



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

Monday March 2, 2026 (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/87887229941>

⌘ 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 Consortium Lead at [Mitch.Rosin2@gmail.com](mailto:Mitch.Rosin2@gmail.com) at least three days before the meeting date.

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

District	Meeting Address
Feather River College	570 Golden Eagle Ave, Quincy, CA 95971 – President’s Conference Room
PUSD/PCOE	501 Main Street, Quincy, CA 95971– Principals Conference Room
SJUSD/SCOE	605 School St, Loyalton, CA 96118 – Principal’s Conference Room

**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"/> Andrea Ceresola (v)	<input checked="" type="checkbox"/> Steve Dutton (v)	<input type="checkbox"/>	<input type="checkbox"/>
SJUSD/SCOE	<input 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: 1:00pm

1. ⌘ Approval of Agenda

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

2. <sup>2</sup>Approval of Minutes: February 6, 2026

<b>Agenda Item Number: 2</b>			
<b>Motion:</b> Approval of Minutes – February 6, 2026			
<b>Motion by:</b> D. Lerch			
<b>Second by:</b> S. Dutton			
<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			

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)

5.2 Reconciliation of \$40,387.00 and \$29,266 in funding from prior years between PUSD and FRC (D. Lerch)

- Working through historic documents prior to meeting with the state. FRAEC Board approved \$40,387 in 2019-2020 FY, but invoicing never happened and money didn't change hands. College doesn't need the funds, so no intent to invoice PCOE for the funds. Would prefer to amend NOVA to adjust both PCOE and FRC allocations align.
- In 2020, there was a budget adjustment at the state level of 12+%. The FRAEC Board seems to have cover the budget shortfall through some of the PUSD allocation by reallocating \$29,266. Seems that FRC might never have invoiced PUSD for that funding. FRC doesn't need these funds, and would be fine leaving it with PUSD.
- Suggestion to meet with H. Clark @ TAP prior to meeting with U. Maschke.

5.3 <sup>2</sup>CAEP Preliminary Allocations for 2026-2027 and 2027-2028

16 Feather River Adult Education Consortium	\$24,896	\$1,057,891	\$1,057,891
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6. Action Items – None

7. Consortium Director's Report

7.1 CAEP Deadlines

**February 2026**

- Feb 28: Preliminary allocations for 2026-27 and 2027-28 released by this date.

**March 2026**

- Mar 1: 25/26 Member expense report is due in NOVA. (Q2)
- Mar 31: End of Q3
- Mar 31: 25/26 Member Expense Report certified by Consortia in NOVA (Q2)

**April 2026**

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

**May 2026**

- May 2: CFAD for 2026-27 due in NOVA

**June 2026**

- Jun 1: 25/26 Member Expense Report due in NOVA (Q3)
- Jun 30: 25/26 Member Expense Report certified by Consortia in NOVA (Q3)
- Jun 30: End of Q4

7.2 Conference Report-Outs

- CAEAA – San Diego, CA – February 12-13, 2026

7.3 Plumas USD Program Update (S. Dutton)

- All good. Quickbooks starting in a few weeks.

7.4 Sierra County Program Update (W. Jackson)

7.5 Feather River College Program Update (D. Lerch)

- Things going well. New GoTeach program lead.

7.6 Marketing & Social Media Update: Phoenix Design

8. Announcements

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

2025-2026 FRAEC Board Meeting Dates	
July 1, 2025 – <del>11:00am</del> @ Sierra County Schools for Adults	Monday, January 5, 2026 – VIRTUAL
Monday, August 4, 2025 @ <del>11:00am</del> – VIRTUAL – Annual Plan Vote	Monday, February 2, 2026 – VIRTUAL
Monday, September 8, 2025 – CANCELLED	Monday, March 2, 2026 – CFAD Discussion
Monday, October 6, 2025 – VIRTUAL	Monday, April 20, 2026 – VIRTUAL – CFAD Vote
November 2025 – NO MEETING	Monday, May 4, 2026 – VIRTUAL
Monday, December 1, 2025 – NO MEETING	Tuesday, July 1, 2026 – Annual Plan Retreat – TBD

