



Feather River Adult Education Consortium – Board Meeting MINUTES

ZOOM: <https://us02web.zoom.us/j/86922667398>

Tuesday October 12, 2021 (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"/> Bob Buchanan
	<input checked="" type="checkbox"/> Lisa Cavin	<input type="checkbox"/> Mallory Marin	<input checked="" 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

Call to Order: 1:00 pm

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

2. *Approval of AB361 for FRAEC Board Meetings. Motion by W. Jackson; 2nd by D. Lerch
<https://www.nossaman.com/newsroom-insights-everything-local-public-agencies-need-to-know-about-california-virtual-meeting-laws>
 - California is still under a state of emergency; Sierra County Schools are all currently closed through October 18 due to a COVID outbreak in the schools. As such, the FRAEC Board has adopted AB361 to hold meetings virtually.

3. *Approval of Minutes: July 21, 2021 Motion by D. Lerch; 2nd by W. Jackson

4. 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.

5. Closed Session – None Requested

6. Discussion Items
 - 5.1 *FRAEC 2022-2025 Three-Year Plan Timeframe
 - Review of CAEP State Priorities and Infographic
 - Review of 2022-2025 Three-Year Plan Guidance Document & Template
 - W. Jackson suggested completing the self-assessment before the November board meeting, then have discussion around responses to craft a time frame for three-year plan development. K. Warren suggested completing as much outside meetings as possible, then coming together as a group to discuss and distill information. M. Rosin to send out “guidance questions” over the next 8 weeks and compile responses.

 - 5.2 Disbursement of Funds per July 2021 Board Agreed Funding Formula (SPJUSD = 37%; PUSD = 63%)
 - \$118,875 from PCOE (\$25,000 remaining): \$43,984 reallocated to SPJUSD and \$74,891 to PUSD
 - \$50,000 from FRC: \$18,500 reallocated to SPJUSD and \$31,500 reallocated to PUSD
 - D. Lerch noted that the majority of the \$50K is from unspent culinary program funds, as well as some from GoTeach. Budget to be reviewed mid-year on carry-over for GoTeach to reevaluate funds for possible second reallocation. These allocations are one-time allocations.

6. Action Items – NONE

7. Consortium Director's Report

7.1 CAEP Deadlines - Upcoming

August 2021

- Aug 1: Student Data due in TOPSPro (Q4) FINAL **COMPLETED**
- Aug 15: Annual Plan for 2021-22 due in NOVA **COMPLETED**

September 2021

- Sep 1: 19/20 and 20/21 Member Expense Report due in NOVA (Q4) **COMPLETED**
- Sep 1: July 1, 2020 to June 30, 2021 expenses by program area due (estimates only) in NOVA **COMPLETED**
- Sep 30: 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4) **COMPLETED**
- Sep 30: 21/20 Member Program Year Budget and Work Plan due in NOVA **COMPLETED**
- Sep 30: End of Q1

October 2021

- Oct 30: 21/22 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- Oct 31: Student data due in TOPSPro (Q1)
- Oct 31: Employment and Earnings Follow-up Survey
 - D. Lerch asked for update on WIOA from funded agencies. W. Jackson responded that SCSA would prefer to apply for Perkins (CTE) rather than WIOA (ABE/ESL/HSE) due to enrollment and community need. Will apply when window opens. B. Miller agreed that the paperwork is heavy, but state contacts are supportive. Funds are being used for ABE and ESL. W. Jackson asked about SSN collection to make employment/earnings report automatic rather than manual; B. Miller tries to get them from students. B. Miller noted that WIOA funded agencies do not pay for TOPSPro or WTUs.

December 2021

- Dec 1: July 1, 2020 to June 30, 2021 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- Dec 1: 19/20, 20/21 & 21/22 Member Expense Report Due in NOVA (Q1)
- Dec 31: 19/20, 20/21 & 21/22 Member Expense Report certified by Consortia in NOVA (Q1) *
- Dec 31: End of Q2

7.2 CAEP Three-Year Planning Training Webinars for Consortium Directors:

- August 13: CAEP Program Area Report Results for 2019-20
- August 20: NOVA Consortium Monitoring Dashboard and Reports
- August 23: Preparing for the Three-Year Plan
- September 1: The Planning Mindset
- September 8: Consortium Program Quality Self-Assessment
- September 15: Building Sustainable Collaborative Partnerships
- September 17: Program Evaluation 101

7.3 CAEP Directors Summit Topics:

- September 20: CDE & CCCC - CAEP State Update
- September 21: CASAS - Program Evaluation
- September 23: WestEd - Program Evaluation
- September 24: Community Asset Mapping
- September 24: Goal Setting and Targets

7.4 Plumas USD Program Update (B. Miller)



- K. Miller shared new school logo and create “family” of logos. Consortium decals will be replaced on the school windows. Quincy movie theater will begin running an ad for the Feather River Adult School before movies are show; initially for 3 months; advertising ESL and HSD. Working to promote ESL enrollment.
- B. Miller reported that CBEST will be added to PearsonVUE test offerings in the coming months. First NEDP graduate this fall!

7.5 Sierra County Program Update (W. Jackson)

- W. Jackson announced the launch of a new website for SCSA to be launched this week. Will link to FRAEC website. Issues are developing with enrollment due to mandates. EMT enrollment is strong; classes offered on both sides of county. Guest Services Bootcamp (focus on management) is concluding; resort owners/managers attending. Enrollment is solid for the first 4 months of the FY. Building paint now matches logo colors.

7.6 Feather River College Program Update (D. Lerch)

- D. Lerch noted that programs are moving along fine. Successor to S. Miller is being discussed. Looking for the right person. W. Jackson to share possible candidate.

7.7 Marketing & Social Media Update: Phoenix Design

- B. Miller asked if a filter can be put in place on the consortium website email forwarding. W. Jackson added that emails are graphic in nature. Filter is needed. Can we add “not a robot” as a validating factor? M. Rosin to confirm with Phoenix Design.

8. Announcements

8.1 Conferences

- October 26-28, 2021: CAEP State Summit – Virtual
- November 18, 2021: ACCE Event – Virtual

8.2 2021-2022 FRAEC Board Meetings (All meetings at 1:00 pm)

2021	2022
Tuesday November 16, 2021	Monday January 10, 2022
Monday December 6, 2021	Monday February 7, 2022
	Monday March 7, 2022
	Monday April 4, 2022
	Monday May 9, 2022
	Monday June 6, 2022

9. Adjournment – 1:34 p.m.; Motion by W. Jackson; 2nd by D. Lerch