

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

Monday March 4, 2023 (1:00 p.m. – 2:00 p.m.)

**THIS MEETING WILL BE HELD VIA ZOOM; THE PUBLIC IS INVITED TO PARTICIPATE**

<https://us02web.zoom.us/j/89205914967>

<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 type="checkbox"/> Melissa Leal (v)	<input checked="" type="checkbox"/> Steve Dutton	<input type="checkbox"/> Mallory Marin	<input type="checkbox"/>
SJUSD/SCOE	<input checked="" type="checkbox"/> Wendy Jackson (v)	<input type="checkbox"/> James Berardi (v)	<input type="checkbox"/>	<input type="checkbox"/>

**Community Stakeholders**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Call to Order: 1:03 p.m.

1. <sup>¶</sup>Approval of Agenda

Motion by:

<b>Agenda Item Number: 1</b>			
<b>Motion:</b> Approval of Agenda			
<b>Motion by:</b> D. Lerch			
<b>Second by:</b> W. Jackson			
<b>Member Name</b>	<b>YEA</b>	<b>NAY</b>	<b>Abstain</b>
Feather River College – Derek Lerch	X		
Plumas USD – Melissa Leal			
Sierra COE – Wendy Jackson	X		

2. <sup>¶</sup>Approval of Minutes: January 8, 2022

Motion by:

<b>Agenda Item Number: 2</b>			
<b>Motion:</b> Approval of Minutes – January 8, 2023			
<b>Motion by:</b> D. Lerch			
<b>Second by:</b> W. Jackson			
<b>Member Name</b>	<b>YEA</b>	<b>NAY</b>	<b>Abstain</b>
Feather River College – Derek Lerch	X		
Plumas USD – Melissa Leal			
Sierra COE – Wendy Jackson	X		

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>Update: ELL Healthcare Pathways Funding

- W. Jackson received first allocation of \$103,855. Planning is ongoing for implementation. Offering first EMS class with a focus on Spanish language students in the mid-March. 3 registered to date for Emergency Medical Responder; All ESL.

5.2 <sup>h</sup>CAEP Preliminary Allocations Memo FY 2024-2025

5.2 <sup>h</sup>FY 2024-25 CAEP Preliminary Allocations Schedule

Agency	2023-2024 Allocation	% of Allocation	2024-2025 COLA	2024-2025 Allocation
Feather River CCD	\$260,287	26.07%	\$2,197	\$262,484
Plumas Co. Office of Education	\$14,778	1.48%	\$125	\$14,903
Plumas Unified	\$425,258	42.60%	\$3,589	\$428,847
Sierra Co. Office of Education	\$297,925	29.84%	\$2,514	\$300,439
TOTALS	\$998,248		\$8,424	\$1,006,672

6. Action Items – NONE

7. Consortium Director’s Report

7.1 CAEP Deadlines

**January 2024**

- Jan 31: Student Data due in TOPSPro (Q2) - **COMPLETED**
- Jan 31: Employment and Earnings Follow-up Survey - **COMPLETED**

**February 2024**

- Feb 28: Preliminary allocations for 2024-25 and 2025-26 released by this date.

**March 2024**

- Mar 1: 21/22 and 22/23 and 23/24 Member expense report is due in NOVA. (Q2)
- Mar 31: 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2)
- Mar 31: End of Q3

**April 2024**

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

**May 2024**

- May 2: CFAD for 2024-25 due in NOVA

**June 2024**

- Jun 1: 21/23 and 23/24 Member Expense Report due in NOVA (Q3)
- Jun 30: 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3)
- Jun 30: End of Q4

7.2 Conference Report-Outs – NONE

7.3 Plumas USD Program Update (S. Dutton)

- S. Dutton: 21 graduates; Construction (22 registered) and Office Occupations classes starting (delayed due to snow).

7.4 Sierra County Program Update (W. Jackson)

- Moving forward with EMS portion of building being prepared for classes. Culinary side should be completed by end of March. Sean from FRC to visit and offer guidance. Josh to join Sean on site visit. Enrollment is up to 104 students.

- 7.5 Feather River College Program Update (D. Lerch)  
- Status quo. Sean working with reps from area high schools on culinary dual enrollments.
- 7.6 Marketing & Social Media Update: Phoenix Design

8. Announcements

8.1 2023-2024 FRAEC Board Meetings (All meetings at 1:00 pm)

2023-2024 FRAEC Board Meeting Dates – In Person / Virtual	
<del>Monday, July 3, 2023 – NO MEETING</del>	<del>Monday, January 8, 2024 – VIRTUAL</del>
<del>Monday, August 7, 2023 – VIRTUAL – ANNUAL PLAN VOTE</del>	<del>Monday, February 5, 2024 – CANCELLED</del>
<del>Monday, September 11, 2023 – VIRTUAL</del>	Monday, March 4, 2024 – CFAD Discussion – VIRTUAL
<del>Monday, October 2, 2023 – NO QUORUM</del>	Monday, April 1, 2024 – CFAD Vote – VIRTUAL
<del>Monday, November 6, 2023 – CANCELLED</del>	Monday, May 6, 2024 – VIRTUAL
<del>Monday, December 4, 2023 – CANCELLED</del>	Monday, June 3, 2024 – Annual Plan Retreat – In Person

