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

## December 6, 2024 | 9:00am

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

**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 – August 2, 2024 – Action

1. **Information and Reports**
   1. NOVA Reporting and [Deadlines](https://caladulted.org/DueDates)
      * Dec 1: 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
      * Dec 2: July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
      * Dec 31: 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
      * Jan 31: Student Data due in TOPSPro (Q2); Employment and Earnings Follow-up Survey
      * Feb 28: Preliminary allocations for 2025-26 and 2026-27 released by this date.
      * Mar 1: 22/23 and 23/24 and 24/25 Member expense report is due in NOVA. (Q2)
      * Mar 31: 22/23 and 23/24 and 24/25 Member Expense Report certified by Consortia NOVA (Q2)
   2. CAEAA Conference in Sacramento February 6-7 <https://www.caeaa.org/2025-conference.html>
   3. CAEP Three Year Plan <https://caladulted.org/Administrators/43>
   4. Consortium Member Conference/Training Report Out and Resources – Informational Report
      * <https://www.caadultedtraining.org/> Upcoming events and trainings
   5. 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:

* 3/7/25 In person TBD
* 5/2/25 Zoom

1. **Adjournment**