



**Feather River Adult Education Consortium – Board Meeting AGENDA**  
 Sierra County Office of Education: 109 Beckwith Rd, Loyalton, CA, 96118  
 Quincy High School, 9 Quincy Junction Road, Quincy, CA, 95971  
 Thursday November 14, 2019 (3:00 p.m. – 4:00 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	<input type="checkbox"/> Wendi James	<input type="checkbox"/> Lisa Cavin	<input type="checkbox"/>
SJUSD/SCOE	<input type="checkbox"/> Wendy Jackson (v)	<input type="checkbox"/> James Berardi (v)	<input type="checkbox"/> Nona Griesert	<input type="checkbox"/>

**Consortium Staff**

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Call to Order –**

**1. Approval of Minutes**

<sup>☐</sup>October 18, 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 Update on Consortium Director Position
- 4.2 Update on Reallocation of Funds to FRC
- 4.3 Conference & Summit: Report Out
  - CAEP State Summit, October 29-30, 2019, Anaheim, CA
  - NCTN (Wendy), Nov 11-13, 2019, Boston, MA
- 4.4 CAEP Deadlines - Upcoming
  - October 2019
    - <sup>☐</sup>Oct 30: 2019/20 Member Program Year Budget and Work Plan certified by Consortia in NOVA – CERTIFIED
    - Oct 31: Student data due in TOPSPro (Q1) – COMPLETED
  - December 2019
    - Dec 1: 2017/18; 2018/19; 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: 2017/18; 2018/19; 2019/20 Member Expense Report certified by Consortia in NOVA (Q1)
    - Dec 31: End of Q2
  - January 2020

- Jan 31: Student Data due in TOPSPro (Q2)
- February 2020
  - Feb 28: Preliminary allocations for 2020-21 and 2021-22 released by this date
- March 2020
  - Mar 1: 2017/18; 2018/19; 2019/20 Member Expense Report due in NOVA (Q2)
  - Mar 1: Close out of 2017/18 Member Funds due in NOVA
  - Mar 31: 2017/18; 2018/19; 2019/20 Member Expense Report certified by Consortia by NOVA (Q2)
  - Mar 31: Close out of 2017/18 funds in NOVA certified by Consortia in NOVA
  - Mar 31: End of Q3
- April 2020
  - Apr 30: Student Data due in TOPSPro (Q3)
- May 2020
  - May 2: CFADs for 2020-21 due in NOVA
- June 2020
  - Jun 1: 2018/19; 2019/20 Member Expense Report due in NOVA (Q3)
  - Jun 30: 2018/19; 2019/20 Member Expense Report certified by Consortia in NOVA (Q3)
  - Jun 30: End of Q4

4.5 State Guidance Update

- DISCUSS DIR REPORTS FOR Q1

4.6 Report on Annual Plan Implementation Progress

4.7 Consultant Days

2019	2020	
Dec 19-20, 2019	Jan 16-17, 2020	Apr 9-10, 2020
	Feb 13-14, 2020	May 21-22, 2020
	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 Invoice to Michelle 10.16.19
- 6.3 Aztec Software Additional Seats \$2,800.00 Invoice to Michelle 10.8.19
- 6.4 Burlington English Additional Seats \$3,200.00 Invoice to Michelle 7.23.19
- 6.5 CASAS eTests \$1,200.00 Paid 10.30.19
- 6.6 CASAS Paper Goals Tests \$1,000.00 Paid 10.30.19
- 6.7 CASAS Paper Life Skills Tests \$ 500.00 Paid 10.30.19
- 6.8 CASAS Entry/Update Records \$ 500.00 Paid 10.30.19

4.9 ESL Testing Update

– So long as student has ABE enrollment at some point, GOALS Tests will work.