8.2 Upcoming Conferences and Professional Development Opportunities

- OTAN TDLS – Monterey, CA – March 6-7, 2026
- ACCE – San Diego, CA – March 11-13, 2026
- MPAEA – Las Vegas, NV – March 23-25, 2026
- COABE – Indianapolis, IN – April 12-15, 2026
- CCAE – San Diego, CA – April 30-May 2, 2026
- CASAS Summer Institute – Anaheim, CA – June 15-17, 2026

Adjourn: 1:18pm



# CAEP (Manager) Summary

03/16/2026  
11:10:42

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CAEPM2017S

<b>Agency:</b> 12425 - Sierra County Office of Education	<b>Program Year:</b> 2025-2026
<b>Member:</b> 608 - Sierra County Office of Education	<b>Consortium:</b> C16 - Feather River Adult Education Consortium

Program Areas* (A)	Literacy Gains (Pre/Post)			CAEP Outcomes								Services					
	Enrollees (B)	Enrollees with pre/post (C)	EFL Gains Achieved (D)	Enrollees (E)	Passed I-3 (F)	Other Literacy Gains (G)	HSD/HSE Achieved (H)	Post- Secondary Achieved (I)	Enter Employment Achieved (J)	Increase Wages Achieved (K)	Transition Post-Sec Achieved (L)	Enrollees (M)	Enrollees with any Services Received (N)	Supportive Services Received (O)	Training Services Received (P)	Transition Services Received (Q)	Career Services Received (R)
ESL/ELL	1	0	0	1	0	0	0	0	1	0	0	2	0	0	0	0	0
ABE/ASE	2	0	0	2	0	0	0	0	1	0	0	4	0	0	0	0	0
CTE	0	0	0	11	0	3	0	9	9	11	0	62	0	0	0	0	0
Workforce Preparation	0	0	0	1	0	0	0	1	0	1	0	2	0	0	0	0	0
Pre-Apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adults supporting K12	1	0	0	5	0	1	0	0	2	0	1	5	0	0	0	0	0
Adults w/Disabilities	1	0	0	2	0	1	0	0	1	0	1	2	0	0	0	0	0
N/A												0	0	0	0	0	0
<b>Total</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>10</b>	<b>14</b>	<b>12</b>	<b>2</b>	<b>77</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Students in 2 or more programs	1	0	0	3	0	1	0	1	1	1	1	5	0	0	0	0	0
<b>Total unduplicated students</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>9</b>	<b>11</b>	<b>11</b>	<b>1</b>	<b>68</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*All learners in multiple programs are counted in each program in which they are enrolled.



# CAEP (Manager) Summary

03/16/2026  
11:10:42

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CAEPM2017S

<b>Agency:</b> 7056 - Plumas Unified School District	<b>Program Year:</b> 2025-2026
<b>Member:</b> 178 - Plumas Unified School District	<b>Consortium:</b> C16 - Feather River Adult Education Consortium

Program Areas* (A)	Literacy Gains (Pre/Post)			CAEP Outcomes								Services					
	Enrollees (B)	Enrollees with pre/post (C)	EFL Gains Achieved (D)	Enrollees (E)	Passed I-3 (F)	Other Literacy Gains (G)	HSD/HSE Achieved (H)	Post- Secondary Achieved (I)	Enter Employment Achieved (J)	Increase Wages Achieved (K)	Transition Post-Sec Achieved (L)	Enrollees (M)	Enrollees with any Services Received (N)	Supportive Services Received (O)	Training Services Received (P)	Transition Services Received (Q)	Career Services Received (R)
ESL/ELL	7	5	4	7	3	0	0	0	0	0	0	11	0	0	0	0	0
ABE/ASE	38	9	6	39	1	0	6	0	0	0	0	44	1	0	1	1	1
CTE	4	2	2	63	0	0	3	0	0	0	0	76	0	0	0	0	0
Workforce Preparation	0	0	0	0	0	0	0	0	0	0	0	2	2	0	0	4	2
Pre-Apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adults supporting K12	1	1	1	1	1	0	0	0	0	0	0	1	0	0	0	0	0
Adults w/Disabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N/A												0	0	0	0	0	0
<b>Total</b>	<b>50</b>	<b>17</b>	<b>13</b>	<b>110</b>	<b>5</b>	<b>0</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>134</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>3</b>
Students in 2 or more programs	6	3	3	7	1	0	3	0	0	0	0	7	0	0	0	0	0
<b>Total unduplicated students</b>	<b>43</b>	<b>13</b>	<b>9</b>	<b>102</b>	<b>3</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>126</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>3</b>