8.2 Upcoming Conferences and Professional Development Opportunities

- Educating for Careers – Sacramento, CA – March 3-6, 2024  
<https://2024.educatingforcareers.org/>
- COABE – Nashville, TN – March 17-20, 2024 <https://coabe.org/2024-coabe-national-conference/>
- CCAE – Anaheim, CA – May 9-11, 2024 <https://www.ccaestate.org/conference-2024.html>
- CASAS Summer Institute – Anaheim, CA – June 17-20, 2024 <https://www.casas.org/training-and-support/SI>

Adjournment – 1:11 pm

CAEP  
CFAD

Produced: Apr 1, 2024, 04:18 PM UTC - By Mitch Rosin

## 16 Feather River Adult Education Consortium DRAFT

2024-25

### Fiscal Declaration - Draft

**Consortium Name:** 16 Feather River Adult Education Consortium

**Funding Channel:** Direct Funded

**Narrative:** The FRAEC Board met during April 2024 to confirm the funding allocation and to continue with Direct Funding. The agreed upon multiple measure funding model, with direct funding, has been board voted and approved for the 2024-2025 CFAD.

**Changes:** No Changes

### Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Feather River CCD	\$262,451	\$260,287	\$237,938
Plumas Co. Office of Education	\$15,000	\$14,778	\$13,511
Plumas Unified	\$428,814	\$425,258	\$388,744
Sierra Co. Office of Education	\$300,407	\$297,925	\$272,343
<b>Total Allocated to Members</b>	<b>\$1,006,672</b>	<b>\$998,248</b>	<b>\$912,536</b>
<b>Total CAEP Funds</b>	<b>\$1,006,672</b>	<b>\$999,079</b>	<b>\$923,193</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$831</b>	<b>\$10,657</b>

### Carryover Threshold

Input a percentage of carryover that your consortium agrees will be considered an excessive amount.

Should a member, or members, exceed this carryover percentage upon certification of their Q4 report, they will be flagged as non-compliant with the carryover legislation (EC 84914). One year of non-compliance does not carry a penalty. However, should the same member, or members, have two consecutive years of non-compliance the consortium may agree, by majority vote, to reallocate an amount that does not exceed the carryover to other members.

A consortium does have the ability to opt-out. To do so, simply toggle the carryover threshold button to the off position.

**Carryover Threshold \***

20%

### Corrective Action Fiscal Reporting Quarterly Thresholds

If member carryover is over the threshold set below, a corrective action narrative will be required to complete.

	Q1	Q2	Q3	Q4
% of Carryover Threshold	80%	60%	40%	20%

## Consortia Report on Governance Compliance of Rules and Procedures v.2

**1. Have all community college districts, school districts, county offices of education, or any joint powers authority, located within the boundaries of the adult education region been allowed to join the consortium as a member? \***

Yes

**2. Have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds? \***

Yes

**3. How will the available funds be reported and evaluated? \***

FRAEC Member Districts adhere to the requirements of AB104 and State guidance in reporting funds via NOVA. Evaluation of expenditures takes place quarterly at FRAEC Board meeting, and annually during the CFAD evaluation process. The 2024-25 MOU reflects AB104 / CAEP requirements.

**4. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member? \***

The Consortium shall keep track of the date each Members' voting representatives was officially designated by their local Board of Education/Trustees and keep copies of the local Board agenda and minutes as archived evidence. If an official designation is a Consent Item that is voted on, a copy of the Board Agenda that shows the designation as a Consent Item, as well as the minutes, will be provided and kept on file by FRAEC and sent to the State CAEP office. Each member must have one officially designated voting member. The officially designated Member representatives will represent the interests of their Member District and vote at FRAEC Board meetings on behalf of the Member District. FRAEC Board meeting attendance and vote participation of the official designee will be recorded and archived by FRAEC. Alternate or proxy designees may not be assigned.

**5. How will you assure that each member of the consortium participates in any decision made by the consortium? \***

The Consortium recognizes the benefits of full, transparent, and active participation by all Members in the decision-making process and implementation of FRAEC Plans. Therefore, a calendar of meetings and each meeting agenda is sent to voting members in advance. Agendas will be posted on the Consortium website. Email notifications and reminders will be sent to all members. Minutes from meetings will be distributed to members and posted to the Consortium website. Agencies participating in the FRAEC have agreed to act in accordance with applicable CAEP law, the FRAEC Annual Plans, and the FRAEC Three-Year Plan. FRAEC Members participate annually in shared, or peer-to-peer monitoring for member effectiveness, adherence to FRAEC Plans, and CAEP performance measure outcome requirements. FRAEC follows a collective impact model of Member participation.