**English Language Learners – NRS Approved Assessments**

Modality	Test Series	Forms	NRS Approval Through February 2, 2021
Reading	Beginning Literacy	27–28	✓
	Life and Work	81–188	✓
	Secondary Level Assessment for Language Arts	513–514	✓
	Citizenship	951, 951X–952, 952X	✓
Listening	Life and Work 980 series	981–986	✓

- 4.10 Member Program Update: Plumas USD
  - a. Program Update –
  - b. GED Test Center Update –
  - c. WASC Accreditation Status – Initial Site Visit November 6, 2019
- 4.11 Member Program Update: Sierra County
  - a. Partnership Update –
  - b. Program Update –
  - c. WASC Accreditation Status –
- 4.12 Member Program Update: Feather River College
  - a. Go Teach –
  - b. Jail CTE Program –
- 4.13 Fiscal Agent Report: PCOE (2018-19)
- 4.14 Marketing & Social Media Update: Phoenix Design
  - a. Media Manager PowerPoint
  - b. Marketing Updates:
    - Radio Ad (M. Abramson):
  - c. <sup>h</sup>Postal Mailer – November 2019 – Prepared by Phoenix Design/Direct Connections
    - Emailed to Voting Members 10.26.19. Awaiting approval.
  - d. Procedure for Incoming Emails: Can they be sent to all Consortium Members?
    - Feature to be added by Phoenix Design; No additional cost to Consortium
- 4.15 Working Group Report: FRC Pathways (W. Jackson, D. Lerch, K. Miller)
- 4.16 Working Group Report: DIR Quarterly Review (B. Miller, W. Jackson, W. James)
- 4.17 Strong Work Force Update

#### 5. Discussion Items

- 5.1 <sup>h</sup>Discussion/Review of Governance Plan and MOU
- 5.2 Sierra County: Request for \$10K to cover additional costs of new building.

#### 6. Action Items

- 6.1 SCOE GoTeach Start-up Funds; Paid from 2018-19 Allocation \$28,000.00  
Motion by ; 2<sup>nd</sup> by
- 6.2 <sup>h</sup>SCOE Vehicle (State Approved); Paid from 2018-19 Allocation \$35,000.00
  - <sup>h</sup>Three quotes provided in October 18, 2019 Board Packet
  - <sup>h</sup>NOVA Q1 2019-20 Expenses
 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>	
	*all meetings are scheduled for 1 hour	
<b>Dec 19, 2019 – 10:00 am</b> @ Feather River Adult School 501 Main Street, Quincy, CA	<b>January 16, 2020 – 10:00 am</b> @ Feather River Adult School 501 Main Street, Quincy, CA	<b>April 30, 2020 – 12:00 pm</b> @ Sierra County School for Adult 605 School Street, Loyalton, CA *Vote on CFAD
	<b>February 13, 2020 – 3:00 pm</b> @ Sierra County School for Adults 605 School Street, Loyalton, CA *NEDP / GED Meeting to Follow	<b>May 21, 2020 – 10:00 am</b> @ Feather River Adult School 501 Main Street, Quincy, CA *NEDP / GED Meeting to Follow
	<b>March 19, 2020 – 10:00 am</b> @ Feather River Adult School 501 Main Street, Quincy, CA	<b>June 11, 2020 – 12:00 pm</b> @ Feather River Adult School 501 Main Street, Quincy, CA *Annual Plan Retreat

7.2 Upcoming Conferences:

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|---|---|
| <ul style="list-style-type: none"> <li>- CAEAA</li> <li>- TDLS</li> <li>- COABE</li> <li>- CCAE State Conference</li> <li>- CASAS Summer Institute</li> </ul> | <ul style="list-style-type: none"> <li>January 29-31, 2020 Sacramento, CA</li> <li>March 6-7, 2020 Sacramento, CA</li> <li>April 5-8, 2020 Baltimore, MD</li> <li>April 23-25, 2020 Sacramento, CA</li> <li>June 23-25, 2020 Anaheim, CA</li> </ul> |
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8. Adjournment:

- Motion by ; 2<sup>nd</sup> by