\*All learners in multiple programs are counted in each program in which they are enrolled.



## CAEP (Manager) Summary

03/16/2026  
11:10:42

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CAEPM2017S

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Criteria

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Report data generated at 3/16/2026 11:10:42 AM  
TOPSpro Enterprise Service Instance Name: California  
Base container is: C16 - Feather River Adult Education Consortium  
Interrogation mode is: 'Data from sub-sites'  
Instructional Program: Basic Skills (ABE), ESL/ELL, High School Diploma, HSE, Career and Technical Education (CTE), Workforce Preparation, Adults w/Disabilities, Pre-Apprenticeship, Adults supporting K12 student success  
Program year: Current program year  
Aggregate Multiple Agencies: No  
Hours Table Option(pre PY19-20): Use NOVA format  
Include Prepared By: Yes  
Include Print Time: Yes  
Include Criteria Info: Yes  
Report Sort Order: Agency  
Report Style Option: Blue  
Agency Print Option: ID Name  
Warn if too many pages: Yes  
Show Chart Analysis: No  
CAEP Program Areas: ABE/ASE = ABE/HSD/HSE  
Use NOVA format for hours: Yes  
Use "Butterfly Categories" for hours: No  
Include Developer Criteria Info: No



April 20, 2026

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, 2026 thru June 30, 2027. This contract extension based on the discussion by the FRAEC Board to continue with consulting services for the role of Consortium Lead. This proposal reflects the discussion by the FRAEC Board at the April 20, 2026, meeting and is paid for through Feather River College's CFAD allocation and allocation amendments from SCOE and PUSD for the 2026-2027 fiscal year.

Mitch Rosin has worked in the workforce/education/career tech field for more than 39 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, 2026 - June 30, 2027**

<b>Dates</b>	<b>Scope of Work</b>	<b>Monthly Remittance</b>
July 2026	Assist with 2025-2026 Q4 TOPSpro Submission (Due August 1, 2026) Annual Plan Development for 2026-2027 (Due August 15, 2026) Ongoing Strategy Building with Consortium Members Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,900
August 2026	FRAEC Board Meeting to Approve 2026-2027 Annual Plan Finalize and Submit 2026-2027 Annual Plan (Due August 15, 2026) Assist with Program Area Reporting Estimates in NOVA (Due Sept 1, 2026) Assist with 2024-2025 Q4 Expense Submission (Due September 1, 2026) Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,900
September 2026	Facilitate FRAEC Board Meeting Attend CAEP Summit/Mandatory Director's Meeting (September 2026) Assist with 2026-2027 Budget & Workplans (Due September 31, 2026) Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,900
October 2026	Facilitate FRAEC Board Meeting Certify 2026-2027 Budget and Workplans (Due October 30, 2026) Assist with Q1 DIR Submission (Due October 31, 2026) Attend CAEP Summit (October 2026) Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,900
November 2026	FRAEC Board Meeting Assist with Program Area Reporting Final in NOVA (Due December 1, 2026) Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,900
December 2026	FRAEC Board Meeting Assist/Certify 2024-2025 Close-out (Due December 31, 2026) Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,900
January 2027	FRAEC Board Meeting Assist/Certify Quarterly Budget / DIR Submission Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,900
February 2027	FRAEC Board Meeting Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,900
March 2027	FRAEC Board Meeting 2026-2027 CFAD Development (Due May 2, 2027) Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,900