**6. What will be the relative voting power of each member? \***

1 member = 1 vote

**7. How will decisions be approved? \***

50% +1 vote

**8. How did you arrive at that decision-making model? \***

FRAEC decisions have been arrived at by those processes described in this governance document. The decision-making model described above was used to choose the model, and alignment to applicable state laws (AB86, AB104, AB2257, AB1491etc.) was ensured.

**9. How will proposed decisions be considered in open, properly noticed public meetings of the consortium at which members of the public may comment? \***

The FRAEC Board encourages all interested persons to attend monthly Board meetings and to address the FRAEC Board concerning any item on the agenda or within the Consortium's jurisdiction.

The FRAEC Board will act in accordance with the Brown Act of 1953 as contained in section 54950 of the California Government Code, and in accordance with AB2257. The following rules are intended to facilitate a presentation to the FRAEC Board:

**A. For matters not listed on the agenda:**

I. Any individual who wishes to address the Consortium on any item of interest to the public that is within the subject matter jurisdiction of the Consortium and not listed on the agenda may do so under the agenda item entitled "Public Comments."

Members of the public shall fill out a "comment card" prior to the start of the meeting which indicates their name, topic to be addressed, and any requested action.

II. Without taking action, Consortium members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda.

III. In keeping with its right to determine the length of time to be allotted to agenda items, the FRAEC Board has determined that the overall time to be allowed for the agenda item entitled "Public Comments" shall not exceed three (3) minutes per person, and a total time of 20 minutes, unless there are extenuating circumstances, in which case the FRAEC Board may extend the overall time limit.

B. For matters listed on the agenda, a person who wishes to address the FRAEC Board may do so by completing a brief form (including name, address, and agenda item). Upon recognition, the person should state his or her name and may address the FRAEC Board. The order of public comments on the agenda item will be determined by the order received. Individuals shall be allowed up to three (3) minutes to address the FRAEC Board on each agenda item during the general public comments section of the agenda, unless there are extenuating circumstances, in which case the FRAEC Board may extend the time limit for individual remarks.

**10. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. \***

The Feather River Adult Education Consortium recognizes the benefits that are derived when input from the public is included as part of a transparent decision-making process and will act in accordance with the Brown Act of 1953 as contained in section 54950 of the California Government Code and AB2257. The Member Districts will include the public in Consortium activities and programs whenever appropriate. The Consortium will provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. Monthly meetings will include a designated time for public comment. Agendas will be posted on the Consortium website and emailed in advance to Consortium Member Districts. Consortium members are encouraged to post the agendas on their individual Agency web sites.

**11. Describe how comments submitted by members of the public will be distributed publicly. \***

A summary of comments submitted by members of the public will be recorded in the meeting minutes and distributed publicly on the Consortium website. All public comments will be included in the FRAEC Board Meeting Minutes.

**12. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. \***

Community partners and other entities are invited and encouraged to participate in all Consortium meetings. FRAEC's founding partners include the Plumas County Workforce Development Board and the Plumas County Jail. Community agencies not benefiting from formal partnership with FRAEC with an interest in adult education are encouraged to engage FRAEC and its Members to benefit the region as appropriate until a formal partnership can be established. Regularly scheduled planning meetings are held with community stakeholder agencies and invitations are sent in advance. All agencies in the region are invited to attend the Annual Plan Meeting (and Three-Year Plan Meeting, when scheduled).

**13. How will you determine approval of a distribution schedule pursuant to Section 84913? \***

The Feather River Adult Education Consortium will annually approve the distribution schedule pursuant to Section 84913 with a simple majority vote. In accordance with the California Adult Education Program and the FRAEC Governance Plan, a simple majority vote will be needed for the passage of any motion. The vote(s) of each official designated member shall be recorded as cast. The names of the members making and seconding each motion shall be recorded in the Consortium Minutes. The distribution schedule will follow the funding priorities as specified in the FRAEC Comprehensive Regional Plan( Three-Year Plan), applicable law, and will be submitted via the annual CFAD.

**14. Has the consortium A) designated a member to serve as the fund administrator to receive and distribute funds from the program or B) chosen to have a funds flow directly to the member districts based upon the approved distribution schedule? \***

B) chosen to have funds flow directly to the member districts based upon the approved distribution schedule

**15. How will members join, leave, or be dismissed from the consortium? \***

FRAEC adopted the Direct Funding model of CFAD Allocations. Pursuant to the CAEP Fiscal Management Guide (11-5-18), the amount of funds to be distributed to a member of the consortium shall be equal to or greater than the amount distributed in the prior fiscal year, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced:

(A) The member no longer wishes to provide services consistent with the adult education plan.

