



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

ZOOM: <https://us02web.zoom.us/j/86269518815>

Monday February 6, 2023 (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 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 checked="" type="checkbox"/> Brad Miller	<input checked="" type="checkbox"/> Steve Dutton	<input type="checkbox"/>
	<input type="checkbox"/> Lisa Cavin	<input type="checkbox"/> Mallory Marin	<input type="checkbox"/> Karen 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: 1:02 p.m.

1. <sup>⌘</sup>Approval of Agenda Motion by D. Lerch; K. Warren  
Approved Unanimously

2. <sup>⌘</sup>Approval of AB361 for FRAEC Board Meetings Motion by D. Lerch; K. Warren

<https://www.nossaman.com/newsroom-insights-everything-local-public-agencies-need-to-know-about-california-virtual-meeting-laws>

Approved Unanimously

3. <sup>⌘</sup>Approval of Minutes: January 9, 2022 Motion by K. Warren; D. Lerch  
Approved Unanimously

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

6.1 Confirm Meeting Locations per Brown Act:

In compliance with Brown Act teleconferencing requirements, the following locations are available for the public to attend in-person:

District	Meeting Address
Feather River College	570 Golden Eagle Ave., Quincy, CA, 95971 – President’s Conference Room
Plumas USD	50 Church St., Quincy, CA, 95971 – Superintendent’s Conference Room
Sierra-Plumas JUSD	109 Beckwith Rd., Loyalton, CA, 96118 – Superintendent’s Conference Room

## 7. Action Items

### 7.1 Adopt Brown Act Teleconferencing Rules for FRAEC Board Meetings

Local agencies may always rely on the teleconferencing rules that applied pre-COVID:

- all votes must be by rollcall
- the meeting must be conducted so as to protect the rights of the public appearing before the body or wishing to comment
- all members of the public must be able to access the meeting and provide public comment
- teleconference locations must be identified in the agenda
- copies of the agenda must be posted at all teleconference locations
- teleconference locations must be open to the public
- at least a quorum of the members of the legislative body who are participating remotely must do so from locations within the agency's jurisdiction

Motion by: K. Warren; D. Lerch

Approved Unanimously

## 8. Consortium Director's Report

### 8.1 CAEP Deadlines

#### January 2023

- Jan 31: Student Data due in TOPSPro (Q2) – COMPLETED  
INCLUDED IN BOARD PACKET. Quincy and Chester enrollments are increasing.
- Jan 31: Employment and Earnings Follow-up Survey – COMPLETED

#### February 2023

- Feb 28: Preliminary allocations for 2022-23 and 2023-24 released by this date.  
Projecting a 8.13% for 2023-24

#### March 2023

- Mar 1: 20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)
- Mar 31: 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2)
- Mar 31: End of Q3

#### April 2023

- Apr 30: Student Data due in TOPSPro (Q3)
- Apr 30: Employment and Earnings Follow-up Survey

#### May 2023

- May 2: CFAD for 2023-24 due in NOVA

#### June 2023

- Jun 1: 21/22 and 22/23 Member Expense Report due in NOVA (Q3)
- Jun 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) \*
- Jun 30: End of Q4

#### July 2023

- Jul 15: Student Data due in TOPSPro (Q4) FINAL

#### August 2023

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

### 8.2 Conference Report-out

- February 3, 2023: CAEAA – Virtual  
<https://www.caeaa.org/2023-conference-registration.html>

### 8.3 Plumas USD Program Update (B. Miller/S. Dutton)

All good. Staffing update: Hired replacement for K. Miller. Starting 2023-24 PY. MOU signed with Jail to provide internet academic courses.

- 8.4 Sierra County Program Update (W. Jackson)  
Not present.
- 8.5 Feather River College Program Update (D. Lerch)  
Shelly Miller continuing with GoTeach program. Jail program offering academics programs. FRC approached to offer IT certifications; asked if adult schools would be interested in providing to students. MOS is the interest of local businesses (Excel); CompTIA. Certificates issued via PearsonVUE.
- 8.6 Marketing & Social Media Update: Phoenix Design  
Please submit postings for social media. 6 ESL enrollments from last Facebook post.

## 9. Announcements

### 9.1 2022-2023 FRAEC Board Meetings (All meetings at 1:00 pm)

2022-2023 (All meetings at 1pm)	
July 2022 – NO MEETING	<del>Monday January 9, 2023 – VIRTUAL</del>
<del>Monday August 8, 2022 – VIRTUAL — Annual Plan Vote (Due Sept 14)</del>	Monday February 6, 2023 – VIRTUAL
Monday September 12, 2022 – VIRTUAL	Monday March 6, 2023 – VIRTUAL CFAD Discussion
<del>Monday October 10, 2022 – CANCELLED</del>	Monday April 10, 2023 – VIRTUAL CFAD Vote
<del>November 2022 – NO MEETING</del>	Monday May 1, 2023 – VIRTUAL
<del>Monday December 5, 2022 – VIRTUAL</del>	Monday June 5, 2023 – <b>IN PERSON</b> Annual Plan Retreat

### 9.2 Upcoming Conferences and Professional Development Opportunities

- February 26-28, 2023: Educating for Careers – Sacramento, CA  
<https://2023.educatingforcareers.org/>
- March 2 – 3, 2023: ACCE – Virtual  
**Registration Link To Come**
- April 2-5, 2023: COABE – Atlanta, GA  
<https://coabe.org/2023-coabe-national-conference/>
- April 13 – 15, 2023: CCAE – Oakland, CA  
<https://www.ccaestate.org/conference-2023.html>
- June 13 – 15, 2023: CASAS Summer Institute – Anaheim, CA  
<https://www.casas.org/>
- July 18 – 20, 2023: GED Annual Conference – New York, NY  
[www.ged.com/gedts23](http://www.ged.com/gedts23)

Adjournment – 1:16 pm Motion by: D. Lerch; K. Warren