



Feather River Adult Education Consortium – Board Meeting AGENDA

ZOOM: <https://us02web.zoom.us/j/85861524139>

Thursday April 30, 2019 (2:00 p.m. – 4:00 p.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 – p.m.

1. Approval of Minutes: <sup>□</sup>February 13, 2019 Motion by ; 2<sup>nd</sup> by  
Record <sup>□</sup>March 2020 Board Action via Email due to COVID-19 (publically discussed at 2.13.2020 meeting)

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

- 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

- August 2020

Aug 1: Student Data due in TOPSPro (Q4) FINAL

Aug 15: Annual Plan for 2020-21 due in NOVA

4.2 State Guidance Update

a. <sup>□</sup> Brown Act Suspended Email Notification and Executive Order

b. <sup>□</sup> Preliminary 2020-21 CAEP Allocation & CAEP Allocation Memo

c. <sup>□</sup> Ongoing, Weekly CAEP / CASAS / OTAN Webinars

d. <sup>□</sup> CFAD Annual Plan Memo re: EC84914 & Budget Update

- 4.4 Plumas USD Program Update:
  - a. Program Update
- 4.5 Sierra County Program Update:
  - a. Program Update
- 4.6 Feather River College Program Update:
  - a. Program Update
- 4.7 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: FRC received Allocation Amendment (\$6,800.00)
  - d. 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

- 4.8 Marketing & Social Media Update: Phoenix Design
  - a. Media Manager PowerPoint

5. Discussion Items

- 5.1 □ Review CAEP Manager Summary Reports and DIRs for Q2

- 5.2 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		TOTAL			\$41,144.00
COABE	\$4,000.00	\$25,151.00					
CASAS Conference	\$2,000.00	\$23,151.00		Phoenix Design - \$1000/month	\$12,000.00	\$29,144.00	
CAEP Conference	\$174.00	\$22,977.00		Quincy Provisions	\$154.44	\$28,989.56	
Direct Connection	\$4,538.00	\$18,439.00		Direct Connection	\$5,848.42	\$23,141.14	
CAEAA Conference	\$675.00	\$17,764.00		Quincy Provisions	\$154.44	\$22,986.70	
Web Cam - GED Testing	\$450.00	\$17,314.00		CAEP Director's Summit	\$204.13	\$22,782.57	
office furniture	\$839.00	\$16,475.00		Direct Connection	\$1,698.88	\$21,083.69	
Stake Holder meeting	\$665.00	\$15,810.00		Burlington Seats?			
Board Meeting Food	\$944.00	\$14,866.00					
Apple Computer	\$1,099.00	\$13,767.00					
prof development	\$623.00	\$13,144.00					
CCAE Conference	\$2,000.00	\$11,144.00					
		\$11,144.00					

- 5.3 Review Fiscal Agent/Direct funding options
- 5.4 Evaluation process for Consortium Consultant.
- 5.5 Review of remaining balance of funds from outgoing Consortium Director's salary.

5.6 Review CFAD Allocations



**OPTION: DIRECT FUNDING**

2019-20 FRAEC Allocation	\$832,637
2020-21 Preliminary FRAEC COLA	\$19,067
2020-21 Preliminary FRAEC Allocation	\$851,704

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	
FRC	\$488,016	\$0	Go Teach / Jail Culinary / Consultant Contract COLA	\$236,343			\$236,343		
							\$5,412		
<b>TOTAL</b>						<b>\$236,343</b>	<b>28%</b>	<b>\$5,412</b>	<b>\$241,755</b>
PCOE	\$0	\$743,350	Consortium Director (To Be Voted by Consortium Board)	\$54,000			\$54,000		
				Consortium Operations Set-Aside (To Be Voted by Consortium Board) COLA	\$30,000			\$30,000	
<b>TOTAL</b>						<b>\$84,000</b>	<b>10%</b>	<b>\$0</b>	<b>\$85,924</b>
PUSD			Feather River Adult School COLA	\$283,294			\$283,294		
<b>TOTAL</b>						<b>\$283,294</b>	<b>34%</b>	<b>\$6,487</b>	<b>\$289,781</b>
SCOE	\$285,000	\$63,000	Sierra County Schools for Adults COLA	\$229,000			\$229,000		
<b>TOTAL</b>						<b>\$229,000</b>	<b>28%</b>	<b>\$5,244</b>	<b>\$234,244</b>
<b>TOTAL</b>	<b>\$773,016</b>	<b>\$806,350</b>		<b>\$832,637</b>	<b>100%</b>	<b>\$17,143</b>		<b>\$851,704</b>	

6. Action Items

6.1 Motion to Approve Direct Funding Model for 2020-2021  
Motion by ; 2<sup>nd</sup> by

6.2 Motion to Approve 2020-2021 CFAD Allocations as Outlined in Agenda Item 5.6  
Motion by ; 2<sup>nd</sup> by

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>May 21, 2020 – 10:00 am – 11 am</b> Zoom - TBA	<b>June 11, 2020 – 12:00 pm – 2 pm</b> Location - TBA *Annual Plan Retreat

7.2 2020-21 FRAEC Board Meeting Dates

- July 17, 2020 (1:00 – 3:00; Annual Plan Session) - January 22, 2021
- August 13, 2020 (1:00 – 2:00; Annual Plan Vote) - February 21, 2021
- September 17, 2020 (1:00 – 2:00) - March 20, 2021 (CFAD Discussion)
- October 14, 2020 (1:00 – 2:00) - April 16, 2021 (CFAD Vote)
- November 19, 2020 (1:00 – 2:00; Prog. Area Rep.) - May 15, 2021
- December 17, 2020 (1:00 – 2:00) - June 19, 2021 (Annual Plan Retreat)

7.3 Upcoming Conferences:

- CASAS Summer Institute – **STILL SCHEDULED** June 23-25, 2020 Anaheim, CA
- NAWB Forum June 28-30, 2020 Washington, D.C.
- GED Annual Conference – **TBD** July 27-29, 2020 Atlanta, GA
- COABE – **POSTPONED** August 16-18, 2020 Baltimore, MD
- CAEP Director’s Meeting October 15-17, 2020 Oakland, CA

8. Adjournment – ; Motion by ; 2<sup>nd</sup> by