



Feather River Adult Education Consortium – Board Meeting MINUTES
 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 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	<input type="checkbox"/> Wendi James	<input checked="" type="checkbox"/> Lisa Cavin	<input type="checkbox"/>
SJUSD/SCOE	<input checked="" type="checkbox"/> Wendy Jackson (v)	<input type="checkbox"/> James Berardi (v)	<input checked="" type="checkbox"/> Nona Griesert	<input type="checkbox"/>
Consortium Staff				
	<input checked="" type="checkbox"/> Michelle Abramson	<input type="checkbox"/>		
Community Stakeholders				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Call to Order – 12:22 pm without quorum (Quorum met at 3:33 pm)

1. Approval of Minutes

¹September 18, 2019 Motion by D. Lerch; 2nd 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. Consortium Director’s Report

- 4.1 ¹New voting member from Sierra County – James Berardi, Superintendent
 - Appointment agenda and minutes in Board packet
 - Not able to attend today due to personal reasons
- 4.2 Consortium Director’s Announcements
 - M. Abramson requested to move to classroom assignment; Will continue with Adult Education through school year
 - November FRAEC Board to discuss Director position
- 4.3 Conference & Summit Report Outs
 - CAEP Director’s Meeting, Sept 27, 2019, Sacramento, CA
 - M. Abramson shared that the summit was much better than in past years. Included guidance on three –year plan
 - M. Rosin noted that information was valuable
 - CAEP State Training, Oct 10, 2019, Sacramento, CA
 - W. Jackson shared information about learning gains and performance outcomes being the primary data points of effectiveness; Very important to understand the difference between Learning Gains and Employment Outcomes; These are the two primary areas that the state is looking at to determine effectiveness for the consortiums.

- NCPN, Oct 11-13, 2019, Orlando, FL
 - B. Miller shared that the conference was 1000 times better than last year; focused on soft skills training; Boeing “we hire on hard skills, fire on soft skills”; Looking at adding soft skills training to enhance hospitality training course; Will explore the Federal Career Pathways Toolkit

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 – To be certified after CAEP Summit
 - 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 ^hReview of 2018-19 TOPSpro Data & ^hReview of 2018-19 NOVA Fiscal Reporting

- State Focus: Outcomes & Learning Gains: Outcomes are specifically linked to CTE courses and
- Work Place training, Work force Prep and pre-apprenticeships
- State Focus: Student Persistence and Instructional Effectiveness: Persistence is measured by
 - hours of instruction and the pre/post-test combination pairing for ABE and HSE; This is also measured by the pretest and course or competency completion for ASE/HSD. The instructional effectiveness comes from the pre/post pairing with 5 or more points gained in the literacy area or the pretest paired with a course completion.
- ^hState 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 in 12 months	\$9,268	0%	0%

Sierra Schools for Adults	\$285,000	52 in 5 months	\$5,480 (\$3,846 w/o capital)	0%	0%
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- The only way at this point to get the per pupil spend down is to reallocate a portion of the 18/19 allocation that was all allocated to Plumas COE. K. Warren noted that it was never intended that PCOE use the monies allocated.
- Reallocation will reduce the liability and per pupil spend.
- The state does not consider carry overs; Funds were allocated and the expectation is that the money is spent.
- State allows 40% carryover, however the expectation is still that the money is spent.
- W. Jackson: Course completion of HSD and CTE segments are completion points.
- The following summary table of information was provided to the Board Packet at the request of K. Warren as a means of understanding out funds are being spent by each member agency:

Summary of NVOA Materials in Board Packet
Per Pupil Spend for 2018-19 by Agency
(not including carryover / not accounting for capital investment)

Agency	Allocation	Students Served	Allocation Status	Per Pupil Spend (not inc. carryover)
FRC	\$264,713	177	Overspent: \$40,387	\$1,723
PUSD	\$806,350	87	Carry Over: \$320,613	\$5,583
SCOE (Provided programs starting January 2019)	\$285,000	52	Carry Over: \$139,395	\$2,800

