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# Butte-Glenn Adult Education Consortium – Notice of Regular Meeting

## May 5, 2023 | 9:00am

## Butte County Office of Education, Suite 200 – 2491 Carmichael Drive, Chico

## Zoom Meeting: <https://butte-edu.zoom.us/j/84384954718>

**DRAFT AGENDA**

**Call to Order**

Elena Jones, Glenn County Office of Education

Mike Lerch, Paradise Unified School District

Jeff Ochs, Oroville Union High School District

Jennifer Foglesong, Butte County Office of Education

Jeremy Powell, Hamilton Union School District

Teresa Ward, Butte-Glenn Community College District

1. **Approval of Agenda**

Consideration of approval of the Agenda as presented - Action

1. **Communications from the Public – Consent Agenda**

This time is set aside for comments on the Consent Agenda. The Voting Members may undertake discussion only to provide clarification to the public or schedule a matter for a future meeting.

1. **Approval of Consent Agenda**

Consideration of approval of Minutes – March 3, 2023 - Action

1. **Information and Reports**
   1. NOVA Reporting and [Upcoming Deadlines](https://caladulted.org/DueDates)

* **Apr 30:** Student Data due in TOPSPro (Q3)
* **Apr 30:** Employment and Earnings Follow-up Survey
* **May 2:** CFAD for 2023-24 due in NOVA \*
* **Jun 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q3)
* **Jun 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) \*
* **Jun 30:** End of Q4
* **Jul 15:** Student Data due in TOPSPro (Q4) FINAL
* **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
* **Aug 15:** Annual Plan for 2023-24 due in NOVA \*
  1. Updated CAEP Fiscal Management Guidance and 2019-20 AB 104 Program Guidance documents sent in March
  2. Member Agency Reporting Assistance – Oroville Adult Education – Discussion of Services
  3. Consortium Member Conference/Training Report Out and Resources – Informational Report
     + <https://www.caadultedtraining.org/> Upcoming events and trainings
     + <https://caladulted.org/Administrators/381> Fiscal Reporting
     + Others
  4. Program Map, Consortium Member New or Noteworthy Programs, Program Changes – Informational Report & Discussion

1. **Action Items**

Vote to maintain or modify AB 1491 policies in CFAD.

1. **Communications from the Public**

This item on the agenda provides an opportunity for the public to address the Voting Members on any topic that is or is not on the Agenda. The Voting Members may also hear any written correspondence addressed to the Voting Members at this time. **A three minute time limit will be allotted to each speaker. Twenty minutes shall be the maximum time allotted for public speakers on any one subject regardless of the number of speakers at the meeting.**

1. **Next Meeting Dates**

First Fridays 9-10:30am Recommendations for Quarterly First Fridays next year:

* 9/1/23: This is the start of Labor Day Weekend (it is Monday 9/4) but it wasn’t an issue last year
* 12/1/23
* 3/1/24
* 5/3/24

1. **Adjournment**