



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

Feather River Adult School, 501 Main Street, Quincy, CA

Thursday March 19, 2019 (10:00 a.m. – 11:00 a.m.)

**DUE TO THE CORONAVIRUS, THIS MEETING WILL BE HELD ON ZOOM;  
THE PUBLIC IS INVITED TO PARTICIPATE VIA LOCAL DISTRICT PROTOCOL**

<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 Acting Consortium Lead at [Mitch.Rosin2@gmail.com](mailto:Mitch.Rosin2@gmail.com) 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"/>

**Community Stakeholders**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Call to Order – a.m.

1. Approval of Minutes: <sup>Ⓜ</sup>February 13, 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 CAEP Deadlines - Upcoming
    - 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
  - 4.2 State Guidance Update


- a. □ Preliminary 2020-21 CAEP Allocation & CAEP Allocation Memo
  - b. □ CAEP Fiscal Guidance Webinar
  - c. □ CAEAA Overview PPT
- 4.3 Plumas USD Program Update:
- a. Program Update
- 4.4 Sierra County Program Update:
- a. Program Update
- 4.5 Feather River College Program Update:
- a. Program Update
- 4.6 Fiscal Agent Report: PCOE (2018-19)
- a. Confirm: FRC received Allocation Amendment (\$40,387.00)
  - b. Confirm: SCOE received Allocation Amendment (\$63,000.00)
  - c. Confirm: Monthly Allocations have been disbursed:

Monthly Allocation by Member District		
	Annual	Monthly
FRC	276,730.00	23,060.83
PCOE	326,907.00	27,242.25
SCOE	229,000.00	19,083.33

- 4.7 Marketing & Social Media Update: Phoenix Design
  - a. Media Manager PowerPoint
- 4.8 FRC Pathways Working Group Report: (W. Jackson, D. Lerch, K. Miller)
- 4.9 DIR Quarterly Review Working Group Report: (B. Miller, W. Jackson, W. James)
- 4.10 Strong Work Force Update

5. Discussion Items

- 5.1 □ Review CAEP Manager Summary Reports and DIRs for Each Member District
- 5.2 □ Review of CFAD & COLA Allocations for 2020-21

Agency	2017-18 CFAD	2018-19 CFAD	Current Program / Service	2019-20 CFAD	% of Allocation	Proportional 2020-21 COLA	2020-21	Tentative 2020-21 CFAD
								
2019-20 FRAEC Allocation	\$832,637							
2020-21 Proposed FRAEC COLA	\$19,067							
2020-21 Proposed FRAEC Allocation	\$851,704							
Fiscal Agent 5% Indirect	\$42,585							
Remaining Annual Allocation	\$809,119							
FRC	\$488,016	\$0	Go Teach / Jail Cullinary	\$276,730			\$276,730	
			Consortium Lead State Meetings				\$11,415	
			COLA				\$6,337	
<b>TOTAL</b>				\$276,730	33%	\$6,337		\$294,482
PCOE - FISCAL AGENT	\$0	\$743,350	Consortium Lead	\$54,000			\$0	
			5% Indirect (waived in 2019-20)	\$0			\$42,585	
			Consortium Operations Set-Aside	\$30,000			\$30,000	
			COLA				\$1,924	
<b>TOTAL</b>				\$84,000	10%	\$1,924		\$74,509
PUSD	\$0	\$743,350	Feather River Adult School	\$242,907			\$242,907	
			COLA				\$5,562	
<b>TOTAL</b>						\$242,907	29%	\$5,562
SCOE	\$285,000	\$63,000	Sierra County Schools for Adults	\$229,000			\$229,000	
			COLA				\$5,244	
<b>TOTAL</b>						\$229,000	28%	\$5,244
<b>TOTAL</b>	\$773,016	\$806,350		\$832,637	100%	\$19,067		\$851,704

### 5.3 Review of the Consortium Management unspent funds from 2017-18 and 2019-19

2017-18 Consortium Expenses (\$30,000 budgeted)				2018-19 Consortium Expenses (\$30,000 budgeted)			
			\$30,000.00				\$30,000.00
	Mileage reimbursement - Cons. Dire	\$264.00	\$29,736.00		Carry Over		\$11,144.00
	TOPSpro training Consortium Directo	\$585.00	\$29,151.00		<b>TOTAL</b>		<b>\$41,144.00</b>
	COABE	\$4,000.00	\$25,151.00		Phoenix Design - \$1000/month	\$12,000.00	\$29,144.00
	CASAS Conference	\$2,000.00	\$23,151.00		Quincy Provisions	\$154.44	\$28,989.56
	CAEP Conference	\$174.00	\$22,977.00		Direct Connection	\$5,848.42	\$23,141.14
	Direct Connection	\$4,538.00	\$18,439.00		Quincy Provisions	\$154.44	\$22,986.70
	CAEAA Conference	\$675.00	\$17,764.00		CAEP Director's Summit	\$204.13	\$22,782.57
	Web Cam - GED Testing	\$450.00	\$17,314.00		Direct Connection	\$1,698.88	\$21,083.69
	office furniture	\$839.00	\$16,475.00		Burlington Seats?		
	Stake Holder meeting	\$665.00	\$15,810.00				
	Board Meeting Food	\$944.00	\$14,866.00				
	Apple Computer	\$1,099.00	\$13,767.00				
	prof development	\$623.00	\$13,144.00				
	CCAEE Conference	\$2,000.00	\$11,144.00				
			\$11,144.00				

- 5.4 Evaluation process for Consortium Consultant.
- 5.5 Review of remaining balance of funds from outgoing Consortium Director's salary.
- 5.6 Reallocation of funds from remaining 2018-19 / 2019-20 funds.
- 5.7 Census 2020 and how FRAEC is promoting and supporting.
- 5.8 Clarify communication issues of the board members on non-fiscal related issues potentially establish an item in our bylaws or policies.
- 5.9 Funding transition counselor position.
- 5.10 Inviting partners to attend/present at board meetings and streamline referrals.

