



Feather River Adult Education Consortium – Board Meeting AGENDA

ZOOM: <https://us02web.zoom.us/j/81980978365>

Thursday June 11, 2020 (12:00 p.m. – 1:00 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 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: [□]May 21, 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 remaining balance of \$213,238.00 from 2018-19 FY CAEP allocation of \$743,350.00 held by PCOE.
 - 5.2 [□] Consortium Director hiring process.
 - [□] Job Description - Revised
 - 5.3 Development of 2020-2021 Annual Plan
 - Due in NOVA by August 15, 2020
 - Planning Session scheduled for July 17, 2020 (1:00 pm – 3:00 pm)

6. Action Items

- 6.1 Approve of 12.105% Member reduction of 2020-2021 CFAD Allocations via NOVA Allocation Amendment per Governor’s revised May budget.
 □ CAEP Memo: April 13, 2020
 CFAD Allocation Spreadsheet (see below)

Agenda Item 6.1			
Member Agency	2020-2021 CFAD Allocation	12.1055314889466%	NOVA 2020-2021 CFAD Revisions
Feather River CCD	\$241,755	\$29,266	\$212,489
PCOE	\$85,924	\$10,402	\$75,522
PUSD	\$289,781	\$35,080	\$254,701
SCOE	\$234,244	\$28,356	\$205,888
Total Allocated to Members	\$851,704	\$103,103	\$748,601
Total Budget Cut	\$103,103		
Revised 2020-2021 CFAD	\$748,601		

Motion by ; 2nd by

- 6.2 Approve NOVA Allocation Amendments in the Amounts of:
 - \$29,266.00 from PCOE to FRC to fill budget reduction using 2018-2019 FY allocation;
 - \$10,402.00 from PCOE to PCOE to fill budget reduction using 2018-19 FY allocation;
 - \$35,080.00 from PCOE to PUSD to fill budget reduction using 2018-2019 FY allocation;
 - \$28,356.00 from PCOE to SCOE to fill budget reduction using 2018-2019 FY allocation.

Agenda Items 6.2, 6.3, 6.4: NOVA Allocation to Backfill Budget Cuts Using 2018-2019 PCOE Funds					
Member Agency	2020-2021 CFAD Allocation	12.1055314889466%	NOVA 2020-2021 CFAD Revisions	NOVA Budget Backfill from PCOE	Direct Monthly Allocations
Feather River CCD	\$241,755	\$29,266	\$212,489	\$29,266	\$17,707.44
PCOE	\$85,924	\$10,402	\$75,522	\$10,402	\$6,293.54
PUSD	\$289,781	\$35,080	\$254,701	\$35,080	\$21,225.12
SCOE	\$234,244	\$28,356	\$205,888	\$28,356	\$17,157.29
Total Allocated to Members	\$851,704	\$103,103	\$748,601	\$103,103	
Total Budget Cut	\$103,103				
Revised 2020-2021 CFAD	\$748,601				

Motion by ; 2nd by

- 6.3 Approve NOVA Allocation Amendment in the Amounts of:
- \$31,262.00 from PCOE to FRC from 2018-2019 FY allocation;
 - \$11,111 from PCOE to PCOE from 2018-19 FY allocation (no amendment needed);
 - \$37,472.00 from PCOE to PUSD from 2018-2019 FY allocation;
 - \$30,290.00 from PCOE to SCOE from 2018-2019 FY allocation.

Agenda Items 6.5, 6.6, 6.7: Reallocation of Remaining 2018-2019 Funds				
Member Agency		% of Consortium Allocation	NOVA Allocation Amendment From PCOE	
Remaining 2018-19 Carryover	\$110,135			
Feather River CCD		28.38%	\$31,262	
PCOE		10.09%	\$11,111	
PUSD		34.02%	\$37,472	
SCOE		27.50%	\$30,290	
Total Allocated to Members		100.00%	\$110,135	

Motion by ; 2nd by

- 6.4 Postpone discussion of hiring a Consortium Director until January 2021 due to COVID-19 pandemic, uncertain school closures, and budget uncertainty.

Motion by ; 2nd by

7. Consortium Director's Report

- 7.1 ^a CDE May 14, 2020 Guidance Memo: Adult Education Remote Testing Policy
- 7.2 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

8. Announcements

8.1 2020-21 FRAEC Board Meeting Dates

- July 17, 2020 (1:00 – 3:00) Annual Plan Retreat
- August 13, 2020 (1:00 – 2:00) Annual Plan Vote; Review Draft Program Area Reports
- September 17, 2020 (1:00 – 2:00) Review of Q4 Submissions (Data and Fiscal)
- October 14, 2020 (1:00 – 2:00)
- November 19, 2020 (1:00 – 2:00) Review Final Program Area Reports
- December 17, 2020 (1:00 – 2:00)
- January 22, 2021
- February 21, 2021
- March 20, 2021 (CFAD Discussion)
- April 16, 2021 (CFAD Vote)
- May 15, 2021
- June 19, 2021 (Annual Plan Retreat)

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