



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

Tuesday July 1, 2025 (11:00 p.m. – 1:00 p.m.)

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

**In Person Meeting Address: 605 School Street, Loyalton, CA 96118**

<https://us02web.zoom.us/j/89416234081>

<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"/> Andrea Ceresola (v)	<input checked="" type="checkbox"/> Steve Dutton (v)	<input type="checkbox"/>	<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"/>
--------------------------	--------------------------	--------------------------

Call to Order: 11:22am

1. <sup>‡</sup>Approval of Agenda

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

2. <sup>‡</sup>Approval of Minutes: March 3, 2024

<b>Agenda Item Number: 2</b>			
<b>Motion:</b> Approval of Minutes – May 5, 2024			
<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 – 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)
  - Received first payment for Round 2. Submitted invoice by May 15 deadline for first payment. Submitted second invoice by May 20. End of July/early August for 2<sup>nd</sup> payment of Round 2. Round 3 will be a competitive grant again.
- 5.2 Reconciliation of \$40,387.00 in funding from prior years between PUSD and FRC (D. Lerch/S. Dutton)
  - Nothing to report.
- 5.3 Governor’s May Revise (if available)

## 6. Action Items – NONE

## 7. Consortium Director’s Report

### 7.1 CAEP Deadlines

#### **June 2025**

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

#### **July 2025**

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

#### **August 2025**

- Aug 15: Annual Plan for 2025-26 due in NOVA

#### **September 2025**

- Sep 1: 23/24 and 24/25 Member Expense Report due in NOVA (Q4)
- Sep 1: 25/26 Certification of Allocation Amendment due in NOVA
- Sep 30: 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q4)
- Sep 30: 25/26 Member Program Year Budget and Work Plan due in NOVA
- Sep 30: End of Q1

#### **October 2025**

- Oct 30: 25/26 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

#### **November 2025**

- Nov 14: Written Expenditure Plan (WEP)\* Only for consortia who have exceeded 20% carryover.

#### **December 2025**

- Dec 1: 25/26 Member Expense Report Due in NOVA (Q1)
- Dec 1: July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- Dec 31: 25/26 Member Expense Report certified by Consortia in NOVA (Q1)
- Dec 31: End of Q2

- 7.2 Conference Report-Outs
  - CASAS was a good conference. W. Jackson gained a lot of knowledge from the seminars.

- 7.3 Plumas USD Program Update (S. Dutton)
  - 28 graduates!

- 7.4 Sierra County Program Update (W. Jackson)
  - EMS graduated 12 students. Implementing new hiring practices for instructors; new adult ed credentialing being explored. Discussion about credential requirements under COE vs USD for “highly qualified instructors” in “small necessary school districts.”
- 7.5 Feather River College Program Update (D. Lerch)
  - No Update
- 7.6 Marketing & Social Media Update: Phoenix Design
  - Summer 2025 Postal Mailer to be sent in August/September

8. Announcements

- 8.1 2025-2026 FRAEC Board Meetings (All meetings at 1:00 pm unless noted)

2024-2025 FRAEC Board Meeting Dates	
July 1, 2025 – 11:00am @ Sierra County Schools for Adults	Monday, January 5, 2026 – VIRTUAL
Monday, August 4, 2025 @ 11:00am – VIRTUAL – Annual Plan Vote	Monday, February 2, 2026 – VIRTUAL
Monday, September 8, 2025 – VIRTUAL	Monday, March 2, 2026 – CFAD Discussion
Monday, October 6, 2025 – VIRTUAL	Monday, April 6, 2026 – VIRTUAL – CFAD Vote
November 2024 – NO MEETING	Monday, May 4, 2026 – VIRTUAL
Monday, December 1, 2025 – VIRTUAL	Tuesday, July 1, 2026 – Annual Plan Retreat – TBD

- 8.2 Upcoming Conferences and Professional Development Opportunities
  - CAEP State Summit – Anaheim, CA – September 24-26, 2025

**Adjournment for Annual Plan Retreat (2025-2026): 11:41am**