



**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**

<sup>□</sup> 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](mailto: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"/>
<b>Community Stakeholders</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Call to Order – a.m.

1. Approval of Agenda Motion by J. Berardi; 2<sup>nd</sup> by D. Lerch
  
2. Approval of Minutes: <sup>□</sup>April 30, 2019 Motion by D. Lerch; 2<sup>nd</sup> 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 <sup>□</sup> 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 <sup>□</sup> 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    <sup>▫</sup> CAEP Memo: Following the 2019-20 CAEP Annual Plan - April 13, 2020

- M. Rosin reviewed the memo's content

5.7    <sup>▫</sup> 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; 2<sup>nd</sup> 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; 2<sup>nd</sup> by K. Warren

Motion passed unanimously

6.2    Approve FRAEC Consortium Director job description.

Motion by ; 2<sup>nd</sup> by

6.3    Approve FRAEC Consortium Director salary to be \$54,000.00 (inclusive of benefits).

Motion by ; 2<sup>nd</sup> by

6.4    Approve employer of record for FRAEC Consortium Director:

Motion by ; 2<sup>nd</sup> by

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

Motion by ; 2<sup>nd</sup> by

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

Motion by K. Warren; 2<sup>nd</sup> by J. Berardi

Motion passed unanimously

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## 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 – <b>CANCELLED</b> | June 23-25, 2020    | Anaheim, CA      |
| - NAWB Forum – <b>VIRTUAL</b>               | June 28-30, 2020    | Washington, D.C. |
| - GED Annual Conference – <b>CANCELLED</b>  | July 27-29, 2020    | Atlanta, GA      |
| - COABE – <b>POSTPONED</b>                  | August 16-18, 2020  | Baltimore, MD    |
| - CAEP Director’s Meeting – <b>VIRTUAL</b>  | October 15-17, 2020 | Oakland, CA      |

9. Adjournment – a.m.; Motion by ; 2<sup>nd</sup> by

<b>2018/19</b>		<b>Full allocation went to PCOE/PUSD as one pot of money</b>		
Beginning Balance	\$0.00			
	Revenues	Expenditures		
5/24/2019	\$537,567	\$258,257	Certificated Salaries	
4/16/19	\$67,196	\$16,932	Classified Salaries	
5/14/19	\$67,196	\$91,111	Benefits	
5/30/19	\$67,196	\$14,208	Materials & Supplies	
6/27/19	\$67,196	\$11,893	Non-Capitalized Equipment	
		\$27,593	Travel & Conferences	
		\$12,756	Rentals/Leases/Repairs	
		\$31,064	Services & Utilities	
		\$24,877	Indirect Cost	
	\$806,351	\$488,692		\$317,659 Ending Balance
<b>2019/20 Spending of 18/19 Carryover</b>				
		<b>PCOE/PUSD</b>		
<b>Beginning Balance</b>		<b>\$317,659</b>		
	NEDP Seats	-\$1,200		
	Aztec Seats	-\$2,800		
	Burlington English	-\$3,200		
	CASAS eTests	-\$1,000		
	CASAS Paper Goals Tests	-\$1,000		
	CASAS Paper Life Skills	-\$500		
	CASAS Entry/Update	-\$500		
	GoTeach To FRC	-\$40,387	Allocation Amendment	
	SCOE Vehicle	-\$25,000		
	FRC overspent budget	-\$40,000	Delete - Double Recorded as GoTeach Allocation Amendment	
	PUSD Vehicle	-\$25,000	Delete - Not State Approved	
	Clerical Support	-\$28,834		
	Indirect Estimate	-\$14,943	Delete - Use Current Year Funds per NOVA Fiscal & B/W	
Remaining		\$133,295	<b>REVISED BALANCE: \$213,238.00</b>	

## **CONSORTIUM DIRECTOR JOB DESCRIPTION FEATHER RIVER ADULT EDUCATION CONSORTIUM**

### **SUMMARY DESCRIPTION**

Under the direction and supervision of the FRAEC Board and employed by ????, the Consortium Director, Feather River Adult Education Consortium (FRAEC) plans, organizes, directs, and coordinates functions and activities related to the implementation of the AB104 CAEP activities. The Consortium Director is the liaison between the FRAEC and the State CAEP Office in Sacramento and is responsible for administering the Consortium budget, compiling documentation required by the state and reporting all outcomes. In addition, the Consortium Director is responsible for working with both the California Community College Chancellor's Office (CCCCO) and the California Department of Education (CDE) who are working in partnership to implement the requirements outlined by CAEP and AB104.

