



**Feather River Adult Education Consortium – Board Meeting MINUTES**  
 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.)  
 ☐ 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 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 checked="" type="checkbox"/> Mallory Marin	<input checked="" type="checkbox"/> Wendi James	<input type="checkbox"/> Lisa Cavin	<input type="checkbox"/>
SJUSD/SCOE	<input checked="" type="checkbox"/> Wendy Jackson (v)	<input type="checkbox"/> James Berardi (v)	<input type="checkbox"/> Nona Griesert	<input type="checkbox"/>

**Consortium Staff**

<input checked="" 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 – 3:00 pm

**1. Approval of Minutes**

- ☐<sup>st</sup>October 18, 2019 Motion by D. Lerch; 2<sup>nd</sup> by W. Jackson
- Correction on W. Jackson Program Update: Change to 57 students.

**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**
  - M. Abramson: Will continue with Consortium Coordinator position to March 1, 2020 at current rate of .25% of time
  - Unspent salary (approx. \$13,500) will remain unencumbered
  - M. Rosin to take over as Acting Director as of March 1, 2020
- 4.2 Update on Reallocation of Funds to FRC**
  - FRC to submit invoice to PCOE; NOVA to reflect allocation amendment
- 4.3 Conference & Summit: Report Out**
  - CAEP State Summit, October 29-30, 2019, Anaheim, CA
    - B. Miller: Great conference, TOPSpro Training, Really a worthwhile conference.
    - W. Jackson: Focused on data reporting and data interpretation. Should spend time on data entry so we get full credit for hard work that is being done. Bethany Ely will hold trainings in CAREC; M. Rosin to set date for B. Miller to do a deep dive.
  - NCTN, Nov 11-13, 2019, Boston, MA
    - W. Jackson: Was not even a fraction of the conference it was last year; will remove from conference list; topics covered did not reflect the topics advertised.

4.4 CAEP Deadlines - Upcoming

- October 2019
  - 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

- M. Rosin to report in December

4.7 Consultant Days

<b>2019</b>	<b>2020</b>	
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                |

- All invoices processed
- CASAS materials arrived at PCOE Office
- Burlington English and Aztec split seats by Member District, rather than in a consortium account

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
<b>Reading</b>	Beginning Literacy	27–28	✓
	Life and Work	81–188	✓
	Secondary Level Assessment for Language Arts	513–514	✓
	Citizenship	951, 951X–952, 952X	✓
<b>Listening</b>	Life and Work 980 series	981–986	✓

4.10 Member Program Update: Plumas USD

- Program Update – 90 Unduplicated Students; Goal is 100 by end of year; ESL program in Portola is growing; Aztec webinar w/ Colin Swanson on 12.3.19 to focus on Math skills; Burlington English training on 12.4.19; Fuel Ed training on 11.20.19; Continued outreach to community organizations, highlight on free courses to correct misperceptions;
- GED Test Center Update – GED Test Center is up and running; Business owner asked to add more tests; Might need funding for more hours if more tests are offered
- WASC Accreditation Status – Initial Site Visit November 6, 2019; Visit went well; Will learn final determination in January/February

4.11 Member Program Update: Sierra County

- Partnership Update – Finalized MOU with Firm Foundation, classes will begin 12.7.19; Stalled on MOU with WDB due to concerns from director on language, meeting scheduled on 11.21.19 to discuss Sierra County
- Program Update – 57 Unduplicated Students; Classes to start at Firm Foundation in GED Prep and HSD 12.7.19; Classes to start in Downieville 12.7.19; Two locations in Loyalton; EMT classes starting again (Marty working through credential with NorCal EMS)
- WASC Accreditation Status – Initial Site Visit November 6, 2019; Visit went well and accreditation is expected; Will learn final determination in January/February; Noted continuity between schools for curriculum across consortium

4.12 Member Program Update: Feather River College

- Go Teach – All good
- Jail CTE Program – All good

4.13 Fiscal Agent Report: PCOE (2018-19)

- Waiting for funds to come from the state

4.14 Marketing & Social Media Update: Phoenix Design

- Media Manager PowerPoint
- Marketing Updates:
  - Radio Ad (M. Abramson):
- 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 Discussion/Review of Governance Plan and MOU
  - Will revise as noted in Board Packet
- 5.2 Sierra County: Request for \$10K to cover additional costs of new building from 2018-19
  - Additional costs for 37 feet of walkway from new building to parking area/restrooms and DSA ADA inspection
  - Sierra will provide estimate bids for FRAEC Board review
  - K. Warren concerned about spending additional funds

6. Action Items

- 6.1 SCOE GoTeach Start-up Funds; Paid from 2018-19 Allocation \$28,000.00  
 Motion by D. Lerch; 2<sup>nd</sup> by W. Jackson  
 Discussion:
  - D. Lerch reviewed concern that prior funding was fully expensed
  - W. Jackson noted remaining carry over is \$6,700; and salary is in jeopardy
  - M. Marin noted that most County Offices encumber salaries, so operating cash is more an issue than actual budget
  - W. Jackson noted that this is start-up funding only, and that the program is sustainable through regular ongoing CFAD allocation and in accordance with the CAEP Annual Plan
  - D. Lerch noted that he hopes Sierra County can spend based on allocation, not on cash
 Vote: Yes: D. Lerch/W. Jackson      No: K. Warren      Motion Carried
  
- 6.2 SCOE Vehicle (State Approved); Paid from 2018-19 Allocation \$35,000.00  
 - Three quotes provided in October 18, 2019 Board Packet  
 - NOVA Q1 2019-20 Expenses  
 Motion by W. Jackson; 2<sup>nd</sup> by D. Lerch  
 Discussion:
  - W. Jackson provided documentation for estimates; one time purchase; Sierra County policy is not to lease vehicles (including school busses); County just purchased 3 electric busses
  - K. Warren does not support additional funds for the purchase of a vehicle
  - D. Lerch asked for amount of carry over: \$325K reported in NOVA (not including FRC additional allocation and GoTeach for Sierra) with ~\$255K remaining
  - D. Lerch supports the needs of Sierra County to start a program; Would like to see Sierra County reach a point where cash flow is not a factor; Explained that growth of member districts is the goal of the consortium model; Understands that the vehicle is needed by Sierra County
 Vote: Yes: W. Jackson/ D. Lerch      No: K. Warren      Motion Carries

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:

- |                          |                     |                |
|--------------------------|---------------------|----------------|
| - CAEAA                  | January 29-31, 2020 | Sacramento, CA |
| - TDLS                   | March 6-7, 2020     | Sacramento, CA |
| - COABE                  | April 5-8, 2020     | Baltimore, MD  |
| - CCAE State Conference  | April 23-25, 2020   | Sacramento, CA |
| - CASAS Summer Institute | June 23-25, 2020    | Anaheim, CA    |

8. Adjournment: 4:17pm

- Motion by W. Jackson; 2<sup>nd</sup> by D. Lerch