13, 2019	Nov 14-15, 2019	Jan 16-17, 2020	Apr 9-10, 2020
Oct 18, 2019	Dec 19-20, 2019	Feb 13-14, 2020	May 21-22, 2020
		Mar 19-20, 2020	Jun 11-12, 2020

- 4.2 Member Program Update: Plumas County
 - a. Program Update
 - b. GED Test Center Update
 - c. WASC Accreditation Status – Plumas County
- 4.3 Member Program Update: Sierra County
 - a. Partnership Update
 - b. Program Update
 - b. WASC Accreditation Status – Sierra County
- 4.4 Member Program Update: Feather River College
 - a. Go Teach
 - b. Jail CTE Program
- 4.5 Fiscal Agent Report: FRC (Data & Accountability and 2017-18)
 - a. D&A: Spent except for \$21 – To Be Reported July 31, 2019 in MIS System
 - b. D&A: Practice with Promise due August 26, 2019
- 4.6 Fiscal Agent Report: PCOE (2018-19)
- 4.7 Marketing & Social Media Update: Phoenix Design
 - a. Media Manager PowerPoint
 - b. Marketing Updates:
 - Postal Mailer (W. James):
 - Radio Ad (M. Abramson):
 - TV Ad (M. Abramson):
 - SavMor Foods: (M. Abramson):
 - Sierra Energy Gas Station (M. Abramson):
 - District Marque (W. Jackson and M. Abramson):
- 4.8 Working Group Report: FRC Pathways (W. Jackson, D. Lerch, K. Miller)
- 4.9 Working Group Report: DIR Quarterly Review (B. Miller, W. Jackson, W. James)
- 4.10 Strong Work Force Update

5. Discussion Items

5.1 2018-19 Spend Down Plan (One-time allocations to reduce \$450,000.00 in 2018-19 Carry-Over)

FRAEC 2018-19 Spend Down Plan		
Proposed Allocation Purpose	Proposed Allocation Amount	Balance
Starting Balance		\$450,000.00
Additional NEDP Seats	\$1,200.00	\$448,800.00
Aztec Software Additional Seats	\$2,800.00	\$446,000.00
Burlington English Add'l Seats	\$3,200.00	\$442,800.00
CASAS eTests	\$1,200.00	\$441,600.00
CASAS Paper GOALS Tests	\$1,000.00	\$440,600.00
CASAS Paper Life Skills Tests	\$500.00	\$440,100.00
CASAS Entry/Update Records	\$500.00	\$439,600.00
GoTeach	\$30,000.00	\$409,600.00
SCOE Vehicle	\$25,000.00	\$384,600.00
SCOE CTE Equipment	\$50,000.00	\$334,600.00
PUSD Vehicle	\$25,000.00	\$309,600.00
Plumas Adult School Equipment	\$10,000.00	\$299,600.00

6. Action Items

6.1 2019-20 FRAEC Annual Plan
- Motion by ; 2nd by

7. Announcements

7.1 2019-20 FRAEC Board Meeting Schedule & NEDP/GED Meeting Schedule

2019	2020	
Sep 13, 2019 – 12:00 @ Feather River Adult School 501 Main Street, Quincy, CA	January 17, 2020 – 12:00 @ Feather River Adult School 501 Main Street, Quincy, CA	April 10, 2020 – 12:00 @ Sierra County School for Adults *Vote on CFAD
Oct 18, 2019 – 12:00 @ Sierra County School for Adults	February 14, 2020 – 12:00 @ Sierra County School for Adults *NEDP / GED Meeting to Follow	May 22, 2020 – 12:00 @ Feather River Adult School 501 Main Street, Quincy, CA *NEDP / GED Meeting to Follow
Nov 15, 2019 – 12:00 @ Sierra County School for Adults *NEDP / GED Meeting to Follow	March 20, 2020 – 12:00 @ Feather River Adult School 501 Main Street, Quincy, CA	June 12, 2020 – 12:00 @ Feather River Adult School 501 Main Street, Quincy, CA *Annual Plan Retreat
Dec 20, 2019 – 12:00 @ Feather River Adult School 501 Main Street, Quincy, CA		

7.2 Upcoming Conferences – Which Agency to Attend

- CAEP Director’s Meeting	Sept 27, 2019	Sacramento, CA
- CAEP State Training	Oct 10, 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
- CCAE North Region Conference	April 23-25, 2020	Sacramento, CA
– Hosting 2020 State CCAE Conference		

8. Adjournment: pm Motion by; 2nd by

9. NEDP / GED Working Group Meeting