



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

[□] 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 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"/> Michelle Abramson	<input type="checkbox"/> Wendi James	<input type="checkbox"/> Lisa Cavin	<input type="checkbox"/> Mallory Marin
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"/>	

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 ; 2nd by
- 6.2 Approve FRAEC Consortium Director job description.
Motion by ; 2nd by
- 6.3 Approve FRAEC Consortium Director salary to be \$54,000.00 (inclusive of benefits).
Motion by ; 2nd by
- 6.4 Approve Plumas County Office of Education to be employer of record for FRAEC Consortium Director.
Motion by ; 2nd by
- 6.5 Approve Plumas County Office of Education to post FRAEC Consortium Director position.
Motion by ; 2nd 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
 - NAWB Forum – **VIRTUAL** June 28-30, 2020 Washington, D.C.
 - 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