(B) The member cannot provide services that address the needs identified in the adult education plan.

(C) The member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements.

CAEP funds are allocated according to CAEP/AB104 legislation and ARTICLE 9. Adult Education Program [84900- 84920] of the education code. CAEP funds are apportionment, they are not a grant, and are not subject to flexibility. CAEP funds are restricted to adults 18 years and older, can only be used in the seven CAEP approved program areas, and must have an approved regional consortium plan specific to K12 adult education and community college noncredit programs. Any additional funds will be disbursed per state law, CAEP guidance, and the agreed upon formula determined and voted on at the July 21, 2021, FRAEC Board Retreat.

**16. What is the consortium's defined "excessive" member carryover percentage threshold? \***

The FRAEC Board has defined "excessive" Member carryover to be 20% or more and agree to review financial submissions on a quarterly basis.

**17. Please explain how the consortium will monitor and administer carryover funds. What is the consortium’s technical assistance and reasonable intervention process? What additional bylaws do you have that govern carryover? \***

FRAEC does not have bylaws governing carryover funds, but does sign an annual MOU among Member Districts which incorporates the guidelines and requirements of AB1491.

**18. How does your consortium define member effectiveness? \***

FRAEC relies on the CAEP Assurances, quarterly data reviews, quarterly fiscal reviews, annual review of per-pupil spending, quarterly DIRs, and a review of the Workforce Development Board's LMI analysis of industry need. Effectiveness is also evaluated based on AB1491 requirements.

**19. What bylaws does your consortium have addressing member effectiveness? \***

FRAEC has an annual MOU signed by all members.

**20. Does the consortium have a formal document detailing its work beyond the questionnaire? \***

Yes

**20.1 (Yes) Use the space below to provide a link to the formal document. \***

FRAEC has an annual MOU signed by all members.

## Member Agencies

Member Agency	Member Type	Contact	Phone
Feather River CCD	District	Derek Lerch FRC	(530) 283-0202 ext: 321
Plumas Co. Office of Education	County Office of Education (COE)	Steven Dutton	(530) 283-1003
Plumas Unified	Unified School District	Steven Dutton	(530) 283-1003
Sierra Co. Office of Education	County Office of Education (COE)	Wendy Jackson	
Sierra-Plumas Joint Unified	Unified School District	Wendy Jackson	

## Certification & Assurances



By clicking "Approve" on the approval cards below, you are certifying the CFAD as well as confirming that you and ALL consortium members agree to the Assurances listed below.

## Assurances

### Membership & Decision-Making

- I certify that any community college district, school district, or county office of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region shall be permitted to join the consortium as a member (EC 84905 (a) (b)). (See Membership Box above).
- I certify that only members as described above (and in EC 84905) are allowed to join my consortium as members and participate in decision making and approvals whether in a public meeting, or via the NOVA planning, budgeting & expense reporting system.
- I certify that as a condition of joining a consortium, as a member, I shall commit to reporting any funds (as described in EC 84916) available to that member for the purposes of education and workforce services for adults and the uses of those funds through the annual Program Area exercise in NOVA for reporting leveraged funds, and instructional hours.
- I certify that as a member of the consortium my district shall be represented only by an official designated by the governing board of the member (EC 84905 (c)).
- I certify that as a member of the consortium, I shall participate in any decision made by the consortium (EC 84905 (d)(1)(A)).
- I certify that all decision made by the consortium and its members is final (EC 84905 (d)(1)(F)).
- I certify that I will adhere to the consortium rules and procedures and, as agreed upon by the consortium members, to any additional by-laws, charters, etc.

### Public Meetings

- I certify that a proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment (EC 84905 (d)(1)(B)).
- I certify that the consortium has provided the public with adequate notice of a proposed decision and considered any comments submitted by members of the public, and any comments submitted by members of the public have been distributed publicly (EC 84905 (d)(1)(C)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has considered input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision (EC 84905 (d)(1)(E)).
- I certify that in addition to the meeting requirements listed in EC 84905, and as agreed upon by the consortium members, that I will follow the public meeting requirements listed in the Ralph M. Brown Act as the Brown Act applies to the governing body of any "local body created by state or federal statute." (Ed. Code, section 54952.)

### Reporting Requirements

- I certify that I will participate in completing and updating any consortium long range and/or short range planning efforts and/or budget work plans (EC 84906, 84914(a)).
- I certify that all CAEP expenses have been expended in the CAEP seven program areas, and services provided are consistent with the 3-year plan, the annual plan, and my district's work plan & budget as submitted in NOVA (EC 84913 (1-7), 84906, 8914(a)).
- I certify that my expenditures of CAEP funds match the objectives/activities included in the annual plan and the member work plan (EC 84906, 84914(a)).
- I certify that my expenditures of CAEP funds adhere to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.
- I certify that I will report student level enrollment data and outcomes as prescribed by the State CAEP Office (EC 84920).