### **REPRESENTATIVE DUTIES**

1. Plans, directs, supervises, evaluates and manages the AB104 grant, providing coordination and support activities for the Consortium Members and Partners.
2. Communicates an informed understanding of the objectives and outcomes of the program to member districts and college administrators, faculty and staff, Consortia Members, and other program stakeholders.
3. Manages and provides leadership for the Feather River Adult Education Consortium, including the development of liaisons with adult schools, member school district offices, the county office of education, community service agencies and alternative educational settings.
4. Coordinates, schedules, and facilitates meetings for the FRAEC Board comprised of the Consortium Member Districts for decision making and approval of CAEP State deliverables.
5. Provides leadership in the administration of the AB104 grant, including but not limited to guiding the Consortium to address the AB104 objectives and develop comprehensive responses to the questions posed by the state to be submitted by the dates required in semiannual and final reports to the AB104 work group in coordination with the CCCCCO and the CDE.
6. Works with each member of the Consortium that receives an allocation of funding for Consortium projects to ensure funds are managed responsibly and reported to the State.
7. Represents all Consortium Members at local, regional and state sponsored events and at national conferences, per FRAEC Board approval.
8. Manages the processing of Consortium-related contracts with sub-grantees and vendors for payment of services in a timely manner abiding by all fiscal agent requirements.
9. Works with accounting office representatives from Member Districts to have all expenditure reports certified to meet all state deadlines.
10. Supports and coordinates activities and projects between faculty and representatives of local adult education schools, continuation schools, regional occupational programs, and the local community for CAEP defined programs.

11. Maintains current knowledge of instructional theories and new technologies pertinent to assigned projects; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
12. Presents status reports, as requested, to high-level management including, but not limited to, the Consortium Member cabinets, member adult schools, the Alliance for Workforce Development (WDB), community organizations, and stakeholders.
13. Collects, quantifies and summarizes FRAEC Member data for state reporting for all Consortium Members via TOPSpro or MIS, and shares data with the FRAEC Board.
14. Performs statistical analysis and summarizes findings in applicable reports and other communication mediums including, but not limited to, CAEP webinars, OTAN webinars, CASAS trainings and webinars.
15. Works closely with state officials on CAEP deliverables and participates in webinars hosted by the state CAEP office.
16. Develops and oversees marketing plans for the CAEP programs. Creates, oversees, and collaborates with advertising and marketing services to conduct needs assessments, enhance visibility of programs, and recruit students for adult education services.
17. Maintains and uses the FRAEC website to promote Consortium efforts in the development and expansion of adult education programs under the 5 CAEP Objectives and 7 CAEP program areas. In addition, uses social media accounts such as Facebook, Twitter and Instagram to promote CAEP Consortium activity.
18. Maintains relationships with business, labor, industry, governmental agencies, and community organizations including the Alliance for Workforce Development WDB.
19. Manages staff, including training, daily operations, and ongoing performance evaluations.
20. Conducts regular gap analysis, and reassigns resources to meet objectives of the Consortium plan by working with consultants to standardize methods of data collection, curriculum alignment and/or program expansion.
21. Participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other pertinent information as appropriate for all Consortium Members.
22. Joins/attends advisory committees and consultation on curriculum and program development for all Consortium Members that support comprehensive career pathways to post-secondary.
23. Facilitate relationship building between Consortium Members.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge and Skills:**

- The position requires knowledge of Adult Education including the theories, concepts, and prevailing practice in delivering adult education.



- Requires in-depth knowledge of the dynamics of a culturally and economically diverse community, its education and retraining needs.
- Requires knowledge of budget preparation, managing, and reporting.
- Requires knowledge of the Workforce Innovation and Opportunity Act and WASC Accreditation.
- Requires proficiency with computer skills including, but not limited to, word processing, spreadsheets, email, and databases.
- Requires knowledge of advertising and marketing methods and techniques.
- Requires knowledge of designing, developing, and implementing effective, integrated programs and services.
- Requires knowledge of personnel management, supervision, and evaluation.
- Requires well-developed oral and written language skills to prepare reports and professional correspondence.
- Requires well-developed human relations skills to conduct performance reviews, deliver presentations, and convey technical information to a variety of audiences.

**Abilities:**

- Requires the ability to plan, organize, and supervise programs and operations of the California Adult Education Program (CAEP) under AB104.
- Requires the ability to effectively manage resources.
- Requires the ability to prepare, manage, and report budgets, including grant reporting compliance.
- Requires the ability to learn, interpret, and apply State Education Code, Government Code, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Requires the ability to lead and direct the work of others to create a team atmosphere.
- Requires the ability to liaison and work closely with all relevant segments of the community, program staff, and administration in respect to promoting, furthering, continuing, and maintaining the program.
- Requires the ability to exhibit tact, courtesy, and patience in those relationships.
- Requires the ability to communicate effectively, both orally and in writing, while giving presentations, instructions, and explanations to individuals, and small or large groups notably when connecting to improve the skills of the community.
- Requires understanding of, sensitivity, and commitment to meeting the needs of the individuals from diverse academic, socioeconomic, cultural, disability and ethnic backgrounds.
- Requires the ability to work cooperatively and productively with internal and external constituencies.
- Requires the ability to advocate for collegiality, staff cohesiveness and the other core values of the institution.

