



Feather River Adult Education Consortium – Board Meeting MINUTES

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 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 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 checked="" type="checkbox"/> Nona Griesert	<input type="checkbox"/>

Community Stakeholders

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Call to Order – 12:05 p.m.

1. Approval of Agenda Motion by W. Jackson; 2nd by D. Lerch
- Amend Item 6.4 per below Passed Unanimously

2. Approval of Minutes: ⌘ May 21, 2019 Motion by J. Berardi; 2nd by D. Lerch
Passed Unanimously

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.
- M. Rosin reported “Sometime this coming year Feather River Consortium will be reviewed by CASAS, West Ed, OTAN, CalPro & TAP as part of targeted technical assistance. They will look at funding and its relationship to cost per participants as far as what’s being reported in TE.”
- 5.2 ⌘ Consortium Director hiring process.
- ⌘ Job Description - Revised
- W. Jackson noted that a discussion on hiring can take place after the Annual Plan once funding is known.

- D. Lerch is hoping to find a model that all three agencies can agree upon, but not push off the discussion to a date in the far future. Can we schedule an interim meeting to iron out the guidelines for this position? Comfortable with the job description.
- K. Warren is able to fly the position tomorrow and host the position at PCOE.
- J. Berardi is not comfortable moving forward without a more in-depth discussion.
- D. Lerch asked about how the Annual Plan could be influenced by the Director position. M. Rosin will send Doodle to find a date.

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) DATE TO BE CHANGED BASED ON VACATION AND WASC
- W. Jackson suggested starting the Annual Plan discussion into the planning session noted in Item 5.2.
- J. Berardi undergoing WASC Accreditation meetings on June 17, 18 or 19.
- Doodle to be sent for June 29 and 30

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 D. Lerch; 2nd by K. Warren Passed Unanimously

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	\$29,266	\$17,707.44
PCOE	\$85,924		\$10,402	\$10,402	\$6,293.54
PUSD	\$289,781		\$35,080	\$35,080	\$21,225.12
SCOE	\$234,244		\$28,356	\$28,356	\$17,157.29
Total Allocated to Members	\$851,704		\$103,103	\$103,103	
Total Budget Cut	\$103,103				
Revised 2020-2021 CFAD	\$748,601				

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

- K. Warren asked about future changes from the legislature
- D. Lerch noted the federal stimulus package and how CCDs have built reserves and will need to rely on the reserves for the coming years. Asked about loans for K12 adult programs. Noted that districts should hold funds in reserve for future disruptions. Need to be flexible in the future to keep each other whole.
- W. Jackson noted that SCOE's CBO has set up a separate fund to manage special allocations.
- K. Warren noted that she is not comfortable reallocating without knowing the current data.
- W. Jackson noted that a detailed plan was presented by M. Grant to fund SCOE, and is unsure why this is now being questioned. Agrees that data is important, but DIRs show continued growth.
- K. Warren is also taking reductions. Nothing is easy, but we need to have data to make budget decisions.
- W. Jackson noted that we need to make good faith efforts to make the state know we are moving forward.
- D. Lerch asked if this shift of funds would impact program at PCOE.
- K. Warren noted that money should go where it should go based on enrollment and numbers.
- D. Lerch acknowledged prior discussions, but noted that there is a value in looking at metrics for fiscal allocation, but doesn't want to impose a formula today or next month on any member based on any rigid formula. Data can inform budgets, but shouldn't be the only factor in the formula. Need to include knowledge of our programs in making these decisions.
- J. Berardi happy to discuss formulas, but it is not on the agenda. The "unknown" is in every aspect of our educational lives now, but we need to act based on our information today. Thanks D. Lerch to assist if extra funds are available. Consortium is doing wonderful things and would like to see that continue. When we have more information in the future, we can act then, possibly September.

D. Lerch: Yea

K. Warren: Yea

J. Berardi: Yea

- 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 J. Berardi; 2nd by D. Lerch

- D. Lerch noted 6.2 kept people whole. Suggested holding on this until next meeting.
- W. Jackson agreed.
- D. Lerch suggested adding this to the June meeting.
- K. Warren noted FIFO and questioned why this needed to be allocated at this time.
- D. Lerch propose having this discussion at June meeting which would include Director Position, Annual Plan, and Budget Reallocation.

Motion withdrawn by J. Berardi

Unanimously Passed

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

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

- D. Lerch questioned a set date. Encouraged the board to come to agreement over the next few meetings.

Motion withdrawn by J. Berardi

Unanimously Passed

7. Consortium Director's Report

- 7.1 ^x 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~~ To Be Rescheduled
- 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)

- N. Giesert asked about \$57,480.00 check received by SCOE and 1st through 4th apportionment.
- K. Warren will report back to Board at next meeting.

9. Adjournment – 1:13 p.m.; Motion by J. Berardi; 2nd by K. Warren