- I certify that I will share financial expenditure and progress reports with the members of my regional consortium.
- I certify that I understand that as a member if I do not meet any of these items I have certified, I will be deemed an ineffective member which may result in a loss or reduction of CAEP funding (EC 84914(b)).
- I certify that all CAEP expenses have been expended only for the education of persons 18 years of age or older (EC 84901(a)).

No approver contacts.



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**MEMORANDUM OF UNDERSTANDING**  
**Feather River Adult Education Consortium**

This Memorandum of Understanding shall stand as evidence that the following districts intend to work together toward the mutual goal of collaborating to meet the goals of the Feather River Adult Education Consortium, hereafter referred to as the Consortium, to manage and improve the delivery of adult education services in the Feather River Adult Education Consortium region. This agreement is entered into between the following School Districts, hereafter referred to as MEMBERS.

- Feather River College
- Plumas County Office of Education / Plumas Unified School District
- Sierra County Office of Education / Sierra Plumas Joint Unified School District

1. The Consortium is Direct Funded for the 2024-2025 fiscal year.
2. Term: The term of this MOU shall become effective as of July 1, 2024 and shall expire June 30, 2025 and shall apply to the 2024-2025 fiscal year (California Adult Education Program Year Seven).
3. Cost of Services: The MEMBER shall be directly apportioned the sum declared in the Consortium Fiscal Administration Declaration as approved by the Consortium Board for the current program year and in accordance with Sections 84900-84920 of the California Education Code. Funds provided under this agreement shall be used in accordance with applicable laws and the provisions herein.
4. Leveraging of Regional Resources: MEMBERS agree to disclose amounts received from other resources that may be used to address the California Adult Education Program (CAEP) areas and objectives. Furthermore, MEMBERS agree to leverage resources, in addition to any CAEP funds they may receive, to enhance the region's adult education delivery system and to do so in a coordinated effort with the Consortium.

Furthermore, WIOA PROVIDER MEMBERS with adult schools agree to adhere to the guidelines of WIOA Title II: AEFLA grant funds (supplemental funding and to be determined in accordance with WIOA Title II: AEFLA funding award timelines).

5. Eligible Member: A MEMBER is a member in good standing, as defined by California Education Code Sections 84900-84920, of the Consortium and agrees to maintain its membership and participation in the Consortium. Failure to maintain its membership in the consortium and demonstrate effectiveness will result in a loss of funding.

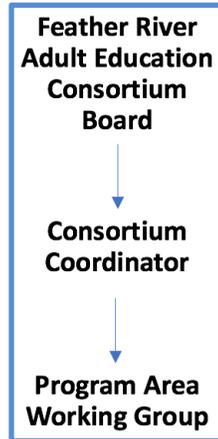
6. General: The Consortium has been formed, in accordance with AB86, Section 76, Article 3, in accordance with AB104, and Sections 84900-84920 of the California Education Code to develop a regional plan to improve the delivery of adult education and address existing gaps in programs and services. Funds apportioned shall be used only for supporting the following adult education programs designed for adult education students in the following areas:
- A. Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate.
  - B. Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation.
  - C. Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce.
  - D. Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
  - E. Programs for adults with disabilities.
  - F. Programs in career technical education that are short term in nature and have high employment potential.
  - G. Programs offering pre-apprenticeship training activities conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area.
7. Mutuality, Shared Leadership, and Collaboration: The Consortium's governance and decision-making processes are based on recognition of and respect for the interrelationships of the districts and their constituent groups. The commitment to this principle is demonstrated in the following ways:
- Members of the Consortium publicly acknowledge the importance of participatory governance and the rewards to all for collaborative participation.
  - Members agree to participate and provide input throughout the implementation process to ensure shared leadership.
8. Member Role and Participation: This principle supports the use of democratic processes to ensure that the voices of all MEMBERS are included. Any MEMBER of the Consortium can bring items and issues to the Consortium as a whole. In order for this principle to be fully implemented, all members of the Consortium are asked to fulfill the following responsibilities of Consortium membership:
- Each MEMBER Board of Education/Trustees will designate two voting representatives to the Consortium Board and ensure attendance at and participation in regular Consortium meetings. Each MEMBER district will be allowed one vote. A simple majority of MEMBERS present constitutes a quorum. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.
  - MEMBERS will vote on items concerning fiscal and implementation decisions.

