



Feather River Adult Education Consortium – Board Meeting MINUTES

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

Thursday April 30, 2020 (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**

[¶] 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 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 checked="" type="checkbox"/> Karen Miller	<input checked="" type="checkbox"/> Brad Miller
	<input checked="" type="checkbox"/> Michelle Abramson	<input checked="" type="checkbox"/> Wendi James	<input checked="" type="checkbox"/> Lisa Cavin	<input checked="" type="checkbox"/> Mallory Marin
SJUSD/SCOE	<input checked="" type="checkbox"/> Wendy Jackson (v)	<input checked="" 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 – 2:04 p.m.

- J. Berardi requested correction to number in Agenda Item 4, and that the agenda be approved at the start of meeting, moving forward.

1. Approval of Minutes: [¶]February 13, 2019 Motion by D. Lerch; 2nd by J. Berardi
Record [¶]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. [□] Brown Act Suspended Email Notification and Executive Order
- b. [□] Preliminary 2020-21 CAEP Allocation & CAEP Allocation Memo
- c. [□] Ongoing, Weekly CAEP / CASAS / OTAN Webinars
- d. [□] CFAD Annual Plan Memo re: EC84914 & Budget Update

4.3 Plumas USD Program Update:

a. Program Update: B. Miller reported that Nevada County resident wants to join National Guard, but needs diploma, will be done shortly; Para-education CTE program is going well and asking for more classes; ESL working on Burlington; GED Test center will likely remain closed through July; NEDP IOCs have been completed for 3 students; M. Rosin thanked B. Miller for assistance with CDE COVID survey; OTAN hosting webinar on CASAS remote testing

4.4 Sierra County Program Update:

a. Program Update: W. Jackson reported that things are slow, but some students returned; Had to delay 2 emergency services CTE courses; NORCAL approved skill demonstration as a virtual component via youtube or video with instructor watching, so those courses will start again in June; 2 HS graduates finished; GoTeach has 11 participants; SNCS and First 5 are interested in adding as a job coaching program; Requested conversation with D. Lerch and S. Miller; Para-education program starting; Challenge with site in Pike Alleghany which has closed, working with T-Mobile on providing internet service on the ridge, also would be tool for EMS courses

4.5 Feather River College Program Update:

a. Program Update: Culinary jail instructor passed away, sad loss for the program, was a graduate of the program himself, believed in second chances; S. Connery will continue with instruction; Program continue as best they can given the new constraints

4.6 Fiscal Agent Report: PCOE (2018-19)

- a. Confirm: FRC received Allocation Amendment (\$40,387.00) – M. Marin requested that FRC Business Office send invoice with minutes attached via email/scan
- b. Confirm: SCOE received Allocation Amendment (\$63,000.00) – Paid/Received
- c. Confirm: FRC received Allocation Amendment (\$6,800.00) - M. Marin requested that FRC Business Office send invoice with minutes attached via email/scan
- d. Confirm: Monthly Allocations have been disbursed: M. Marin confirmed first 50% of fiscal year was processed in January; waiting on remainder to pass through remainder

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

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 2018-19

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

W. Jackson asked where the remaining ~\$32K should be spent. K. Warren noted that these funds can be allocated to each member. D. Lerch clarified that these funds are an internal set aside, not a state recognized set aside. Additionally, with COLA in jeopardy, and with multiple state budget revisions forthcoming, keeping this fund in reserve would be prudent. K. Warren noted that it could be allocated as needed. J. Berardi noted it isn't a large sum and could be divided later.

5.3 Review Fiscal Agent/Direct funding options

- M. Rosin noted working group decision to shift to Direct Funding. K. Warren asked about who holds the funds for consortium. M. Marin asked about the operating expenses for the consortium. Clarification was given on the indirect rate for consortium expenses. M. Marin agrees with direct funding model.

5.4 Evaluation process for Consortium Consultant.

- J. Berardi questioned who can evaluate M. Rosin when he is a private contractor, and not an employee. As a Board, if an issue arises, action could be taken at that time. Who has the qualification to evaluate the external consultant? When the consortium hires an employee, that would include a job description against which an evaluation could be conducted. K. Warren noted that everyone gets evaluated, even the superintendents. D. Lerch noted that consultant has a scope of work for each year, and that the consortium board can provide input and feedback; an iterative process. Third party contracts are evaluated, either formally or informally, to ensure good use of funds. Board could discuss in closed session, but everyone is aiming in the same direction of bringing on local leadership. J. Berardi added that an evaluation tool could be used, but not as an employee. How can we evaluate someone on skills and knowledge that we hired him to provide based on the fact that we hired him to do things we can't do because we don't know how.

5.5 Review of remaining balance of funds from outgoing Consortium Director's salary.

- M. Marin needs board action items ahead of time. To be added to email distribution list.

