



Barstow Area Consortium for Adult Education
Board Agenda
Barstow Community College, President's Conference Room
Thursday June 7, 2018 (2:00 p.m. – 4:00 p.m.)
(*Materials in Board Packet)

PLEASE NOTE: Agenda related documents distributed to the BACAE Board for the Board Meeting may be viewed in the President's Office at Barstow Community College, 2700 Barstow Rd, Barstow, CA 92311. Individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating, or documentation in accessible formats, should contact the BACAE Coordinator at BarstowAEGB@gmail.com at least two days before the meeting date.

1. Approval of Minutes – May 17, 2018

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. Closed Session

4. Reports/Information Items

4.1 Coordinator's Report

- Jun 01: 2016/17 & 2017/18 member expense report **due** in NOVA (Q1, Q2 & Q3)
- Jun 30: 2016/17 & 2017/18 member expense report **certified** by Consortium in NOVA (Q1, Q2 & Q3)
- Jun 30: End of Q4
- Aug 01: Final program year report due and student data report due (Q4)
- Aug 15: Annual plans due for 2018/19
- Aug (TBA): AEBG 18/19 funding is disbursed from the State
- Sep 1: 2016/17 & 2017/18 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: 2016/17 & 2017/18 member expense report **certified** by consortium in NOVA (Q4); Will also include Year End Financial Report (Narrative).

- Consultant Days

July 16, 20, 25, 26, 27	Sept 10, 12, 25, 26, 27	Nov 16, 19, 20, 21
Aug 1, 2, 9, 10, 15	Oct 18, 19, 23, 24, 25	Dec 4, 10, 11, 12, 13

- Citizenship Curriculum Purchase

4.2 Member Program Update: BUSD (New Adult School Update)

4.3 Member Program Update: SVUSD

4.4 Member Program Update: BVUSD

4.5 Member Program Update: BCC

4.6 Fiscal Agent Report: 2016-17 Spend Down Report, Reyna Garcia

- 4.7 Marketing & Media Manager Report
 - Grand Opening Mailer (English/Spanish combined)
 - Start of School Mailer (English/Spanish combined)
 - 2018-19 Posters (English/Spanish)
 - 2018-19 Brochures (Updated English/Spanish)
 - Radio Ad: English/Spanish
 - BACAE Web site Banner for Grand Opening

5. Discussion Items

- 5.1 [□] Draft Annual Plan Strategies:
 - [□] Review Current Annual Plan
 - [□] Review Working Group Notes from April 25, 2018
 - [□] Review 2018-19 Annual Plan Template
 - Draft 2018-19 Annual Plan Strategies
- 5.2 Consortium Director Posting Update - BCC
- 5.3 2018-19 MOU for signature
- 5.4 2018-19 BCC Monthly Allocation Contracts for Signature

6. Action Items

- 6.1 None

7. Announcements

- 7.1 Upcoming Conferences (Approved for attendance by BACAE Board 1.26.18)
 - June 19-21, 2018 – CASAS Summer Institute, San Diego, CA
 - June 24-27, 2018 – ISTE International Conference, Chicago, IL (state approval required)
 - July 25-27, 2018 – GED Summer Conference, San Diego, CA
- 7.2 2017-18 BACAE Board Meeting Schedule (2:00 pm in BCC President’s Conference Room):

July – No Meeting/TBD	September 27, 2018	November 20, 2018
August 2, 2018 (Annual Plan Vote)	October 25, 2018	December 13, 2018
- 7.3 Strong Workforce Packet

8. Adjournment