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

## September 5, 2025 | 9:00am Zoom: <https://butte-edu.zoom.us/j/87130875949>

## Zoom Meeting: https://butte-edu.zoom.us/j/86855958139?from=addon

**DRAFT AGENDA**

**Call to Order**

Elena Jones, Glenn County Office of Education

Mike Lerch, Paradise Unified School District

Mary Lynch, Oroville Union High School District

Amanda Samons, MaryRose Lovgren, Butte County Office of Education

Jeremy Powell, Hamilton Union School District

Teresa Ward, Butte-Glenn Community College District

Melisse Boyd, 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 – May 5, 2025 – Action

1. **Information and Reports**
   1. NOVA Reporting and [Deadlines](https://caladulted.org/DueDates)
      * 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
      * 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
      * Nov 14: Written Expenditure Plan (WEP)\* Only for consortia who have exceeded 20% carryover.
      * 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 \*
   2. Consortium Member Conference/Training Report Out and Resources – Informational Report
      * <https://www.caadultedtraining.org/> Upcoming events and trainings
   3. Program Map, Consortium Member New or Noteworthy Programs, Program Changes – Informational Report & Discussion
2. **Action Items**

None

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:

* 12/5/25
* 3/6/26
* 5/1/26 – date to change

1. **Adjournment**