**Education and Experience Guidelines**

**Education/Training:**

A Bachelor's degree from an accredited college or university.

**Required Experience:**

1. Experience in the administration of education programs, community organizations, government programs, or private industry.
2. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

**Preferred Experience:**

1. Master's degree from an accredited college or university.
2. Experience in the California Community College Chancellor's Office and the California Department of Education - Adult Education.

3. Two (2) years of experience within the last four (4) years with direct oversight and coordination of a program with multiple partners from business, industry and/or education.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting, or from home office, as directed and appropriate.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

**Driving:** State issued driver's license, and access to a vehicle.

FRAEC Board Approved Date: \_\_\_\_\_

FRAEC Board Approved Salary Range: \_\_\_\_\_

**DRAFT**



April 13, 2020

To: Adult Education Consortium Directors and Members

From: The California Adult Education Program Office (CAEP)

Subject: Following the 2019-20 CAEP Annual Plan

This memo is to remind all CAEP funded consortia, member districts, and fiscal agents that CAEP related education code 84900-84920 and state issued guidance remains in effect during the 19-20 program year.

Consortia and their member districts must continue to follow their approved annual adult education plans. This would include paying all adult education related staff to follow the approved plan. CAEP Regional Consortia have the right under EC84914 to reduce a member district funding if an approved plan is not being followed (see citation below):

EC84914 (2) (b) (1) For any fiscal year for which the chancellor and the Superintendent allocate an amount of funds to the consortium greater than the amount allocated in the prior fiscal year, the amount of funds to be distributed to a member of that consortium shall be equal to or greater than the amount distributed in the prior fiscal year, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced:

- (A) The member no longer wishes to provide services consistent with the adult education plan.
- (B) The member cannot provide services that address the needs identified in the adult education plan.
- (C) The member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements.

An approved adult education plan and its related budget can be modified with consortium approval and member certification in NOVA. The consortium must follow current public meeting requirements in order to agree upon annual plan and budget modifications. For additional details and to check on consortium approved adult education plans, please reference the [CAEP Program Guidance](#), [CAEP Fiscal Management Guide](#), and the [NOVA](#) system via the CAEP website.

If you have any questions regarding this information, please contact the CAEP Technical Assistance Project at [tap@caladulthood.org](mailto:tap@caladulthood.org).

Sincerely,

Carolyn Zachry, Ed.D.  
California Department of Education  
Adult Education Program Office

Javier Romero  
California Community Colleges Chancellor's Office  
Adult Education Program Office



## California Department of Education

# Memorandum

**Date:** May 14, 2020

**To:** Administrators of the Workforce Innovation and Opportunity Act (WIOA),  
Title II Adult Education Program

**From:** Carolyn Zachry, Ed.D.

**Subject:** California Department of Education – Adult Education Remote Testing  
Policy

## Purpose

The purpose of this addendum to the *California WIOA, Title II: Adult Education Assessment Policy* is to provide clarification and support to WIOA, Title II agencies as they continue to provide adult education services in the current COVID-19 environment. The California Department of Education (CDE) will take the effect of the COVID-19 outbreak into consideration in reviewing Program Year (PY) 2019–20 data.

## Force Majeure

To identify students as “Force Majeure”—unable to test—for PY 2019–20, the CDE will identify two student populations.

1. All students with any attendance hours between January 1 and March 15 who also have no test records eligible for National Reporting System (NRS) reporting from March 15 to June 30.
2. All students who enrolled in NRS programs between March 15 and June 30 who also do not have any test records that qualify for NRS reporting.

Comprehensive Adult Student Assessment Systems (CASAS) TOPSpro Enterprise (TE) will populate all students meeting either of the two above criteria after the program year ends.

## 12 hours of “actual contact”

All eligible individuals receiving services under WIOA, Title II funding must complete at least 12 hours of instruction to be considered a “participant” under 34 CFR 463.150. Program closures due to COVID-19 have resulted in placing students in distance

learning settings, and those students may be in various stages. The 12-hour enrollment requirement can still be met through distance learning by accruing contact hours through telephone, video, teleconference, online communication, or other channels where the participant and program staff can interact and through which participant identity is verifiable through a documented process.

