



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

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 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 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				
	<input checked="" type="checkbox"/> Michelle Abramson			
Community Stakeholders				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Call to Order: 10:05 a.m.

1. Approval of Minutes: [□] July 15, 2019 Motion by D. Lerch; 2nd by K. Warren
Motion Carried Unanimously

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. ² 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 – Initial Approval Received; Waiting for Photographs
 - c. WASC Accreditation Status – Report due August 31; Initial Accreditation would be for three (3) years
- 4.3 Member Program Update: Sierra County – Not in Attendance
- a. Partnership Update
 - b. Program Update – Meeting Scheduled for August 13; W. Jackson has identified lead for Sierra County
 - b. WASC Accreditation Status
- 4.4 Member Program Update: Feather River College
- a. Go Teach – S. Miller to leave program in 2019 or 2020
 - b. Jail CTE Program – Going well; Met with AWD
- 4.5 Fiscal Agent Report: FRC (Data & Accountability and 2017-18)
- a. D&A: Spent – Closed in MIS July 31, 2019
 - b. D&A: Practice with Promise due August 26, 2019 – Meeting August 12 to finalize
- 4.6 Fiscal Agent Report: PCOE (2018-19) – Not in Attendance
- 4.7 Marketing & Social Media Update: Phoenix Design
- a. Media Manager PowerPoint
 - b. Marketing Updates:
 - Attending Plumas County Fair
 - Postal Mailer (W. James): Direct Connections waiting for payment
 - Radio Ad (M. Abramson): Available per donation of \$50; To follow up
 - TV Ad (M. Abramson): TBD
 - SavMor Foods: (M. Abramson): TBD
 - Sierra Energy Gas Station (M. Abramson): TBD
 - District Marque (W. Jackson and M. Abramson): TBD
- 4.8 Working Group Report: FRC Pathways (W. Jackson, D. Lerch, K. Miller) – TBD; Meeting with ancillary groups
- 4.9 Working Group Report: DIR Quarterly Review (B. Miller, W. Jackson, W. James) – TBD
- 4.10 Strong Work Force Update: State is guarded about timing for applications, but possibly by end of calendar year; October meeting in Sacramento

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

- Amend GoTeach to \$32,000
- Provide details for Sierra County CTE equipment
- For vote, identify items individually and which will be NOVA reallocations vs Consortium purchases

6. Action Items

- 6.1 2019-20 FRAEC Annual Plan
- Motion by D. Lerch; 2nd by K. Warren
- Motion Carried Unanimously

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 (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 – Hosting 2020 State CCAE Conference	April 23-25, 2020	Sacramento, CA

8. Adjournment: 10:43 pm Motion by K. Warren; 2nd by D. Lerch
Motion Carried Unanimously

9. NEDP / GED Working Group Meeting – Postponed