



**Barstow Area Consortium for Adult Education  
Board Agenda  
Barstow Community College, President's Conference Room  
Monday, December 11, 2017 (2:00 p.m. – 4:00 p.m.)**

Call to Order: 2:00 pm

Attending:	Voting Member	Alternate	Attendee
Baker Valley	<input checked="" type="checkbox"/> Ronda Tremblay	<input checked="" type="checkbox"/> Eric Huynh	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input checked="" type="checkbox"/> David Morse	<input checked="" type="checkbox"/> Kim Young
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input checked="" type="checkbox"/> Sonya Smith <input checked="" type="checkbox"/> Jon Bonvillain
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input checked="" type="checkbox"/> Michel Cox	<input type="checkbox"/>

1. Approval of Minutes – November 20, 2017

- Motion for approval made by S. Godfrey; Second by R. Tromblay – Passed Unanimously

2. Public Comment – Public comment will be allowed on any topic relevant to the BACAE. Pursuant to BACAE Policy, comments are limited to 3 minutes per person. Please begin your comment by stating your name.

3. Reports/Information Items

3.1 Coordinator's Report – Sonya Smith

- Valley College AEBG/CASAS/TOPS Training – November 15 & 16, 2017
  - San Bernardino, 5 teachers attended and are now certified to proctor.
- CASAS November 30: On-Site Trainings for Each Member
  - Teachers attended and are certified.
- CASAS Summer Institute Registration Now Open – Spend 2015-16 Funds
  - Registration is now open and filling fast. All BACAE Members are encouraged to register staff now for the June 18-20, 2018 conference.

3.2 Consultant Report – Mitch Rosin

- State AEBG Guidance Update: Dec 1 Webinar (Services & Funds)
  - Dec 1, 2017 Webinar Review
  - Legislative Update Review
- NOVA Reporting Due Dec 15 – 10% allowable shift within Member budget
- Citizenship Preparation - Classes or Referral at each District
  - R. Tromblay spoke to local need for residency. M. Rosin explained Green Card, vs Citizenship, vs EL Civics. S. Godfrey indicated interest in developing materials/services to meet this population as it came up in a recent community meeting. M. Rosin to prepare a summary of options.
- Mailer Date will produce New Enrollment (Are we ready for hiring and expanding?)
  - What date should this be mailed? Possibly 2 mailers: March and June
  - Review of Brochure and Poster – Errors to be fixed.
  - Members to notify MR by end of week about date for mailer
- San Bernardino WDB Meeting – Nov 21, 2017
  - WDB would like to discuss new facility – possibly have staff at Barstow Adult School. Reg Javier will be invited to present at a future BACAE Board Meeting.
- Accomplishments: July 2017-December 2017
  - Review of list sent to the state on 12/8/17
  - January 18: Burlington English Training@ 3:00pm in Room 22 at BHS
- Program Area Working Group Meeting
  - Review of Notes - Nov 20, 2017 at 3:00pm @ BCC
  - Next Meeting: Quarterly, Date to be set in February/March
  - S. Smith to facilitate 15-30 minute calls with principals as a new steering committee

- Planning Days:

January 18 & 25, 2018	March 13 & 14, 2018	May 16 & 17, 2018
February 20 & 21, 2018	April 25 & 26, 2018	June 11 & 12, 2018

3.3 Fiscal Agent Report: 2015-16 Spend Down

- \$436,701.32 spent through contacts
- \$173,679.00 in audit
- CD reported that 2015-16 will zero out

3.4 Media Manager Report: Jorge Saucedo-Daniel

3.5 GED Test Center Update

- BUSD is in the final stage of approval from city. Plans are all complete. All requisitions for materials have been submitted for purchase. Build-out will begin second or third week of January. Currently fixing issues with leaks and sprinklers and utilities, updating wifi.

3.6 Update: Local Board Meeting Dates for Appointing BACAE Voting Board Members

- Jeff Malan is on next BUSD agenda for approval.

4. Action Items

4.1 BACAE NOVA Certifying Person

- Motion for Sonya Smith to certify on behalf of BACAE. Motion for approval made by J. Youskievicz; Second by E. Bagg – Passed Unanimously

5. Discussion Items

5.1 2016-17 Spend Down Plan – To Be Added to Each Member in NOVA – Dec 15 Due Date

- Board has a goal of September 2018 for spend down, which allows time to reallocate as needed.
- Conferences: M. Rosin to provide an overview of each conference, and Members will identify who should attend each conference. Payment will then be made from Fiscal Agent to each Member District for the year's conference attendance.

5.3 Plan for Ongoing Auditing

- M. Rosin to work with other Consortia in County to develop a plan.

6. Announcements

6.1 AEBG Summit – Consortium Management Focus – January 22-23, 2018, Universal City (PINs Provided)

- Attendees:
  - Baker: E. Huynh
  - BCC: K. Young
  - Silver: M. Cox
  - Barstow: J. Bonvillian
  - BACAE: S. Smith

6.2 2017-18 BACAE Board Meeting Schedule (2:00 pm in BCC President's Conference Room):

January 25, 2017	March 15, 2017	May 17, 2017
February 22, 2017	April 26, 2017	June TBD per Guidance

6.3 WASC – Fall 2018 deadline: April 30, 2018

6.4 Feb 28 – Preliminary Allocations Released for 2018-19 & 2019-20; May 2 – CFAD Due

6.5 Annual Plan Retreat Date – TBD

7. Closed Session

8. Adjournment

- Motion made by J. Youskievicz; Second by R. Tromblay – Passed Unanimously