## **Remote Testing**

The CDE received authorization from the Office of Career, Technical, and Adult Education (OCTAE) memorandums 20–3 (March 27, 2020) and 20–4 (April 17, 2020) to allow WIOA, Title II agencies to implement remote testing. Agencies that choose to use this flexibility must have procedures to ensure that (1) any student being tested can be properly identified, (2) all approved tests deemed appropriate by the NRS are properly secured, and (3) remote proctors can properly administer all tests. Only secure, electronic versions of tests, which are administered by a remote proctor and are deemed secure by the test publisher, are allowed.

In addition, WIOA, Title II agencies must follow the guidelines listed below:

1. CASAS assessments, GED<sup>®</sup>, and HiSET<sup>®</sup> are the only remote tests approved at this time.
2. Administrators of California WIOA, Title II agencies must complete and submit the a test publisher's Remote Testing Authorization Form (see Attachment 1 below - CASAS Agency Remote Testing Agreement) to CDE Education Programs Consultants and CASAS Program Specialists before conducting remote testing.
3. Testing Administrators or Proctors of California WIOA, Title II must have a certificate of completion for CASAS eTests Proctor training before commencing remote testing. There is no specific extra training required for remote testing, but anyone administering it must have completed the regular training.
4. The testing credentials or training records of each administrator or proctor must be available to the CDE upon request for monitoring purposes.
5. California WIOA, Title II funded agencies must incorporate a written, standard operating procedure for remote testing into the current Local Assessment Policy which addresses:

- a. test security
- b. test integrity
- c. the protection of personally identifying information (PII)
- d. the specification of certification or trainings required for staff before conducting assessment tests
- e. the process for pre-screening students to verify identity
- f. the orientation of students in remote, online testing environment
- g. the list technology tools used to test, per publisher guidance
- h. a plan to respond to video or technical glitches and communicate clearly with students.

### Approved Assessments for Pre- and Post-Testing

Publisher	Verification of Student Identity	Approved Test determined suitable for use in the NRS	Remote Testing Authorization Form	Certification or Training for Remote Testing
CASAS	Remote administration of specific CASAS Tests will be allowed using a video conferencing program which allows the test administrator to identify the student. CASAS is exploring options and specific guidance is forthcoming.	Remote administration of specific CASAS Tests will be allowed using a video conferencing program which allows the test administrator to identify the student. CASAS is exploring options and specific guidance is forthcoming.	Only WIOA Title II agencies that have submitted an authorization can remote test.	CASAS Remote Testing Webinar Trainings

## Approved High School Equivalency for Remote Testing

Publisher	Status for Remote Testing	Approximate Timeframe	Website for more information
<b>GED Testing Service</b> GED®	GED Testing Service is meeting with several proctor vendors to determine the best option for remote testing. Students must meet certain screening criteria prior to testing. <b>Guidance forthcoming</b>	Mid to late May	<a href="https://ged.com/coronavirus-covid-19/">https://ged.com/coronavirus-covid-19/</a>
<b>ETS</b> HiSET®	ETS is in the early stages of investigating remote proctoring as a viable option for HiSET®. <b>Guidance forthcoming</b>	Mid to late June	<a href="https://www.ets.org/s/cv/hiset/the-americas/">https://www.ets.org/s/cv/hiset/the-americas/</a>

Students considering taking the GED® or HiSET® test, should be aware of the following:

1. Official testing center information can only be found on the web sites listed below. Although some high school equivalency test preparation programs may issue “diplomas or certificates” demonstrating program completion, these documents **are not** official California high school equivalency credentials and not eligible for payment points.
2. As of January 1, 2020, the CDE only authorizes the companies offering the GED® or HiSET® to issue a California High School Equivalency Certificate or Official Transcript. Free test preparation programs are available at [California Adult Education Provider Directory](#), [GED®](#), or [HiSET®](#).

### Additional Resources:

1. <https://www.cde.ca.gov/ta/tg/gd/>
2. U.S. Department of Education Office of Career, Technical, and Adult Education (OCTAE) Program Memo 20-3, Adult Education and Family Literacy Act and COVID-19 – Frequently Asked Questions published on March 27, 2020 and found at <https://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/octae-program-memo-20-3.pdf>
3. <https://www.casas.org/training-and-support/casas-peer-communities/california-adult-education-accountability-and-assessment>



## **Attachment 1: Agency Remote Testing Agreement**

The CASAS Agency Remote Testing Agreement can be located on the CASAS Remote Testing webpage at: <https://www.casas.org/product-overviews/remote-testing>. Click Agency Remote Testing Agreement for California.