

Napa Valley Adult Education Consortium
Board Meeting Agenda
August 13, 2018

- I. Welcome
- II. Establish Quorum
- III. Approve [July Minutes](#) - **Attachment I**
- IV. Public Comment (10 minutes)
- V. Action Items:
 - a. Action Item: [Annual Plan](#) – **Attachment II**
 - b. Transition hours (Consultant Balach)
- VI. Information/Discussion Items:
 - a. Summary of PM activities since last meeting
 - i. Annual Plan revisions and reformatting
 - ii. TOPsPro data submitted by 8/1/18 (When should schools come and talk about data reports in depth?)
 - iii. Meetings: NVC, NVAE Leadership Team
 - iv. [Progress Monitoring of annual plan](#) (GAANT chart)
 - v. Meeting with North Bay Adult Ed Planning (other consortia PMs) - rescheduled
 - vi. Scheduled meeting HIP (Workforce Alliance) and Regional meeting (Concord)
 - b. Training in Sacramento September 27/28 scheduled
 - c. Advisory Committee(s) for Three-Year Plan; [Past Year Partner List](#)
 - d. Results of poll for Board meeting schedule for 2018-19 and meeting discussion
 - e. Reminders:
 - i. **Allocation for 2018-19**: NVAE = \$2,555,320; NVC = \$255,643; Total = \$2,810,963; (Dispersed? Be looking for this...goes to NVC first, and then to NVUSD)
 - ii. **September 1** - Expense Report due in NOVA (Q4), and Year End Financial Report
 - iii. **September 30** - Member Expense Report certified by consortia in NOVA (Q4), also includes Year End Financial Report (narrative)
- VII. Adjourn

2018

AUGUST

- Aug 15: Annual plans due for 18/19 Needs to be vetted ahead of time and approved at the August board meeting. Elena submits in NOVA.
- 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. NVC and NVAE each submit, Bob and Wade certify for their orgs
- Sep 30: 16/17 & 17/18 member expense report certified by consortia in NOVA (Q4) Elena certifies; Will also include Year End Financial Report (Narrative) NVC and NVAE **NOT SURE ABOUT THIS YET OTHER THAN YOU'LL NEED TO DO IT WITH MEMBERS**
- Sep 30: Program Year Budget Due in NOVA (Includes 17/18 carry over and 18/19 new funds). NVC and NVAE
- Sep 30: End of Q1

OCTOBER

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

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

NOVEMBER

DECEMBER

- Dec 1: 17/18 & 18/19 member expense report certified in NOVA (Q1) NVC and NVAE
- Dec 20: Data and Accountability Budget Changes due (old system) Elena will need to gather this from members and submit it, if any changes
- Dec 31: Data and Accountability funded activities end
- Dec 31: 17/18 & 18/19 member expense report certified by consortia in NOVA (Q1) Elena
- Dec 31: End of Q2

2019

JANUARY

- Jan 31: Student data due in TOPSPro (Q2) NVC and NVAE
- Jan 31: Final Data and Accountability expense report due (old system) Elena will need to gather this from members and submit it

FEBRUARY

- Feb 25: Data and Accountability close out financial report due (old system). Will include final report (narrative) **Elena will need to gather this from members and submit it**
- 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) **NVC and NVAE**
- Mar 31: 17/18 & 18/19 member expense report certified by consortia in NOVA (Q2) **Elena**
- Mar 31: End of Q3

APRIL

- Apr 30: Student data due in TOPSPro (Q3) **NVC and NVAE**

MAY

- May (or June): 3-year strategic plan and evaluation report due from consortia **Elena? TBD**
- May 02: Consortium Fiscal Administration Declaration (CFADs) for 2019-20 due **Need to agree to fund disbursement a couple of months before and then get the CFAD approved in the board meeting in April**