Feather River Adult Education Consortium – Board Meeting

AGENDA

ZOOM:  https://us02web.zoom.us/j/82883077302

Thursday May 21, 2020 (10:00 a.m. – 11:00 a.m.)

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

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 at least three days before the meeting date.

Attendance (v = voting member)

<table>
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<th>Institution</th>
<th>Members</th>
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| Feather River College | Derek Lerch (v)  
|      | Kevin Trutna (v) |
| PUSD/PCOE       | Kristy Warren (v)  
|      | Terry Oestreich (v) |
|      | Karen Miller      |
|      | Brad Miller       |
|      | Michelle Abramson |
|      | Wendi James       |
|      | Lisa Cavin        |
| SJUSD/SCOE      | Wendy Jackson (v)  
|      | James Berardi (v) |
|      | Nona Griesert     |

Community Stakeholders

Call to Order – a.m.

1. Approval of Agenda  
   Motion by ; 2nd by

2. Approval of Minutes: April 30, 2019  
   Motion by ; 2nd by

3. 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.

4. Closed Session – None Requested

5. Discussion Items
   5.1 Review CAEP Manager Summary Reports and DIRs for Q3
   5.2 Allocation of remaining balance of funds from outgoing Consortium Director’s salary.  
      - M. Marin: $18,845.00 remaining
   5.3 Review remaining balance of 2018-19 FY CAEP allocation of $743,350.00 parked with PCOE.  
      - M. Marin: Spreadsheet in Board Packet
   5.4 Contract extension for P2C Solutions for 2020-2021 FY (budgeted 4.30.2020)
   5.5 Consortium Director job description, salary, employer of record and posting of position
   5.6 CAEP Memo: Following the 2019-20 CAEP Annual Plan - April 13, 2020
   5.7 Governor’s May Revised Budget reduction to CAEP of $66.7M; Possible FRAEC Reduction of 12.1% or $103,103.03 (estimated; more revisions likely)
5.8 Relationship building between Consortium Member Districts

6. Action Items
   6.1 Approve of 12.1% proportional Member reduction of 2020-2021 CFAD Allocations via NOVA Allocation Amendment per Governor’s revised May budget.
      Motion by ; 2\textsuperscript{nd} by
   
   6.2 Approve FRAEC Consortium Director job description.
      Motion by ; 2\textsuperscript{nd} by
   
   6.3 Approve FRAEC Consortium Director salary to be $54,000.00 (inclusive of benefits).
      Motion by ; 2\textsuperscript{nd} by
   
   6.4 Approve Plumas County Office of Education to be employer of record for FRAEC Consortium Director.
      Motion by ; 2\textsuperscript{nd} by
   
   6.5 Approve Plumas County Office of Education to post FRAEC Consortium Director position.
      Motion by ; 2\textsuperscript{nd} by

7. Consortium Director’s Report
   7.1 CAEP Deadlines - Upcoming
      - 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
      - September 2020
      Sep 1: 18/19 and 19/20 Member Expense Report due in NOVA (Q4)
      Sep 1: July 1, 2019 to June 30, 2020 expenses by program area due (estimates only) in NOVA
      Sep 30: 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA
      (Q4)
      Sep 30: 20/21 Member Program Year Budget and Work Plan due in NOVA
      Sep 30: End of Q1
      - October 2020
      Oct 30: 20/21 Member Program Year Budget and Work Plan certified by
      Consortia in NOVA
      Oct 31: Student data due in TOPSPro (Q1)
      - December 2020
      Dec 1: July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by
      Program Area due (actuals) in NOVA and certified by Consortium
      Dec 1: 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1)
Dec 31: 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1) / Dec 31: End of Q2

7.2 State Guidance Update
   a. Ongoing, Weekly CAEP / CASAS / OTAN Webinars
      - CASAS Remote Testing Guidelines; Pending approval from CDE

7.3 Plumas USD Program Update:

7.4 Sierra County Program Update:

7.5 Feather River College Program Update:

7.6 Fiscal Agent Report: PCOE

7.7 Marketing & Social Media Update: Phoenix Design

8. Announcements

8.1 2019-20 FRAEC Board Meeting Schedule
   **June 11, 2020 – 12:00 pm-2:00 pm** *Annual Plan Retreat
   Location – ZOOM

8.2 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)

8.3 Upcoming Conferences:
   - CASAS Summer Institute – CANCELLED June 23-25, 2020 Anaheim, CA
   - GED Annual Conference – CANCELLED July 27-29, 2020 Atlanta, GA
   - COABE – POSTPONED August 16-18, 2020 Baltimore, MD
   - CAEP Director’s Meeting – VIRTUAL October 15-17, 2020 Oakland, CA

9. Adjournment – a.m.; Motion by ; 2nd by