



Feather River Adult Education Consortium – Board Meeting AGENDA
 Sierra County Office of Education: 109 Beckwith Rd, Loyalton, CA, 96118
 Friday October 18, 2019 (12:00 p.m. – 2:00 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"/> James Berardi (v)	<input type="checkbox"/>	<input type="checkbox"/>

Consortium Staff

Michelle Abramson

Community Stakeholders

Call to Order: pm

1. Approval of Minutes

☐ September 18, 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 ☐ New voting member from Sierra County – James Berardi, Superintendent
- Appointment agenda and minutes in Board packet
- 4.2 Consortium Director’s Announcements
- 4.3 Conference & Summit Report Outs
- CAEP Director’s Meeting, Sept 27, 2019, Sacramento, CA
- CAEP State Training, Oct 10, 2019, Sacramento, CA
- NCPN, Oct 11-13, 2019, Orlando, FL
- 4.4 CAEP Deadlines - Upcoming
- September 2019
 Sep 30: End of Q1
 Sep 30: 2017/18 and 2018/19 Member Expense Report certified by Consortia in NOVA (Q4) - COMPLETED
 Sep 30: 2019/20 Member Program Year Budget and Work Plan due in NOVA (Q1) - COMPLETED
- 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

4.5 [□]Review of 2018-19 TOPSpro Data & [□]Review of 2018-19 NOVA Fiscal Reporting

- State Focus: Outcomes & Learning Gains
- State Focus: Student Persistence and Instructional Effectiveness
- [□]State Guidance Update
- FRAEC Performance:

Agency	2018-19 Allocation	Unduplicated Enrollment & Services	2018-19 Per Pupil Spend (State = \$1K)	Student Persistence Rate 12+ Hrs (State = 63%)	Instructional Effectiveness Rate (State = 63%)
Feather River College	\$264,714	177	\$1,495	NA	NA
Plumas Adult School	\$806,350	87	\$9,268	0%	0%
Sierra Schools for Adults	\$285,000	52	\$5,480 (\$3,846 w/o capital)	0%	0%

4.6 Report on Annual Plan Implementation Progress

4.7 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

4.8 Status of Purchases Approved at 9.13.19 FRAEC Board Meeting

- 6.2 Additional NEDP Seats \$1,200.00 Mitch Requested Quote
- 6.3 Aztec Software Additional Seats \$2,800.00 Invoice with Michelle
- 6.4 Burlington English Additional Seats \$3,200.00 Invoice with Michelle
- 6.5 CASAS eTests \$1,200.00 Mitch Requested Quote
- 6.6 CASAS Paper Goals Tests \$1,000.00 Mitch Requested Quote
- 6.7 CASAS Paper Life Skills Tests \$500.00 Mitch Requested Quote
- 6.8 CASAS Entry/Update Records \$500.00 Mitch Requested Quote

4.9 Member Program Update: Plumas County

- a. Program Update
- b. GED Test Center Update
- c. WASC Accreditation Status – Site Visit November 2019

4.10 Member Program Update: Sierra County

- a. Partnership Update
- b. Program Update
- c. WASC Accreditation Status – Site Visit November 2019

4.11 Member Program Update: Feather River College

- a. Go Teach
- b. Jail CTE Program

- 4.12 Fiscal Agent Report: PCOE (2018-19)
- 4.13 Marketing & Social Media Update: Phoenix Design
 - a. Media Manager PowerPoint
 - b. Marketing Updates:
 - Radio Ad (M. Abramson):
 - District Marque (W. Jackson and M. Abramson):
 - c. Next Mailer Date – Last mailer had phone number typo
- 4.14 Working Group Report: FRC Pathways (W. Jackson, D. Lerch, K. Miller)
- 4.15 Working Group Report: DIR Quarterly Review (B. Miller, W. Jackson, W. James)
- 4.16 Strong Work Force Update

5. Discussion Items

- 5.1 ^aSCOE Vehicle (State Approved)
 - Three quotes in Board Packet
- 5.2 Use of Consortium Logo and Name
- 5.3 K-12 Branding for Adult Schools
- 5.4 Sierra County School for Adults Logo
- 5.5 Credentialed Instructors for all CAEP-funded Courses
- 5.6 Request to Change FRAEC Board meeting to Thursdays
- 5.7 Discussion/Review of Governance Documents
- 5.8 SCOE GoTeach Start-up Funds: \$28K
- 5.9 Procedure for Incoming Emails: Can they be sent to all Consortium Members

6. Action Items

- 6.1 Plumas Adult School: Equipment for ESL classes and GED Center \$15,000.00
 - Need 10 additional laptops for ESL
 - Need 1 additional desk configuration and computer

7. Announcements

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

2019	2020	
Oct 18, 2019 – 12:00 @ Sierra County School for Adults	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
Nov 15, 2019 – 12:00 @ Sierra County School for Adults *NEDP / GED Meeting to Follow	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
Dec 20, 2019 – 12:00 @ Feather River Adult School 501 Main Street, Quincy, CA	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

7.2 Upcoming Conferences:

- CAEP Summit (PINs for 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

8. Adjournment: Motion by ; 2nd by