

Lassen-Modoc Adult Education Consortium
March 26, 2020

MINUTES

- 1.01 CALL TO ORDER:** Carol Growdon, Consortium Coordinator, called the meeting to order at 3:00 p.m. The meeting was held via Zoom. County Superintendent Patty Gunderson thanked everyone for participating in the meeting and noted that Carol Growdon has done a lot of work for the Consortium.

ESTABLISHMENT OF A QUORUM: A quorum was established with the following voting Members present:

- Paula Silva, Big Valley Joint Unified School District
- Dr. Chris Bonn, Fort Sage Unified School District
- Morgan Nugent, Lassen Union High School District
- Patty Gunderson, Lassen County Office of Education
- Roxanna Haynes, Lassen Community College
- Jeff Baker, Shaffer Elementary School District (joined the meeting at 3:34 p.m.)
- Audra Evans, Surprise Valley Joint Unified School District
- Michael Altenburg, Westwood Unified School District

OTHERS PRESENT:

- Carol Growdon, Consortium Coordinator
- Mitch Rosin, President, P2C Solutions, LLC
- Kristy Prince, Modoc County Office of Education
- Colleen Baker, Shaffer Elementary School District
- Kathy Sherman, Long Valley School
- Lou Hamilton, Lassen Community College
- Janet Marinoni, Lassen Community College
- Elizabeth Darley, Lassen Community College
- Kelly Kreiensieck, Thompson Peak Charter School
- John McGarva, Lassen County Sheriff's Office
- Stacy Russell, Lassen County Office of Education

- 1.02 APPROVAL OF AGENDA:** MSCU (Silva/Bonn) to approve the agenda as presented. A roll call vote is required for all action taken in a virtual meeting. The votes were cast as follows: Silva, yes; Bonn, yes; Nugent, yes; Gunderson, yes; Altenburg, yes; Haynes, yes.

- 1.03 PUBLIC COMMENT:** There were no comments.

2.01 APPROVAL OF MINUTES: MSCU (Bonn/Nugent) to approve the February 27, 2020, minutes as presented. A roll call vote was taken as follows: Silva, yes; Bonn, yes; Nugent, yes; Gunderson, yes; Altenburg, yes; Haynes, yes.

2.0.2 LMAEC GOVERNANCE PLAN/BYLAWS: Patty Gunderson noted that there were some language changes in the Governance Plan and Bylaws regarding voting criteria and alignment with AB 104. The changes were identified as follows:

- a. Language changes: The Consortium name was changed to Lassen-Modoc Adult Education Consortium (LMAEC)
- b. Voting requirements: A quorum shall consist of any four K-12 district representatives, one County Office of Education representative, and one member from Lassen Community College
- c. Long Valley School (LVS) cannot be a member of the Consortium effective with the 20/21 school year. They can join with a district as a contractor to provide services, but the Bylaws will be revised to remove LVS as a member.

MSCU (Haynes/Altenburg) to approve the changes to the Governance Plan and Bylaws as presented. A roll call vote was taken as follows: Silva, yes; Bonn, yes; Nugent, yes; Gunderson, yes; Altenburg, yes; Haynes, yes.

2.03 ELECT OFFICERS: It was noted that the slate of officers needed were Chair, Co-Chair, and Secretary.

MSCU (Haynes/Altenburg) to elect Patty Gunderson as Chair. No other nominations were made. A roll call vote was taken as follows: Silva, yes; Bonn, yes; Nugent, yes; Gunderson, yes; Altenburg, yes; Haynes, yes.

MSC (Gunderson/Bonn) to nominate Mike Altenburg as Co-Chair. No other nominations were made. A roll call vote was taken as follows: Silva, yes; Bonn, yes; Nugent, yes; Gunderson, yes; Altenburg, abstain; Haynes, yes.

