



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

Thursday April 18, 2024 (2:00 p.m. – 3:00 p.m.)

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

<https://us02web.zoom.us/j/86104638417>

[¶] 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	☐ Derek Lerch (v)	☐ Kevin Trutna (v)	☐	☐
PUSD/PCOE	☒ Melissa Leal (v)	☒ Steve Dutton	☐ Mallory Marin	☐
SJUSD/SCOE	☒ Wendy Jackson (v)	☐ James Berardi (v)	☐	☐

Community Stakeholders

☐	☐	☐
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Call to Order: 2:00 p.m.

1. [¶]Approval of Agenda

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

2. [¶]Approval of Minutes: March 4, 2022

Agenda Item Number: 2 Motion: Approval of Minutes – March 4, 2023 Motion by: W. Jackson Second by: M. Leal			
Member Name	YEA	NAY	Abstain
Feather River College – Derek Lerch			
Plumas USD – Melissa Leal	X		
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 – NONE

6. Action Items

6.1 Approve Direct Funding model for the 2024-2025 Fiscal Year.

Agenda Item Number: 6.1 Motion: Approve Direct Funding model for the 2024-2025 Fiscal Year. Motion by: W. Jackson Second by: M. Leal			
Member Name	YEA	NAY	Abstain
Feather River College – Derek Lerch			
Plumas USD – Melissa Leal	X		
Sierra COE – Wendy Jackson	X		

6.2 Approve 2024-2025 CFAD Preliminary Allocations

Member Allocations

Member Name	(2024-25)
Feather River CCD	\$262,451
Plumas Co. Office of Education	\$15,000
Plumas Unified	\$428,814
Sierra Co. Office of Education	\$300,407
Total Allocated to Members	\$1,006,672
Total CAEP Funds	\$1,006,672
Total Remaining	\$0

Agenda Item Number: 6.2 Motion: Approve 2024-2025 CFAD Preliminary Allocations Motion by: W. Jackson Second by: M. Leal			
Member Name	YEA	NAY	Abstain
Feather River College – Derek Lerch			
Plumas USD – Melissa Leal	X		
Sierra COE – Wendy Jackson	X		

6.3 [¶] Approve 2024-2025 CFAD Document Submission in NOVA

Agenda Item Number: 6.3 Motion: Approve 2024-2025 CFAD Document Submission in NOVA Motion by: W. Jackson Second by: M. Leal			
Member Name	YEA	NAY	Abstain
Feather River College – Derek Lerch			
Plumas USD – Melissa Leal	X		
Sierra COE – Wendy Jackson	X		

6.4 [¶] Approve 2024-2025 FRAEC Member District MOU

Agenda Item Number: 6.4 Motion: Approve 2024-2025 FRAEC Member District MOU Motion by: W. Jackson Second by: M. Leal			
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Member Name	YEA	NAY	Abstain
Feather River College – Derek Lerch			
Plumas USD – Melissa Leal	X		
Sierra COE – Wendy Jackson	X		

6.5 ⁸Approve Renewal of P2C Solutions, LLC contract for the 2024-2025 Fiscal Year at \$57,600.00.

Agenda Item Number: 6.5 Motion: Approve Renewal of P2C Solutions, LLC contract for the 2024-2025 Fiscal Year at \$57,600.00. Motion by: W. Jackson Second by: M. Leal			
Member Name	YEA	NAY	Abstain
Feather River College – Derek Lerch			
Plumas USD – Melissa Leal	X		
Sierra COE – Wendy Jackson	X		

7. Consortium Director's Report

7.1 CAEP Deadlines

March 2024

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

- COABE (S. Dutton)
- Concentrated on CTE, Micro-Credentialing, J. Fantine (career pathways assessment and planning systems – focus on Maine and Midwest) presented the 10 components of successful program implementation. Information on dyslexia, ESL, CTE. Largest COABE in history with 3,400 attendees.

7.3 Plumas USD Program Update (S. Dutton)

- 27 graduates. Office Occupations and Construction now being offered. Developing a Welding program in Quincy. Micro credentialing in HVAC being explored for 2024-2025.

7.4 Sierra County Program Update (W. Jackson)

- Update: ELL Healthcare Pathways Funding for Sierra County – Program to start August 1, 2024, with 2 enrolled currently. Beginning with Burlington English language component (terminology) for a 3 week period. EMT Basic class with ESL students embedded. Portable will be completed by April 30, 2024.
- EMT Basic Refresher course to start April 22, 2024. First language German students enrolled to renew their EMT license.

- Enrollments now up to 137 students. 9 EMT basic graduates, 5 in previous class. 1 HSD. 7 EMR students graduated. CalFire still hiring graduates.

7.5 Feather River College Program Update (D. Lerch)

7.6 Marketing & Social Media Update: Phoenix Design

*NOTE: Age demographic has significantly shifted

- W. Jackson noted an uptick in enrollments for reskilling for workforce reentrance. S. Dutton also has seen this trend in older adults enrolling. Can marketing address the up/out skilling sector?
- W. Jackson supported a summer mailer. Realized 10 new students. PUSD did not see an increased enrollment. Could we change the messaging on the mailer to target those interested in CTE? S. Dutton to share details about CTE offerings with W. Jackson. Welding to be offered in Quincy by PUSD.

8. Announcements

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

2023-2024 FRAEC Board Meeting Dates – In Person / Virtual	
Monday, July 3, 2023 – NO MEETING	Monday, January 8, 2024 – VIRTUAL
Monday, August 7, 2023 – VIRTUAL – ANNUAL PLAN VOTE	Monday, February 5, 2024 – CANCELLED
Monday, September 11, 2023 – VIRTUAL	Monday, March 4, 2024 – CFAD Discussion – VIRTUAL
Monday, October 2, 2023 – NO QUORUM	Monday, April 18, 2024 – CFAD Vote – VIRTUAL
Monday, November 6, 2023 – CANCELLED	Monday, May 6, 2024 – VIRTUAL
Monday, December 4, 2023 – CANCELLED	Tuesday, June 11, 2024 – Annual Plan Retreat – In Person (11:00 – 1:00) @ Feather River Adult School

8.2 Upcoming Conferences and Professional Development Opportunities

- 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 – 2:24 pm