- Each MEMBER will provide data and information relevant to adult education as needed for the implementation, assessment, and revision of a regional plan and annual plans.
  - Each MEMBER will agree to participate as necessary in the implementation process including participation as needed in sub-groups and or committees.
  - MEMBERS agree that in the interest of the Consortium and key stakeholders they will function as a team member with other MEMBERS of the group, follow through on tasks, report meeting outcomes back to key stakeholders within their organizations, work toward common understanding and consensus in an atmosphere of respect, support the implementation of recommendations once group consensus is reached, and welcome change and innovation.
  - MEMBERS agree to follow the guidelines in the Adult Education Program - Fiscal Management Guide (<https://caladulted.org/DownloadFile/1300> updated March 20, 2023) and the Program Guidance - Adult Education Program (<https://caladulted.org/DownloadFile/1301> updated March 20, 2023).
9. Community Partnerships: Partner organizations identified by the Consortium through an application and formal review process will be invited to participate in Consortium meetings and activities. Community organizations are recognized as valuable stakeholders and partners in the implementation of educational services for adults.
10. Committees: The Consortium Board may create committees or workgroups as needed. In addition to the Consortium Board, one workgroup, based on current program areas, is hereby established. This workgroup will focus on: ABE/HSE/HSD and ESL/CTE. This workgroup is comprised of and open to educators, industry experts, partner representatives, and other representatives from all stakeholders with an in interest in promoting adult education efforts in the region. The working groups will be chaired by a teacher or faculty members of one of the Members, work in coordination with the Consortium Lead, and consist of teachers, faculty, staff, and any other community stakeholder.
11. Transparency: The Consortium values transparency and strives to maintain an open and honest approach to decision-making, operations and communication. Everyone who will be impacted by a decision is encouraged to be involved in shaping the recommendation. The commitment to this principle is demonstrated by adherence to the Brown Act and AB2257.
12. Fiscal Administration of Consortium: The Consortium utilizes a direct funding model in accordance with Sections 84900-84920 of the California Education Code. Each year the Consortium Board takes public action to approve the Consortium Fiscal Administration Declaration which declares direct funding levels received by MEMBERS on a yearly basis.

Plumas County Office of Education (PCOE) shall hold separate from other funds \$15,000.00 for the costs of managing the Consortium and for pan-consortium

activities managed by the Consortium Lead. The Consortium Lead shall determine the annual budget for this amount in accordance with the Consortium Three-Year Plan, the Consortium Annual Plan and applicable laws. PCOE shall process invoices on behalf of the Consortium for the California Adult Education Program, when invoices are submitted by the Consortium Lead. Invoices shall be submitted with supporting documentation from a Board vote. PCOE shall report quarterly on the expenditure of funds.

13. Organizational Structure and Staffing:



**Consortium Coordinator:** The Consortium Coordinator is hired and supervised by the employer of record based upon the decision of the Consortium Board. The Consortium Coordinator reports to Consortium Board and has day-to-day responsibilities for the organization, including carrying out the organization’s goals and policies. The Consortium Coordinator will manage all board meetings, report on the progress of the organization, answer questions of the Board members, be the primary contact to the State CAEP Office, and carry out the duties described in the job description. The Consortium Board can designate other duties as necessary.

The Consortium Board can modify this role to meet Consortium needs. Such modifications, including hiring a Consultant to serve as Consortium Lead, will be publicly announced on a Board meeting agenda and described in Board minutes.

14. Allowable Expenses: Funds may only be expended on allowable costs as defined in AB86, AB104, Sections 84900-84920 of the California Education Code, and in accordance with the Consortium 2022-2025 Regional Plan (Consortium Three-Year Plan) and the Consortium Annual Plan for the 2024-2025 program year. Failure to comply with the provisions of this MOU, applicable laws, and the Consortium Plans may result in the reduction of funding to the MEMBER, loss of funding to the MEMBER, and/or the reallocation of a portion or all of the MEMBER’S funds to other Consortium MEMBERS as outlined in EC84914. A reduction, loss, or reallocation of funding shall affect only the current fiscal year unless a permanent reduction, loss,

or reallocation is determined appropriate by the Consortium Board. All changes to MEMBER allocations and funding levels will be made in accordance with applicable law and the Consortium Governance policies and procedures. Indirect costs may not be collected by the MEMBER.

15. Records and Audit: In accordance with the AEP, the Consortium Regional Plan, and the Consortium Annual Plan for the 2024-2025 program year, the MEMBER agrees to provide fiscal records and measures of effectiveness performance data to the Consortium Board on a quarterly basis. MEMBERS shall maintain complete and accurate records with respect to the services rendered and the costs incurred under this agreement.
16. Compliance with Law: All parties shall provide services in accordance with applicable Federal, State, and local laws, regulations and directives. With respect to employees, parties shall comply with all laws and regulations pertaining to wages and hours, state and federal income tax, unemployment insurance, Social Security, disability insurance, worker's compensation insurance, and discrimination in employment.
17. Indemnification: MEMBERS shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of the MEMBERS or their agents, officers and employees under this agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer—employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts of omissions occurring under this Agreement or any extension of this Agreement.
18. Amendments: This agreement may be amended by mutual agreement in writing by the parties.
19. Termination: Termination of this agreement can only be completed if in compliance with state laws and policies.