5.6 Review CFAD Allocations

- M. Rosin reviewed the below chart. K. Warren asked about funding formulas and history of consortium funding. D. Lerch mentioned the complexities of "per pupil spending" as some students are counted at 12 hours, some at 100 hours. As a board, the consortium should be looking at these allocations, but at this point in time, is hesitant to make changes today to the

proposed CFAD. M. Rosin reviewed the history of CAEP funding, and how the consortium arrived at the current budget model, including the submission of budgets and plans from Sierra County Office of Education, which were reviewed by the FRAEC Board prior to granting funding approval. J. Berardi supports the direction of the CFAD and that these are living documents. D. Lerch encouraged the board to have flexibility in out years to reallocate based on services provided, enrollment, and noted how each community college receives a base allocation and then “marginal funding” based on number of students served. J. Berardi recognized the state’s small school funding model as a means of recognizing the need to have a funding model other than ADA . . . economy of scale models are needed in small school districts. Need to recognize the importance of collective impact through a consortium model to meet the needs of rural districts. W. Jackson noted that the population enrolled in primarily in CTE and workforce preparation. K. Warren runs a small school district, and recognizes the small school model, but wants funding to align to enrollment, not comfortable with current allocation model. D. Lerch noted that some services are more expensive than other (CTE, for example), and that there are base expenses that each member needs to keep the programs running. Can’t surgically dissect the CFAD today, but given the data today, we need to go into it with shared values/perspective in terms of what data elements can guide the conversation. K. Warren would like to discuss the consultant being paid by FRC, and should move that contract to PCOE. J. Berardi asked why to make a change. K. Warren said FRC doesn’t have staff. D. Lerch pointed out that having money in one place could make sense, but there is nothing that prevents the board from making that change later via allocation amendments. Additionally, it takes time to process new consulting agreements.

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	\$236,343			\$236,343	
			COLA				\$5,412	
TOTAL				\$236,343	28%	\$5,412		\$241,755
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)	\$30,000			\$30,000	
			COLA				\$1,924	
TOTAL				\$84,000	10%	\$0		\$85,924
PUSD			Feather River Adult School	\$283,294			\$283,294	
			COLA				\$6,487	
TOTAL				\$283,294	34%	\$6,487		\$289,781
SCOE	\$285,000	\$63,000	Sierra County Schools for Adults	\$229,000			\$229,000	
			COLA				\$5,244	
TOTAL				\$229,000	28%	\$5,244		\$234,244
TOTAL	\$773,016	\$806,350		\$832,637	100%	\$17,143		\$851,704

6. Action Items

6.1 Motion to Approve Direct Funding Model for 2020-2021

Motion by d. Lerch; 2nd by J. Berardi

Roll Call Vote:

D. Lerch – Yea
 K. Warren – Yea
 J. Berardi – Yea

6.2 Motion to Approve 2020-2021 CFAD Allocations as Outlined in Agenda Item 5.6

Motion by J. Berardi; 2nd by D. Lerch

Roll Call Vote:

D. Lerch – Yea
 K. Warren – Nay
 J. Berardi – Yea

K. Warren proposed an amendment to move consultant fees to PCOE.

- J. Berardi rejected the proposed amendment.

K. Warren proposed an amendment to change CFAD to align to enrollment.

- D. Lerch is concerned that enough data may not be available to do this, and agreement would be needed for base allocation to ensure programs can continue operating.

- J. Berardi noted that SCOE didn't receive any funding in prior years, so looking at data would not account for that. Also, CFAD is due on Saturday, and time is not available to have that depth of conversation.

- D. Lerch suggesting adding time to each upcoming board meeting to examine the data related to funding models. As resources shrink, we will all need to be ready to make adjustments.

- K. Warren cannot support the CFAD without having data to support the funding. D. Lerch responded that the funding is based on historic decisions made by this board. K. Warren understands past decisions, but doesn't agree with current decisions. M. Rosin pointed out that K. Warren seems to be targeting only Sierra County, having never asked for justification of expenses or enrollment from FRC. K. Warren noted that she doesn't want words put in her mouth, and requested justification for funding models and an overview of how other Consortia allocate funds based on data. J. Berardi is willing to commit to future discussions if the Board could reach consensus. D. Lerch noted his commitment to exploring new funding models and allocations. K. Warren appreciates the willingness to have a discussion but cannot support the CFAD.

- J. Berardi rejected the proposed amendment.

7. Announcements

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

2020	
*all meetings are scheduled for 1 hour	
May 21, 2020 – 10:00 am – 11 am Zoom - TBA	June 11, 2020 – 12:00 pm – 2 pm Location - TBA *Annual Plan Retreat

W. Jackson requested removing the time for Board meetings. D. Lerch suggested moving discussion and voting items to the top of the agenda.

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 – 4:06 pm; Motion by K. Warren; 2nd by J. Berardi