



Napa Valley Adult Education Consortium
Board Meeting Agenda
Napa County Office of Education
4:00-5:30 pm
July 16, 2018

- I. Welcome, Introduce new PM and new board member
- II. Establish Quorum
- III. Approve June Minutes - **Attachment I**
- IV. **Public Comment** - *Public comment will be allowed on any topic relevant to the NVAEC. Pursuant to NVAEC Policy, comments are limited to 3 minutes per person. Please begin your comment by stating your name.*
- V. PM updates
 - a. Changes in AEBG (AEP)
 - b. Annual plan and timeline
- VI. Action Items
 - a. MOU between NVC and NVAE
- VII. Guest Speaker and Discussion; Indira Lopez, Calistoga/St. Helena Adult Learners
 - a. Up-valley needs
- VIII. Calendar of Board Meetings update
- IX. Adjournment



2018-19 AEBG Calendar of Due Dates

2018

AUGUST

- Aug 01: Final program year report due and student data report due (Q4)
- Aug 15: Annual plans due for 18/19
- Aug (TBA): AEBG 18/19 funding is disbursed from the State

SEPTEMBER

- Sep 1: 16/17 & 17/18 member expense report due in NOVA (Q4). Will also include end of the year reporting on leveraged funds, fees, and other financial breakdowns.
- Sep 30: 16/17 & 17/18 member expense report certified by consortia in NOVA (Q4); Will also include Year End Financial Report (Narrative)
- Sep 30: Member work plans & budgets due (Includes 17/18 carry over and 18/19 new funds).
- Sep 30: End of Q1

OCTOBER

- Oct 31: Student data due in TOPSPro (Q1)

*Note – MIS 18/19 reporting schedule will be released in early 2018

NOVEMBER

No items due.

DECEMBER

- Dec 1: 17/18 & 18/19 member expense report certified in NOVA (Q1)
- Dec 20: Data and Accountability Budget Changes due (old system)
- Dec 31: Data and Accountability funded activities end
- Dec 31: 17/18 & 18/19 member expense report certified by consortia in NOVA (Q1)
- Dec 31: End of Q2

2019

JANUARY

- Jan 31: Student data due in TOPSPro (Q2)
- Jan 31: Final Data and Accountability expense report due (old system)

FEBRUARY

- Feb 25: Data and Accountability close out financial report due (old system). Will include final report (narrative)
- Feb 28: Preliminary allocations for 2019-20 & 2020-21 released by this date

MARCH

- Mar 1: 17/18 & 18/19 member expense report due in NOVA (Q2)
- Mar 31: 17/18 & 18/19 member expense report certified by consortia in NOVA (Q2)
- Mar 31: End of Q3

APRIL

- Apr 30: Student data due in TOPSPro (Q3)

MAY

- May (or June): 3-year strategic plan and evaluation report due from consortia
- May 02: CFAD for 2019-20 due

JUNE

- Jun 1: 17/18 & 18/19 member expense report due in NOVA (Q3)
- Jun 30: 17/18 & 18/19 member expense report certified by consortia in NOVA (Q3)
- Jun 30: End of year/Q4