**Feather River Community College**

**Feather River Adult Education Consortium**

Memorandum of Understanding  
Signature Page

Feather River College approves the Feather River Adult Education Consortium Memorandum of Understanding for the 2024-2025 fiscal year.

\_\_\_\_\_  
Derek Lerch, Vice President of Instruction  
Feather River College

\_\_\_\_\_  
Date

**Plumas Unified School District**

**Feather River Adult Education Consortium**

Memorandum of Understanding  
Signature Page

Plumas Unified School District and the Plumas County Office of Education approve the Feather River Adult Education Consortium Memorandum of Understanding for the 2024-2025 fiscal year.

\_\_\_\_\_  
Melissa Leal, Assistant Superintendent

\_\_\_\_\_  
Date

Plumas Unified School District / Plumas County Office of Education

**Sierra-Plumas Joint Unified School District**

**Feather River Adult Education Consortium**

Memorandum of Understanding  
Signature Page

Sierra-Plumas Joint Unified School District and the Sierra County Office of Education approve the Feather River Adult Education Consortium Memorandum of Understanding for the 2024-2025 fiscal year.

\_\_\_\_\_  
Wendy Jackson, Principal

\_\_\_\_\_  
Date

Sierra-Plumas Joint Unified School District / Sierra County Office of Education



April 18, 2023

Dear Dr. Lerch,

P2C Solutions, LLC, is please to submit the following proposal to extend the current contract for services provided to the Feather River Adult Education Consortium to cover the dates of July 1, 2024 thru June 30, 2025. This contract extension based on the discussion by the FRAEC Board to continue with consulting services for the role of Consortium Lead. This proposal mirrors the 2023-2024 contract and is paid for through Feather River College's CFAD allocation for the 2024-2025 fiscal year.

Mitch Rosin has worked in the workforce/education/career tech field for more than 37 years. After careers as a social worker and teacher, he joined McGraw-Hill Education where he directed the Adult Education and Workforce divisions globally for 13 years. Consulting since 2013, he is currently contracted for consultant services by Aztec Software, CASAS, Inland Adult Education Consortium, and the Barstow Area Consortium for Adult Education. He recently completed work for three additional AEBG Consortia (Sequoias, Victor Valley, State Center), and wrote the Fall 2015 AEBG Legislative Update. Mr. Rosin holds a Master of Arts in Education, a Master of Science in Curriculum Design and Development, and a Master of Science in Public Policy. He is currently working on his Ed. D.

The following page outlines the scope of work/cost proposal for services provided both virtually and on-site.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'M. Rosin', with a horizontal line extending to the right.

Mitch Rosin, MA, MS, MS  
President, P2C Solutions, LLC  
[Mitch.Rosin2@Gmail.com](mailto:Mitch.Rosin2@Gmail.com)  
708-309-8556



**Feather River Adult Education Consortium**

**Scope of Work / Cost Proposal: July 1, 2024 - June 30, 2025**

<b>Dates</b>	<b>Scope of Work</b>	<b>Monthly Remittance</b>
July 2024	Assist with 2023-2024 Q4 TOPSpro Submission (Due August 1, 2024) Annual Plan Development for 2024-2025 (Due August 15, 2024) Ongoing Strategy Building with Consortium Members Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,800
August 2024	FRAEC Board Meeting to Approve 2024-2025 Annual Plan Finalize and Submit 2024-2025 Annual Plan (Due August 15, 2025) Assist with Program Area Reporting Estimates in NOVA (Due Sept 1, 2024) Assist with 2022-2023 Q4 Expense Submission (Due September 1, 2024) Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,800
September 2024	Facilitate FRAEC Board Meeting Attend CAEP Summit/Mandatory Director's Meeting (September 15, 2024) Assist with 2023-2024 Budget & Workplans (Due September 31, 2024) Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,800
October 2024	Facilitate FRAEC Board Meeting Certify 2024-2025 Budget and Workplans (Due October 30, 2024) Assist with Q1 DIR Submission (Due October 31, 2024) Attend CAEP Summit (October 28-30, 2024) Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,800
November 2024	FRAEC Board Meeting Assist with Program Area Reporting Final in NOVA (Due December 1, 2024) Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,800
December 2024	FRAEC Board Meeting Assist/Certify 2023-2024 Close-out (Due December 31, 2024) Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,800
January 2025	FRAEC Board Meeting Assist/Certify Quarterly Budget / DIR Submission Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,800
February 2025	FRAEC Board Meeting Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,800
March 2024	FRAEC Board Meeting 2025-2026 CFAD Development (Due May 1, 2025) Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,800

April 2025	FRAEC Board Meeting 2025-2026 CFAD Development (Due May 1, 2025) Assist/Certify Quarterly Budget / DIR Submission Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,800
May 2025	FRAEC Board Meeting Submit 2025-2026 CFAD (Due May 1, 2025) Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,800
June 2025	2025-2026 Annual Plan Retreat & FRAEC Board Meeting Draft Annual Plan (Due August 15, 2025) Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,800
<b>Total</b>		<b>\$57,600</b>

\*Contract can be terminated at any time with 60-day written notice.