4.6 Report on Annual Plan Implementation Progress

- TBD

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
Quote with Michelle for PO
- 6.6 CASAS Paper Goals Tests \$1,000.00 Mitch Requested Quote
Quote with Michelle for PO
- 6.7 CASAS Paper Life Skills Tests \$ 500.00 Mitch Requested Quote
Quote with Michelle for PO

- 6.8 CASAS Entry/Update Records \$ 500.00 Mitch Requested Quote
Quote with Michelle for PO
- M. Rosin to provide update for ESL assessments at November meeting
- 4.9 Member Program Update: Plumas USD
 - a. Program Update – Busier and busier with walk-ins; Unduplicated enrollment: ~70; Like Burlington English more than Rosetta Stone; Using mobile app for study; piloting eTesting via CASAS off-line
 - b. GED Test Center Update – Fully operational! Looking to add additional assessments over time.
 - c. WASC Accreditation Status – Initial Site Visit November 6, 2019
- 4.10 Member Program Update: Sierra County
 - a. Partnership Update – Finalizing MOU with WDB; MOU with Firm Foundation in works; Leveraging resources at Pliesene School with start date of January 2020; Working with SNCKS, First 5, and Sierra for Kids; MOUs are being finalized with Workforce board and are meeting with the Firm Foundation will take place on Oct 25 to finalize that MOU regarding leveraged use of facility and what classes will be offered and when they will start. The tentative start date is January upon return from Christmas break. Also partnering with SNCS for our GoTeach program.
 - b. Program Update – EMR class started with 12 students; 14 enrolled in GoTeach; Working with Cliff Moss for CDE Approval as a CTE pathway; Shelley to schedule meeting to discuss pathway to FRC before CDE approval; Current enrollment of 57; Started EMR class on Oct. 1 and have 12 students, and GoTeach on the same date and have 14 participants in that program. Working with CDE to get GoTeach approved as a CTE on the job training Workplace partnership course (like ROP) in the hopes of having this be a pathway course into FRC ECE programs. Working with S. Miller on the initial documents and explanations for the course to CDE then further conversations will be happening in our Pathway workgroup.
 - c. WASC Accreditation Status – Site Visit November 7, 2019 Utilities will all be in by Wednesday of next week; Furniture on the 31st; Sidewalk Nov 3rd; Then DSA ADA inspection for access and issuance of certificate of occupancy. Open house will be a week after with classes projected to begin after Thanksgiving.
- 4.11 Member Program Update: Feather River College
 - a. Go Teach – All going fine
 - b. Jail CTE Program – All going fine
- 4.12 Fiscal Agent Report: PCOE (2018-19)
 - M. Abramson: All on track
 - M. Rosin: Funds should be disbursed in November; Fiscal Agent has 45 days to send checks to funded Members
- 4.13 Marketing & Social Media Update: Phoenix Design
 - a. Media Manager PowerPoint
 - b. Marketing Updates:
 - Radio Ad (M. Abramson): Working on script; Needs voice talent and stations
 - District Marque (W. Jackson and M. Abramson):
 - c. Next Mailer Date – Last mailer had phone number typo
 - M. Rosin to provide quotes for January mailer
 - M. Rosin to provide update mailer for Sierra
- 4.14 Working Group Report: FRC Pathways (W. Jackson, D. Lerch, K. Miller)
 - Discussions taking place about new RN program and how Adult Ed can support via anatomy course; FRC starting LVN cohort, exploring prerequisite courses that could be

offered by Adult Ed; Could call it “Step Up”; FRC’s new RN program is being offered in partnership with Butte College for the 2020-21 school year; SCOE would like to be a pipeline to RN program by offering an entry level - possibly be Anatomy; Course descriptions will be brought to the next planning meeting for D. Lerch to review and determine if they can be a fit / what needs to be done to make them a fit.

- 4.15 Working Group Report: DIR Quarterly Review (B. Miller, W. Jackson, W. James)
 - Q1 review at FRAEC November Board meeting; Need to schedule deep dive trainings and focus on one issue at a time to get our data correct; Some data is not accurately reflecting programs, so need to iron out entry process.
- 4.16 Strong Work Force Update
 - No direct Adult Ed funding, but can be a partner with K12 and CC; Application window is Nov 1 – Dec 15; Up to 3 applications allowed; W. Jackson joined the introduction webinar on Sept. 18 and attended North/Far North Engagement meetings on Oct 8 & 9; New application process this year. Bidders workshop is on Oct 21 for all applicants to review the changes and how the process is going to work this year. RFT window is open November 1 thru December 15th. Max award this year is \$2M - \$5M. 142 applications 74 awards last year. K12s must partner with a CC of their choosing that best fits the program focus of the application submittal.

