Feather River Adult Education Consortium – Board Meeting MINUTES
Monday May 5, 2025 (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/89416234081
¤ 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	☐ Andrea Ceresola (v)	☒ Steve Dutton (v)	☐
SJUSD/SCOE	☒ Wendy Jackson (v)	☐ James Berardi (v)	☐

Community Stakeholders

☐	☐	☐

Call to Order: 1:01pm

1. ¤Approval of Agenda

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

2. ¤Approval of Minutes: March 3, 2024

Agenda Item Number: 2 **Motion**: Approval of Minutes – April 7, 2024 **Motion by**: S. Dutton **Second by**: W. Jackson			
Member Name	**YEA**	**NAY**	**Abstain**
Feather River College – Derek Lerch			
Plumas USD – Steve Dutton	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

5.1 ELL Healthcare Pathway Grant – Update (W. Jackson)
- Notification was received for signed MOU. Waiting on directions on how to invoice for initial 60%. Rancho Santiago is the fund administrator.

5.2 Reconciliation of $40,387.00 in funding from prior years between PUSD and FRC (D. Lerch/S. Dutton)
- No updates. Business office at FRC discussing.

6. Action Items

6.1 Approve 2025-2028 FRAEC Three-Year Plan

Agenda Item Number: 6.1 Motion: Approve 2025-2028 FRAEC Three-Year Plan Motion by: W. Jackson Second by: S. Dutton			
Member Name	**YEA**	**NAY**	**Abstain**
Feather River College – Derek Lerch			
Plumas USD – Steve Dutton	X		
Sierra COE – Wendy Jackson	X		

6.2 Proposal from P2C Solutions, LLC for 2025-2026: $58,800.00

Agenda Item Number: 6.2 Motion: Approval of P2C Solutions, LLC, contract for 2025-2026 for $58,800.00 Motion by: W. Jackson Second by: S. Dutton			
Member Name	**YEA**	**NAY**	**Abstain**
Feather River College – Derek Lerch			
Plumas USD – Steve Dutton	X		
Sierra COE – Wendy Jackson	X		

- Invoices need to be sent from FRC to Members for $400 each to cover increased cost and an allocation amendment processed in NOVA.

7. Consortium Director's Report

7.1 CAEP Deadlines

January 2025
- o Jan 31: Student Data due in TOPSPro (Q2) – COMPLETED
- o Jan 31: Employment and Earnings Follow-up Survey – COMPLETED

February 2025
- o Feb 28: Preliminary allocations for 2025-26 and 2026-27 released by this date.

March 2025
- o Mar 1: 22/23 and 23/24 and 24/25 Member expense report is due in NOVA. (Q2) – COMPLETED
- o Mar 31: End of Q3
- o Mar 31: 22/23 and 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q2) – COMPLETED

April 2025
- o Apr 30: Student Data due in TOPSPro (Q3) – COMPLETED
- o Apr 30: Employment and Earnings Follow-up Survey – COMPLETED

May 2025
- o May 2: CFAD for 2025-26 due in NOVA – COMPLETED

June 2025
- o Jun 1: 24/25 Member Expense Report due in NOVA (Q3)
- o Jun 20: CAEP Three-Year Plan Due
- o Jun 30: 24/25 Member Expense Report certified by Consortia in NOVA (Q3)
- o Jun 30: End of Q4

7.2 Conference Report-Outs
- CCAE – May 1-3, 2025 – Fresno, CA
  - Fresno, Next year in San Diego.

7.3 Plumas USD Program Update (S. Dutton)
- Working to reach 20% carryover. Adding CMAA to the programs of study. Exploring Entrepreneurship classes for Fall '25. Sierra will make referrals to the course.

7.4 Sierra County Program Update (W. Jackson)
- Offering Brown Act Training on May 21. Culinary program is fully operational for the new PY; seeking chef and sous chef. 28% on spend down. Attended small rural schools conference in Anchorage, Alaska; was positive and others are encouraged to attend next year; always last week of April.

7.5 Feather River College Program Update (D. Lerch)

7.6 ¤Marketing & Social Media Update: Phoenix Design
- Summer 2025 Postal Mailer to be sent August 7-12, 2025.

8. Announcements

8.1 2024-2025 FRAEC Board Meetings (All meetings at 1:00 pm unless noted)

2024-2025 FRAEC Board Meeting Dates	
July 2024 – NO MEETING	Tuesday, January 7, 2025 – IN PERSON @ Feather River Adult School – Three-Year Plan Planning
Monday, August 5, 2024 @ 4pm – VIRTUAL – Annual Plan Vote	Monday, February 3, 2025 – VIRTUAL – CFAD Discussion & Three-Year Plan Planning – CANCELLED
Monday, September 9, 2024 – VIRTUAL	Monday, March 3, 2025 – CFAD Discussion & Three-Year Plan Planning
Monday, October 7, 2024 – VIRTUAL	Monday, April 7, 2025 – CFAD Vote
November 2024 – NO MEETING	Monday, May 5, 2025 – VIRTUAL & Three-Year Plan Vote
Monday, December 2, 2024 – VIRTUAL – Three-Year Plan Planning	Tuesday, July 1, 2025 – Annual Plan Retreat – Sierra County Schools for Adults

8.2 Upcoming Conferences and Professional Development Opportunities
- CASAS Summer Institute – Anaheim, CA – June 9-12, 2025

Adjournment: 1:18pm