**Cost**

Professional Services @ \$200/Hour

**TOTAL COST: \$57,600.00**

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_



# SOCIAL MEDIA REPORT

03 2024

# FACEBOOK ACTIVITY



Reach



**4,032**

[View details](#)



Post engagements



**74**

[View details](#)



Link clicks



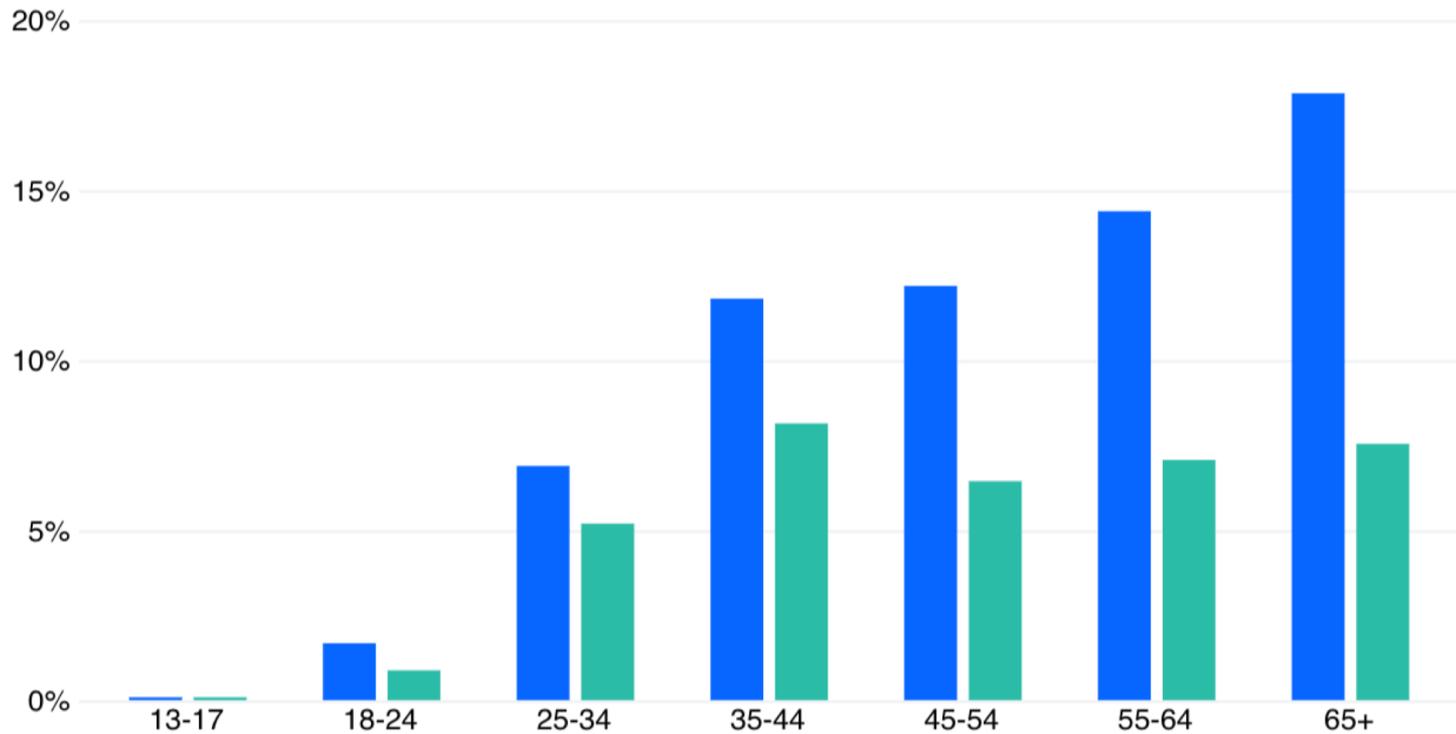
**71**

[View details](#)

# Social Media Audience

– Gender and Age –

64.8% Women 35.2% Men



# WEBSITE TRAFFIC



March 20, 2024	
Views	18
Visitors	11
Views Per Visitor	1.64

# WEBSITE PAGE VIEWS

Posts & pages	Views
Home	129
Programs & Classes	30
Contact Us	12
Consortium Meetings	3
Home page / Archives	3

# REFERRERS TO WEBSITE

Referrers	Views
Search Engines <span>▼</span>	30
Facebook	24
frc.edu	21
plumasunderburn.org	2
d132.bubble.is	2
fras.pcoe.k12.ca.us <span>▼</span>	2
caladulted.org	1
sjmsw.net	1
WordPress Android App	1
aliviahome.online	1
casas.org	1