April 2027	FRAEC Board Meeting 2027-2028 CFAD Development (Due May 2, 2027) Assist/Certify Quarterly Budget / DIR Submission Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,900
May 2027	FRAEC Board Meeting Submit 2027-2028 CFAD (Due May 3, 2027) Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,900
June 2027	2027-2028 Annual Plan Retreat & FRAEC Board Meeting Draft Annual Plan (Due August 15, 2027) Attend weekly CAEP webinars and disseminate information to Board Ongoing Strategy Building with Consortium Members	\$4,900
<b>Total</b>		<b>\$58,800</b>

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

**Cost**

Professional Services

**TOTAL COST: \$58,800.00**

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

<b>Agency</b>	<b>2025-2026 Allocation</b>	<b>Preliminary Cola %</b>	<b>Preliminary 2026-2027 COLA</b>
Feather River CCD	\$269,314	2.41%	\$6,490
Plumas Co. Office of Education	\$23,576	2.41%	\$568
Plumas Unified	\$431,843	2.41%	\$10,407
Sierra Co. Office of Education	\$308,262	2.41%	\$7,429
<b>TOTALS</b>	<b>\$1,032,995</b>		<b>\$24,895</b>

2026-2027 Preliminary COLA                      \$24,869  
Preliminary 2026-2027 CFAD                      \$1,057,891

<b>Preliminary 2026-2027 Allocation</b>
\$275,804
\$24,144
\$442,250
\$315,692
\$1,057,891

**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 2026-2027 fiscal year.
2. Term: The term of this MOU shall become effective as of July 1, 2026 and shall expire June 30, 2027 and shall apply to the 2026-2027 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.

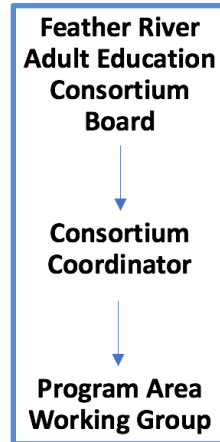
6. General: The Consortium has been formed, in accordance with AB86, Section 76, Article 3, in accordance with AB104, and Sections 84900-84920 of the California Education Code to develop a regional plan to improve the delivery of adult education and address existing gaps in programs and services. Funds 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 \$24,144.00 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 2025-2028 Regional Plan (Consortium Three-Year Plan) and the Consortium Annual Plan for the 2026-2027 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 2026-2027 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 2026-2027 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 2026-2027 fiscal year.

\_\_\_\_\_  
Steve Dutton, Principal

\_\_\_\_\_  
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 2026-2027 fiscal year.

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

\_\_\_\_\_  
Date

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



May 20, 2026

Dear Mr. Rosin,

Phoenix Design, LLC, is pleased to submit the following response to your request for a 12-month extension for website maintenance and social media management for the Feather River Adult Education Consortium. Based on your criteria, the below scope of work/cost proposal covers the materials you requested:

Scope of Work:

Marketing Collateral	Unit Price	Quantity	Sub Total
Posting to and Monitoring of Facebook Page	\$300.00	12	\$3,600.00
Posting to and Monitoring of Instagram Page	\$300.00	12	\$3,600.00
Design & Deploy Monthly Pop-Up Ads	\$275.00	12	\$3,300.00
Post Monthly Board Agendas, Minutes, Packets	\$50.00	12	\$ 600.00
Monthly Social Media Board Report	\$75.00	12	\$ 900.00
Workpress Business Plan, Domain Registration, FRAEC Gmail.	\$600.00	1	\$ 600.00
<b>TOTAL*</b>			<b>\$12,600.00</b>

\*To be billed at \$1,000 per month for 12 months. Plus 1 time WordPress website expense of \$600 in the first invoice.

Respectfully Submitted,

A handwritten signature in black ink that reads "Sander Phoenix".

Sander Phoenix  
Creative Director, Phoenix Design, LLC