



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

501 Main Street, Quincy, CA

Friday September 13, 2019 (12:00 p.m. – 2:00 p.m.)

<sup>□</sup> 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 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:

1. Approval of Minutes: <sup>□</sup> August 8, 2019      Motion by ; 2<sup>nd</sup> 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      a. CAEP Deadlines - Upcoming
    - September 2019
      - Sep 1: 2017/18 and 2018/19 Member Expense Report due in NOVA (Q4) – COMPLETED, BUT BOARD ACTION NEEDED
      - 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. <sup>□</sup> CAEP Start of Year Letter
- c. <sup>□</sup> Hanover Executive Summary - 2019-2022 CAEP Three-Year Plans
- d. <sup>□</sup> CAEP State Guidance – Archived on <https://caladulthood.org/Administrators>  
- Webinar Review: 8/21/2019 NOVA Program Area Reporting for 18-19
- e. Report on Annual Plan Implementation Progress
- f. Consultant Days

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

- 4.2 Member Program Update: Plumas County
  - a. Program Update
  - b. GED Test Center Update – APPROVED!
  - c. WASC Accreditation Status – Submitted August 31
- 4.3 Member Program Update: Sierra County
  - a. Partnership Update
  - b. Program Update
  - c. WASC Accreditation Status – Submitted August 31; Site Visit November 2019
- 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) – CLOSED
- 4.6 Fiscal Agent Report: PCOE (2018-19)
- 4.7 Marketing & Social Media Update: Phoenix Design
  - a. Media Manager PowerPoint
  - b. Marketing Updates:
    - Plumas County Fair
    - Postal Mailer (W. James): MAILED
    - 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 SCOE CTE Equipment \$50,000.00
- 5.2 Plumas Adult School: Equipment for ESL classes and GED Center \$10,000.00

6. Action Items

6.1 2018-19 Spend Down Plan (One-time allocations to reduce 2018-19 Carry-Over)

<b>FRAEC 2018-19 Spend Down Plan</b>			
<b>Action Item</b>	<b>Proposed Allocation Purpose</b>	<b>Proposed Allocation</b>	<b>Balance</b>
	Starting Balance (per NOVA 2018-19 Q4 9.7.19)		\$320,613.00
6.2	Additional NEDP Seats	\$1,200.00	\$319,413.00
6.3	Aztec Software Additional Seats	\$2,800.00	\$316,613.00
6.4	Burlington English Add'l Seats	\$3,200.00	\$313,413.00
6.5	CASAS eTests	\$1,200.00	\$312,213.00
6.6	CASAS Paper GOALS Tests	\$1,000.00	\$311,213.00
6.7	CASAS Paper Life Skills Tests	\$500.00	\$310,713.00
6.8	CASAS Entry/Update Records	\$500.00	\$310,213.00
6.9	GoTeach	\$32,000.00	\$278,213.00
6.10	SCOE Vehicle	\$25,000.00	\$253,213.00
6.11	PUSD Vehicle	\$25,000.00	\$228,213.00

Vote on Each Item Individually:

- 6.2 Motion by ; 2<sup>nd</sup> by
- 6.3 Motion by ; 2<sup>nd</sup> by
- 6.4 Motion by ; 2<sup>nd</sup> by
- 6.5 Motion by ; 2<sup>nd</sup> by
- 6.6 Motion by ; 2<sup>nd</sup> by
- 6.7 Motion by ; 2<sup>nd</sup> by
- 6.8 Motion by ; 2<sup>nd</sup> by
- 6.9 Motion by ; 2<sup>nd</sup> by
- 6.10 Motion by ; 2<sup>nd</sup> by
- 6.11 Motion by ; 2<sup>nd</sup> by

7. Announcements

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

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

7.2 Upcoming Conferences – Which Agency to Attend

- CAEP Director’s Meeting (Michelle)	Sept 27, 2019	Sacramento, CA
- CAEP State Training (TBD)	Oct 10, 2019	Sacramento, CA
- NCPN (Brad & Karen)	Oct 11-13, 2019	Orlando, FL
- CAEP Summit (PINs to Wendy & Brad)	Oct 29-30, 2019	Anaheim, CA
- NCTN (Wendy)	Nov 11-13, 2019	Boston, MA
- CCAE North Region Conference	April 23-25, 2020	Sacramento, CA
– Hosting 2020 State CCAE Conference		

8. Adjournment: Motion by ; 2<sup>nd</sup> by