



Feather River Adult Education Consortium – Board Meeting MINUTES

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 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 type="checkbox"/> Michelle Abramson	<input checked="" type="checkbox"/> Wendi James	<input checked="" type="checkbox"/> Lisa Cavin	<input 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 – a.m.

1. Approval of Agenda Motion by J. Berardi; 2nd by D. Lerch

2. Approval of Minutes: [□]April 30, 2019 Motion by D. Lerch; 2nd by J. Berardi
 - K. Warren: Amend to 6.2 “put in her mouth . . . requested justification for funding models and an overview of how other Consortia allocate funds based on data.”

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
 - J. Berardi: Asked where the money was spent
 - L. Calvin: M. Abramson salary for July 1, 2019 – February 29, 2020
 - D. Lerch: Can be carried forward to 2020-2021
 - W. Jackson: M. Abramson was 0.5 through November, and 0.25 through February. Therefore, \$24,750 should be remaining. Not including benefits.
 - L. Calvin: \$54,000 was salary and inclusive of benefits.
 - Remaining funding to be carried forward.

 - 5.3 [□] Review remaining balance of 2018-19 FY CAEP allocation of \$743,350.00 parked with PCOE.
 - M. Marin: Spreadsheet in Board Packet

- L. Calvin: Noted correspondence with M. Rosin. A clerical error was found in NOVA, and needs recalculation. Has not had an opportunity to finalize the numbers. Can provide specific number at a later date.
- D. Lerch thanked PCOE for the information, and noted that the purpose of the allocation review is to keep services whole going into budget reductions.
- M. Rosin noted that using remaining funds to keep programs whole would be ideal.
- D. Lerch asked if additional assistance was needed to support PCOE's budget review. Offered assistance from FRC as needed. M. Rosin also offered assistance.
- L. Calvin is looking at board action to match expenditures. Will submit final expenses and remaining balance for June 11, 2020 board meeting.
- W. Jackson noted a June deadline for NOVA.
- M. Rosin noted that 2 allocation amendments will be needed: 1 to accept the budget reduction, 2 to reallocate existing carry over funds.
- D. Lerch noted that FRC may have some remaining funds.

- 5.4 □ Contract extension for P2C Solutions for 2020-2021 FY (budgeted 4.30.2020)
- D. Lerch noted that is included for transparency, but the goal is to move to a different leadership model for the consortium. Board can recruit and bring on a local director, and revise.
 - M. Rosin noted reduction in cost due to no travel.

- 5.5 □ Consortium Director job description, salary, employer of record, posting of position and appointment of hiring committee
- K. Warren noted that the job description should include a location.
 - D. Lerch requested "as directed" to work location
 - D. Lerch requested to be added to "as appropriate."
 - K. Warren asked for "relationship building" to be added as a new item
 - K. Warren asked about salary schedule and benefits
 - D. Lerch noted that employer of record would need to create new personnel category to meet the director position and salary available.
 - J. Berardi stated that job will need to be created, as no comparable positions exist
 - D. Lerch asked if PCOE's prior position aligned to their current positions.
 - L. Calvin responded that any additional costs were absorbed by the District. Retirement contributions increase annually, as to do benefits, which are not reflected in the salary of \$54,000. But, combining P2C Solutions contract with current \$54,000 salary would result in \$114,000 available funds for hiring a consortium director.
 - L. Calvin noted that identifying employer would allow for salary to be set based on District salary schedule.
 - J. Berardi asked about prior position. L. Calvin noted past position was aligned to Districts salary schedule.
 - B. Miller noted Visalia CBA which has separate section for adult education
 - J. Berardi noted that many factors contribute to naming a hiring agent. Plumas and Sierra both have facilities to have director position in house.
 - D. Lerch would not like to be the hiring agent.
 - D. Lerch suggest having this as a discussion on June 2020 agenda.
 - J. Berardi expressed interest in hiring this position.

- K. Warren noted that it is hiring season now and would like to have someone in place by July 1, 2020.
- D. Lerch suggested a special working session for week of May 26. Doodle to be sent.
- Voting Board will act as hiring committee in conjunction with hiring district.

5.6 [▫] CAEP Memo: Following the 2019-20 CAEP Annual Plan - April 13, 2020

- M. Rosin reviewed the memo's content

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)

- 12.105% is the actual reduction; revised memo distributed May 21, 2020

5.8 Relationship building between Consortium Member Districts

- D. Lerch noted that this continues to be worked on, and needs time. Interests are well aligned, but we butt heads and step on toes. Need to reach a place where we have proper buy-in before votes are cast. Consensus is important and focusing on shared interests is important. Consortium Director is an example, where we need to come together on an important issue. Everyone needs a voice in the decision-making process to avoid exclusion.
- K. Warren agreed with the shared interest, but we could review our mission and vision. Need to focus on trust and how we have healthy conflict as a board. This is not personal.

6. Action Items

6.1 Approve of 12.105% proportional Member reduction of 2020-2021 CFAD Allocations via NOVA Allocation Amendment per Governor's revised May budget.

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

- K. Warren asked if this has to be done today.
- L. Calvin noted that this is a procedural vote.
- K. Warren asked about why this has to be proportional reduction.
- J. Berardi noted that we don't have enough information.
- W. Jackson noted that June meeting is also Annual Plan Retreat.
- D. Lerch withdrew motion pending information on carry-over funds from Member Districts.

Motion to Table 6.2 thru 6.5 until Working Group Meeting occurs week of May 26, 2020.

Motion by J. Berardi; 2nd by K. Warren

Motion passed unanimously

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 employer of record for FRAEC Consortium Director:

Motion by ; 2nd by

6.5 Approve posting FRAEC Consortium Director position by employer of record:

Motion by ; 2nd by

Motion to Adjourn due to time constraint – 11:02 a.m

Motion by K. Warren; 2nd by J. Berardi

Motion passed unanimously

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 & 19/20 Member Expenses 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