Patty Gunderson offered to have her Executive Assistant assist with minutes when available. However, the Consortium needs to have an official Secretary

MSCU (Gunderson/Silva) to nominate Roxanna Haynes as Secretary. No other nominations were made. A roll call vote was taken as follows: Silva, yes; Bonn, yes; Nugent, yes; Gunderson, yes; Altenburg, yes; Haynes, yes.

2.04 CONSORTIUM FUND ADMINISTRATION DECLARATION (CFAD): Carol explained that a motion was needed to confirm Lassen Community College as the Fiscal Agent for the Consortium.

MSCU (Bonn/Silva) to nominate Lassen Community College as the Fiscal Agent for the LMAEC. A roll call vote was taken as follows: Silva, yes; Bonn, yes; Nugent, yes; Gunderson, yes; Altenburg, yes; Haynes, yes.

Carol shared two options for funding for the 2000-21, but noted that she is looking at Option 2 as being the recommendation. This would provide Consortium Members the same allocation that was received in 2019/20 and would leave the apportionment for Long Valley Charter and the proposed COLA for disbursement at a later date. Districts will have to have their own TOPS Pro License, at a cost of \$1,500 per license, and those remaining funds could pay for that.

The CFAD allocations are from last year's numbers, and the only difference will leaving out the COLA and Long Valley Charter's allocation. However, it was noted that an allocation amendment could be done after the fact.

MSCU (Bonn/Haynes) to approve Option 2 of the CFAD Funding as presented. A roll call vote was taken as follows: Silva, yes; Bonn, yes; Nugent, yes; Gunderson, yes; Altenburg, yes; Haynes, yes.

- 3.01 LMAEC UPDATES:** Carol reported that Mitch Rosin was hired as the Consultant for the Consortium, and she has reviewed all the documentation with him. She reported that the mini-grant process will be eliminated and explained the process Members would use once they are entered into the NOVA system.

Carol explained that she and Mitch are working on updating the Three-Year Plan. Once that is completed, they will be working on the Annual Plan, which is due by August 15. Both Plans must be approved by the Consortium. Once the Plans are approved, each Consortium member can input their own budget without the need for Consortium approval.

Mitch stated that each member will have the choice of which items from the Annual Plan they choose to implement. Then each member will build their budget around the strategies they wish to implement. Mitch noted that Members have the ability to shift their budgets according to their needs without Consortium approval. Carol can give Members access to make those changes in NOVA.

Carol stated that, pursuant to AB 2257, the Consortium needs its own website and must have "one-click" access to meeting agendas.

- 3.02 PROGRAM UPDATES:** Carol asked if Members had done anything different in light of COVID-19. Updates were provided as follows:

- Surprise Valley JUSD: Some classes were made up but have postponed welding.

- Shaffer ESD: Last face-to-face class held March 17. Have delayed classes until April 14 and will make a decision at that time how to proceed.
- Big Valley JUSD: Move the Adult Ed Diploma program to online and have postponed construction trades.
- Long Valley: Sent information out to students and communicating by phone.
- Modoc JUSD: Stopped the program until further notice. The TEACH program is working on providing the program via Zoom.
- Lassen County ADF: Ann is still going to the Adult Detention Facility two days per week.

Mitch stated he would send out instructions on how to track Adult Ed hours for online instruction, taking into account whether or not a program was already online or converted to online instruction due to COVID-19.

4.01 FUTURE MEETING DATE: Carol reported that the next deadline is August 15, and the Three-Year Plan needs to be approved prior to that date. The next meeting is currently scheduled for April 30 and will be held as scheduled, with the delivery method to be announced.

4.02 ITEMS NOT ON THE AGNEDA: Dr. Bonn said he would like to explore continuing the Adult Education program in their area. He stated he would like to hire the teachers from Long Valley Charter who were already doing it to provide the service for the Herlong area as well. Mitch explained the steps to accomplish this, noting that Consortium members would allocate additional funds as needed.

5.01 MEETING ADJOURNMENT: There being no further business, the meeting adjourned at 3:44 p.m.

Stacy A. Russell
Executive Assistant to the
County Superintendent of Schools