



Feather River Adult Education Consortium – Board Meeting MINUTES

ZOOM: <https://us02web.zoom.us/j/81944169576>

Wednesday October 14, 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**

[‡] 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"/> Brad Miller	<input type="checkbox"/>
	<input checked="" type="checkbox"/> Lisa Cavin	<input type="checkbox"/> Mallory Marin	<input type="checkbox"/> Karen Miller	<input type="checkbox"/>
SJUSD/SCOE	<input checked="" 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 1:02pm

1. Approval of Agenda Motion by D. Lerch; 2nd by K. Warren
Passed Unanimously

2. Approval of Minutes: [‡]August 13, 2020 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 carry-over funds held by PCOE (\$184,826 inc. \$30K set aside)
 - L. Cavin shared spreadsheet of remaining funds
 - Discussion about carry over funds. FRC is funded in excess of budget. PUSD needs additional funds to account for expenditures. \$53,609 remaining to be divided. Sierra is developing a new CTE program. PCOE funds to be divided based on enrollment: \$79,494 for PUSD and \$21,332 for Sierra County.
- 5.2 Disbursement of the \$54K that is being held by PCOE for a director position for 2020/2021
 - W. Jackson motion to table; K. Warren 2nd. Discussion about principals jointly working together. Passed Unanimously. Will be first agenda item in November 2020.
- 5.3 Disbursement of remaining Consortium set-aside of ~\$32K from prior years.
 - Handled in 5.1
- 5.4 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.
 - Handled in 5.1

- 5.5 Renewal of vendor contracts to be paid from carry-over funds held by PCOE for:
 - Burlington English
 - CASAS Annual Licensing & eTests
 - NEDP
 - Fuel Ed
 - Edgenuity
 - Apex
 - Aztec Software
 Being handled by each Member

- 5.6 Status of Final 2019-2020 Monthly Allocation from PCOE
 - W. Jackson asked about final payment. L. Cavin noted that the January payment from CDE was not received. Inquiry submitted to the state. L. Cavin to notify members by 10.16.2020 and if no response from CDE, M. Rosin will open a ticket with TAP.

6. Action Items – NONE

7. Consortium Director’s Report

- 7.1 Review CAEP State Guidance – Director’s Summit (October 5, 2020)

- 7.2 Review of 2020-2021 Beginning of Year Letter

- 7.3 Review TOPSpro Data Submission via Wizard Guidance
 - M. Rosin to run Consortium Summary Reports and share quarterly

- 7.4 CAEP Deadlines - Upcoming
 - 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

- 7.5 NEDP named Winner of US DOE OCTAE Advancing Innovation in Adult Education Round 1

- 7.6 Plumas USD Program Update:
 - B. Miller: 2 graduates this PY to date. Basic 32 class starting in Greenville Fire Department. New enrollments weekly. WIOA is challenging and a lot of information to process; budget submitted to district. Attending the CAEP Summit.

- 7.7 Sierra County Program Update:
 - W. Jackson: New students enrolling regular. Working with newly formed visitor’s bureau on ESL and CTE initiative in Downieville. Close to graduating a student. New building is open and operational. Researching fire academy for future discussion.

7.8 Feather River College Program Update:

- D. Lerch: All going well.

7.9 Marketing & Social Media Update: Phoenix Design

- Postal Mailer
- Spam emails are fast and furious.
- Can move contact us to be side by side

8. Announcements

8.1 2020-21 FRAEC Board Meeting Dates

- November 19, 2020 (1:00 – 2:00) Review Final Program Area Reports
- December 17, 2020 (1:00 – 2:00)
- January 21, 2021
- February 21, 2021
- March 20, 2021 (CFAD Discussion)
- April 16, 2021 (CFAD Vote)
- May 15, 2021
- June 19, 2021 (Annual Plan Retreat)

8.2 CAEP Summit – October 26-29, 2020

9. Adjournment – p.m.; Motion by D. Lerch; 2nd by K. Warren

Passed Unanimously