



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

501 Main Street, Quincy, CA

Friday September 13, 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 checked="" type="checkbox"/> Shelley Miller	<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 checked="" type="checkbox"/> Mallory Marin	<input checked="" type="checkbox"/> Wendi James	<input type="checkbox"/>	<input type="checkbox"/>
SJUSD/SCOE	<input checked="" 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: 12:01 pm

1. Approval of Minutes: [□] August 8, 2019 Motion by D. Lerch; 2nd by W. Jackson
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 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 TO AMEND FRC ALLOCATION – Staffing changes resulted in under funding. Will be adjusted in NOVA per Board vote.

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. CAEP Start of Year Letter
- c. Hanover Executive Summary - 2019-2022 CAEP Three-Year Plans
- d. 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
 - Part of the Budget and Workplan process
 - Due in NOVA September 30, 2019
- 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

*Date needs to be changed

- 4.2 Member Program Update: Plumas COE / PUSD
 - a. Program Update – Already up 90% in enrollment over last year; Met with Forest Service about picking up the Basic 32 class, but needs discussion with FRC; Met with Probation to provide referrals and offer classes; Local business (Moons) requested hospitality course to start Fall 2019; Rotary and Soroptimist requested presentations; Portola classes starting next week
 - b. GED Test Center Update – APPROVED! Opening week of September 16, 2019
 - c. WASC Accreditation Status – Submitted August 31; Site visit November 6, 2019
- 4.3 Member Program Update: Sierra County
 - a. Partnership Update – MOU being finalized with Workforce Board for colocation of services; Working to partner on opening an in-home child care facility (GoTeach) in Sierraville
 - b. Program Update – Building to be delivered September 16; Address 605 School Street, Loyalton, CA; Agreements for three satellite locations across the county; enrollment up to 55 students
 - c. WASC Accreditation Status – Submitted August 31; Site Visit November 7, 2019
- 4.4 Member Program Update: Feather River College
 - a. Go Teach – Focus on starting programs in Sierra County; Training starts September 19, 2019; October 1, 2019 is set as service start date; Plumas County enrollment is at 20 for current year; Striving to continue accurate data collection for participants; Need further discussion on status of program
 - b. Jail CTE Program – Doing well; Adding new instructional program in Spring 2020 (funding dependent); Transition to FRC upon release is a goal; Working to reduce recidivism;
- 4.5 Fiscal Agent Report: FRC (Data & Accountability and 2017-18) – CLOSED
- 4.6 Fiscal Agent Report: PCOE (2018-19)
 - NOVA reports submitted; Auditors next week; Working to align budgets/expense accounts to current state guidance
- 4.7 Marketing & Social Media Update: Phoenix Design
 - a. Media Manager PowerPoint

b. Marketing Updates:

- Plumas County Fair – Exhibited in the quilting building, should collocate with FRC next year
- Postal Mailer (W. James): MAILED
- Radio Ad (M. Abramson): Plan to meet; key contact back from vacation
- ~~- TV Ad (M. Abramson): Plan to meet~~
- ~~- SavMor Foods: (M. Abramson): Plan to meet~~
- ~~- Sierra Energy Gas Station (M. Abramson): Plan to meet~~
- District Marque (W. Jackson and M. Abramson): Now installed
- DMV: Michelle to explore

- 4.8 Working Group Report: FRC Pathways (W. Jackson, D. Lerch, K. Miller)
 - No meeting date set; Derek to coordinate
- 4.9 Working Group Report: DIR Quarterly Review (B. Miller, W. Jackson, W. James)
 - No meeting date set; Brad to coordinate at October Board meeting
- 4.10 Strong Work Force Update: State is convening summits (Redding, Elk Grove, etc.); no timeline for applications or letters of intent; still supposed to be fall 2019; Derek to send information to Wendy

5. Discussion Items

- 5.1 SCOE CTE Equipment \$50,000.00
 - Tabled to October Board meeting
- 5.2 Plumas Adult School: Equipment for ESL classes and GED Center \$10,000.00
 - Need 10 additional laptops for ESL
 - Need 1 additional desk configuration and computer
 - Equipment for Basic Fire certification; Sierra County would like to cross refer students to avoid duplication of services; Brad to explore options, as Plumas National Forest and Tahoe National Forest have different requirements; Derek and Brad to coordinate with Forest Service and report back to Board; Possibly run multiple classes
 - New Request for \$15,000.00 per quotes provided to Board

6. Action Items

- 6.1 2018-19 Spend Down Plan (One-time allocations to reduce 2018-19 Carry-Over)
 - K. Warren requested update on SCOE allocation from 2018-19 FY; Discussion about how funds are being spent by SCOE; Clarification about oversight of Member funding and auditing how money is being spent.

FRAEC 2018-19 Spend Down Plan			
Action Item	Proposed Allocation Purpose	Proposed Allocation	Balance
	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 D. Lerch; 2 nd by K. Warren | Motion Carried Unanimously |
| 6.3 | Motion by D. Lerch; 2 nd by W. Jackson | Motion Carried Unanimously |
| 6.4 | Motion by D. Lerch; 2 nd by W. Jackson | Motion Carried Unanimously |
| 6.5 | Motion by W. Jackson; 2 nd by D. Lerch | Motion Carried Unanimously |
| 6.6 | Motion by W. Jackson; 2 nd by D. Lerch | Motion Carried Unanimously |
| 6.7 | Motion by D. Lerch; 2 nd by W. Jackson | Motion Carried Unanimously |
| 6.8 | Motion by D. Lerch; 2 nd by W. Jackson | Motion Carried Unanimously |
| 6.9 | Motion by D. Lerch; 2 nd by W. Jackson | Motion Carried Unanimously |

Carried Unanimously Amount needs to be adjusted to add \$8,387
Special meeting scheduled Sept 18, 2019 @ 7:45am

- 6.10 Motion by D. Lerch; 2nd by W. Jackson
Tabled until special meeting on Sept 18, 2019
- 6.11 Motion by W. Jackson; 2nd by K. Warren
Tabled until October 2019 board meeting

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 – Which Agency to Attend

- | | | |
|--------------------------------------|-------------------|----------------|
| - CAEP Director’s Meeting (Michelle) | Sept 27, 2019 | Sacramento, CA |
| - CAEP State Training (Wendy, Brad) | 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 | | |

7.3 Learning to Achieve – Manual for Working with Adults with Disabilities

8. Adjournment: Motion by D. Lerch; 2nd by W. Jackson