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

## March 1, 2024 | 9:00am

## Zoom Meeting: <https://butte-edu.zoom.us/j/86937729495?from=addon>

**MINUTES**

**Call to Order**

Elena Jones, Glenn County Office of Education

Mike Lerch, Paradise Unified School District

Mary Lynch, 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 – December 1, 2023 - Action

1. **Information and Reports**
   1. NOVA Reporting and [Upcoming Deadlines](https://caladulted.org/DueDates)
      * ﻿Jan 31: Student Data due in TOPSPro (Q2)
      * Jan 31: Employment and Earnings Follow-up Survey

**February 2024**

* + - Feb 28: Preliminary allocations for 2024-25 and 2025-26 released by this date.
    - March 2024
    - Mar 1: 21/22 and 22/23 and 23/24 Member expense report is due in NOVA. (Q2)\*
    - Mar 31: 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) \*
    - Mar 31: End of Q3

**April 2024**

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

**May 2024**

* + - May 2: CFAD for 2024-25 due in NOVA \*

**June 2024**

* + - Jun 1: 21/23 and 23/24 Member Expense Report due in NOVA (Q3)
    - Jun 30: 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) \*
    - Jun 30: End of Q4
  1. Member Agency Reporting Assistance – Oroville Adult Education – Discussion of Services
  2. Consortium Member Conference/Training Report Out and Resources – Informational Report
     + <https://www.caadultedtraining.org/> Upcoming events and trainings, reports

[Director’s Event Sept 14-15 Sacramento](https://www.caadultedtraining.org/CAEP/640?Type=16)

[CAEP Summit Oct 24-26 Universal City](https://summit.caladulted.org/Registration/)

* 1. Program Map, Consortium Member New or Noteworthy Programs, Program Changes – Informational Report & Discussion

1. **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:

* 5/3/24 Zoom

1. **Adjournment**