5. Discussion Items

- 5.1 ^xSCOE Vehicle (State Approved)
 - Three quotes in Board Packet
 - SCOE Requests \$35K to purchase a vehicle
 - Review of carry over funds and Q1 fiscal at November meeting
 - N. Griesert discussed lease versus purchase
 - K. Warren asked to see more detailed expenditures from Sierra allocation
 - W. Jackson asked: knowing that the funds for the vehicle were previously approved, when can SCOE expect the funds for the vehicle.
 - SCOE to provide detailed budget review prior to November meeting so Board members can review
- 5.2 Use of Consortium Logo and Name
 - W. Jackson concerned about newspaper article which made Consortium sound like only Plumas USD; Consortium is governing body, not implementation agency; Sierra County citizens were confused and thought Sierra’s adult ed offerings were ending; Consortium is funding amazing programs, but the programs are being delivered through the local K12 funded agencies; Need stronger outreach to the community that highlights ALL activities by members (newspaper article to focus on entire consortium, while also focusing on member agencies); Consortium to make a conscious effort to differentiate activities of the Consortium from those of Member Agencies; It is important not to create confusion for clients; The consortium is a governing body that oversees funding for each Member District to deliver their services.
- 5.3 K-12 Branding for Adult Schools
 - W. Jackson asked for clarification on use of Consortium logo; K. Warren noted that all members are part of a larger organization; Sierra County has marketed everything under the name of the school but never the consortium. SCOE emphasizes that programs are community centric and driven by the needs of our unique communities, businesses and agency partners. All marketing and community outreach should be straight forward and easy to understand. At the bottom of SCOE announcements and webpage notes SCOE is a member of the FREAC. Concern discussed about using the Consortium logo on the windows of the Feather River Adult School.

- 5.4 Sierra County School for Adults Logo
 - W. Jackson shared logo for Sierra County Schools for Adults; Using color schemes that are school neutral
- 5.5 Credentialed Instructors for all CAEP-funded Courses
 - W. Jackson shared that CAEP-funded courses need area specific credentials; This was an item of extensive discussion at the training on Oct 10th especially for CTE instructors. CDE, CTA and Chancellors office are trying to iron out the CTE credential issue because some CTE courses have no credential offered by CCTC and we don't have the same type of exceptions in place that regular teachers can teach under. There was some discussion by Neal Kelly that the hope is that some agreement will be forth coming.
- 5.6 Request to Change FRAEC Board meeting to Thursdays
 - J. Berardi is required to be in Downieville on Fridays; November meeting moved to November 14, 2019; M. Rosin to send list of new dates
- 5.7 Discussion/Review of Governance Documents
 - To review at November Board meeting
- 5.8 SCOE GoTeach Start-up Funds: \$28K
 - To be voted on at November 2019 Board meeting
- 5.9 Procedure for Incoming Emails: Can they be sent to all Consortium Members
 - Can potential students self-select the county, and have email sent to that address?
 - M. Rosin to check with Phoenix Design

6. Action Items

- 6.1 Feather River 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

Motion by W. Jackson; 2nd by D. Lerch Unanimously Approved

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 14, 2019 – 3:00 pm @ 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 W. Jackson; 2nd by D. Lerch

Unanimously Approved

After the regularly scheduled board meeting was adjourned, the FRAEC Board members and guests asked to visit the new Sierra County School for Adults location. D. Lerch, K. Warren, L. Calvin, B. Miller, and M. Abramson joined W. Jackson for a tour of the current Room 11 at the Sierra County District Office and visited the new 605 School Street location. They previewed mock-ups of new classrooms and furniture setups for the classrooms, testing areas and offices. K. Warren inquired when everything would be completed, and was informed that an open house was planned for mid-November, and that the FRAEC Board would be invited.