



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

Tuesday May 19, 2026 (11:00 a.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 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 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. ⌘ Approval of Agenda

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

2. Approval of Minutes: April 20, 2026

<b>Agenda Item Number: 2</b> <b>Motion:</b> Approval of Minutes – April 20, 2026 <b>Motion by:</b> <b>Second by:</b>			
<b>Member Name</b>	<b>YEA</b>	<b>NAY</b>	<b>Abstain</b>
Feather River College – Derek Lerch			
Plumas USD – Steve Dutton			
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)

6. Action Items – None

6.1 Approve Renewal of P2C Solutions contract for \$58,800.

<b>Agenda Item Number: 6.1</b> <b>Motion:</b> Approve Renewal of P2C Solutions contract for \$58,800. <b>Motion by:</b> <b>Second by:</b>			
<b>Member Name</b>	<b>YEA</b>	<b>NAY</b>	<b>Abstain</b>
Feather River College – Derek Lerch			
Plumas USD – Steve Dutton			
Sierra COE – Wendy Jackson			

6.2 Approve Renewal of Phoenix Design contract for \$12,600.

<b>Agenda Item Number: 6.2</b> <b>Motion:</b> Approve Renewal of Phoenix Design contract for \$12,600. <b>Motion by:</b> <b>Second by:</b>			
<b>Member Name</b>	<b>YEA</b>	<b>NAY</b>	<b>Abstain</b>
Feather River College – Derek Lerch			
Plumas USD – Steve Dutton			
Sierra COE – Wendy Jackson			

## 7. Consortium Director's Report

### 7.1 CAEP Deadlines

#### **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

#### **July 2026**

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

#### **August 2026**

- Aug 15: Annual Plan for 2026-27 due in NOVA

#### **September 2026**

- Sep 1: 25/26 Member Expense Report due in NOVA (Q4)
- Sep 30: 25/26 Member Expense Report certified by Consortia in NOVA (Q4)
- Sep 30: 26/27 Member Program Year Budget and Workplan due in NOVA
- **Sep 30: End of Q1; NOVA carryover compliance snapshot taken at 11:59 pm**

#### **October 2026**

- Oct 30: 26/27 Member Program Year Budget and Workplan certified by Consortia in NOVA
- Oct 31: Student data due in TOPSPro (Q1)
- Oct 31: Employment and Earnings Follow-up Survey

#### **November 2026**

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

#### **December 2026**

- Dec 1: 26/27 Member Expense Report Due in NOVA (Q1)
- Dec 1: July 1, 2025 to June 30, 2026 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- Dec 31: 26/27 Member Expense Report certified by Consortia in NOVA (Q1)
- Dec 31: End of Q2

### 7.2 Conference Report-Outs

- CCAE – San Diego, CA – April 30-May 2, 2026

### 7.3 Plumas USD Program Update (S. Dutton)

### 7.4 Sierra County Program Update (W. Jackson)

### 7.5 Feather River College Program Update (D. Lerch)

### 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 — <del>NO MEETING</del>	Monday, May 4, 2026 — CANCELLED
Monday, December 1, 2025 — <del>NO MEETING</del>	Tuesday, May 19, 2026 – Annual Plan Retreat @ Feather River Adult School, Quincy, CA

8.2 Upcoming Conferences and Professional Development Opportunities

- CASAS Summer Institute – Anaheim, CA – June 15-17, 2026

**Adjourn to Annual Plan Retreat**