



**Feather River Adult Education Consortium – Board Meeting AGENDA**

ZOOM: <https://us02web.zoom.us/j/89560688213>

Thursday August 13, 2020 (1:00 p.m. – 2:00 p.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 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"/>
	<input type="checkbox"/> Lisa Cavin	<input type="checkbox"/> Mallory Marin	<input type="checkbox"/> Brad Miller	<input type="checkbox"/>
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"/>
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Call to Order

1. Approval of Agenda Motion by ; 2<sup>nd</sup> by
2. Approval of Minutes: <sup>⌘</sup>July 30, 2020 Motion by ; 2<sup>nd</sup> 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 <sup>⌘</sup>Review of Draft 2020-2021 MOU
  - 5.2 Review remaining balance from 2018-19 FY CAEP allocation of \$743,350.00 held by PCOE.
  - 5.3 <sup>⌘</sup>Review Q4 DIR submissions; CAEP Manager Summary Report; Demographic Summary Report
  - 5.4 Renewal of vendor contracts to be paid from carry-over funds held by PCOE for:
    - Burlington English
    - CASAS Annual Licensing & eTests
    - New Readers Press
    - NEDP
    - Fuel Ed
    - Edgenuity
    - Apex
    - Aztec Software
  - 5.5 Status of Final 2019-2020 Monthly Allocation from PCOE

## 6. Action Items

- 6.1    <sup>▫</sup> Approve 2020-2021 FRAEC Annual Plan
  - <sup>▫</sup> 6.1.a CAEP Annual Plan Guidance Memo – June 15, 2020
- 6.2    Approve equally shared disbursement of remaining balance of \$18,845.00 from 2019-2020 Consortium Director's salary. Each Member District to receive \$6,281.66 from PCOE.
- 6.3    <sup>▫</sup> Approve Direct Connections Quote for Start of Year Postal Mailer: \$3,603.08
  - July 2019 cost was: \$3,498.17

## 7. Consortium Director's Report

- 7.1    Review CAEP State Guidance
  - 7.1.a   <sup>▫</sup> Data and Accountability Webinar August 5, 2020
  - 7.1.b   <sup>▫</sup> 2019-2020 BOY Memo Review for FY Close Out
- 7.2    CAEP Deadlines - Upcoming
  - August 2020
    - Aug 1: Student Data due in TOPSPro (Q4) FINAL – COMPLETED
    - Aug 15: **Annual Plan for 2020-21 due and approved 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 **program area expense estimates** 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
- 7.3    Plumas USD Program Update:
  - B. Miller:
- 7.4    Sierra County Program Update:
  - W. Jackson:
- 7.5    Feather River College Program Update:
  - D. Lerch:
- 7.6    <sup>▫</sup> Marketing & Social Media Update: Phoenix Design
  - Member Districts to review updated Postal Mailer

## 8. Announcements

### 8.1 2020-21 FRAEC Board Meeting Dates

- September 17, 2020 (1:00 – 2:00) Review Q4 Fiscal; Draft Program Area Expenses
- 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 ; 2<sup>nd</sup> by