### 6. Action Items

- 6.1 <sup>□</sup> Motion to approve the purchase of an additional 20 seats of Burlington English, to be paid from the PCOE Carry Over of 2018-19 funds, in the amount of \$1,920.00  
Motion by; 2<sup>nd</sup> by
- 6.2 <sup>□</sup> Motion to Approve an Allocation Amendment from PCOE to FRC in the amount of \$6,800 to supplement the existing contract with P2C Solutions for work as Interim Consortium Lead from January 1, 2020 thru June 30, 2020.  
Motion by; 2<sup>nd</sup> by

		Current	Current	Amended	Amended
Jan-20	FRAEC Board Meeting (January 17, 2020) – On-Site	16		8	
	Assist with Guidance for Quarterly Budget / DIR Submission	4		4	
	Ongoing Strategy Building with Consortium Members	8	\$5,600	8	\$8,800
	Attend CAEAA Conference (Jan 29-31, 2020)	0		24	
	<b>Total: 28</b>			<b>Total: 44</b>	
Feb-20	FRAEC Board Meeting (February 14, 2020) – On-Site	16		16	
	Ongoing Strategy Building with Consortium Members	8	\$4,800	8	\$8,000
	Attend MIS Data Training (February 27-28, 2020)	0		16	
	<b>Total: 24</b>			<b>Total: 40</b>	
Mar-20	FRAEC Board Meeting (March 20, 2020) – On-Site	16		16	
	CFAD Development (Due May 1, 2020)	4	\$5,600	4	\$5,600
	Ongoing Strategy Building with Consortium Members	8		8	
	<b>Total: 28</b>			<b>Total: 28</b>	
Apr-20	FRAEC Board Meeting (April 11, 2020) – On-Site	16		16	
	CFAD Finalization & Submission (Due May 1, 2020)	2		4	
	Assist with Guidance for Quarterly Budget / DIR Submission	2	\$5,600	2	\$6,000
	Ongoing Strategy Building with Consortium Members	8		8	
	<b>Total: 28</b>			<b>Total: 30</b>	
May-20	FRAEC Board Meeting (May 23, 2020) – On-Site	16		16	
	Ongoing Strategy Building with Consortium Members	8	\$4,800	8	\$4,800
	<b>Total: 24</b>			<b>Total: 24</b>	
Jun-20	2019-20 Annual Plan Retreat & FRAEC Board Meeting (June 13, 2020) – On-Site	16		16	
	Annual Plan Draft	4		4	
	Ongoing Strategy Building with Consortium Members	8	\$5,600	8	\$5,600
	<b>Total: 28</b>			<b>Total: 28</b>	
	<b>TOTAL</b>		<b>\$32,000</b>		<b>\$38,800</b>
	<b>Additional Allocation</b>				<b>\$6,800</b>

7. Announcements

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

<b>2020</b>	
*all meetings are scheduled for 1 hour	
<b>April 30, 2020 – 12:00 pm</b> @ Sierra County School for Adults 605 School Street, Loyalton, CA *Vote on CFAD	<b>June 11, 2020 – 12:00 pm</b> @ Feather River Adult School 501 Main Street, Quincy, CA *Annual Plan Retreat
<b>May 21, 2020 – 10:00 am</b> @ Feather River Adult School 501 Main Street, Quincy, CA *NEDP / GED Meeting to Follow	

7.2 2020-21 FRAEC Board Meeting Dates

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>- July 16, 2020 (Annual Plan Meeting)</li> <li>- August 13, 2020 (Annual Plan Vote)</li> <li>- September 17, 2020</li> <li>- October 15, 2020</li> <li>- November 19, 2020</li> <li>- December 17, 2020</li> </ul> | <ul style="list-style-type: none"> <li>- January 22, 2021</li> <li>- February 21, 2021</li> <li>- March 20, 2021 (CFAD Discussion)</li> <li>- April 16, 2021 (CFAD Vote)</li> <li>- May 15, 2021</li> <li>- June 19, 2021 (Annual Plan Retreat)</li> </ul> |
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7.3 Upcoming Conferences:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>- CCAE Bay Section – <b>POSTPONED</b></li> <li>- NAWB – <b>POSTPONED</b></li> <li>- COABE – <b>POSTPONED</b></li> <li>- CCAE State Conference – <b>CANCELLED to 2021</b></li> <li>- CASAS Summer Institute – <b>TBD</b></li> <li>- GED Annual Conference – <b>TBD</b></li> </ul> | <ul style="list-style-type: none"> <li>March 21, 2020 Pacific Grove, CA</li> <li>March 21-24, 2020 Washington, D.C.</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> <li>July 27-29, 2020 Atlanta, GA</li> </ul> |
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8. Adjournment – ; Motion by ; 2<sup>nd</sup> by