



**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.

Call to Order: 2:03 pm

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input type="checkbox"/> Ronda Tremblay	<input type="checkbox"/> Eric Huynh	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input 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"/> Reyna Garcia
			<input checked="" type="checkbox"/> Carrie O’Neal
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Michael Cox	<input type="checkbox"/>

Add: carrie_oneal@busdk12.com

1. ¹Approval of Minutes – May 17, 2018

Agenda approval: Motion by S. Godfrey, 2nd by J. Youskievicz
- Motion approved 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. 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-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)
 - R. Garcia: Reported on schedule of events. July 23 completion date. Opening August 13.
 - S. Godfrey: All furniture and technology has been purchased. GED Testing Service needs to do a walk-through; invite to Ceremonial Opening. Consortium advertising. Aug 2 Ceremonial Opening. BCC to discuss ESL class offerings at BUSD Adult School.
 - S. Godfrey: Request for Linda JuOng on-site for CASAS training.
- 4.3 Member Program Update: SVUSD
 - M. Cox: Closed for summer. 19 graduates!
 - S. Godfrey: Consider a BACAE Consortium Graduation.
 - J. Youskiewicz: Purchased all equipment for new adult education center. Lab will be open for adult programs during school day. Possible ceremonial opening.
- 4.4 Member Program Update: BVUSD
- 4.5 Member Program Update: BCC
 - K. Young: Transitions counselor working with multiple community partners. Attending meetings with community agencies and employers. Represented adult ed at the Barstow Coalition, Del Taco, etc. Continuing to focus on community transitions.
 - E. Bagg: Met with Ft. Irwin Educational Services Offices. Instructor has been recognized for years for the success of their basic skills program. Looking to expand program, and explore strategies for 100% completion. Instructor to attend CASAS SI.
 - K. Young: Exploring adding low-level basic skills to BCC course offerings. Pilot in the fall.
 - K. Young: Developing curriculum expansion for ESL/GED course offering for non-credit.
 - E. Bagg: Requested SB County LMI report.
- 4.6 Fiscal Agent Report: 2016-17 Spend Down Report, Reyna Garcia

2016-17 SPEND DOWN			
	ALLOCATED	SPENT/ENC.	REMAINING
BACAE per MOU	\$30,000.00		\$30,000.00
BACAE Audit	\$20,000.00		\$20,000.00
PD	\$2,500.00	\$2,500.00	\$0.00
ESL Solutions	\$5,000.00	\$7,500.00	-\$2,500.00
Curriculum	\$30,000.00	\$1,900.00	\$28,100.00
Postal Mailer	\$5,000.00	\$2,500.00	\$2,500.00
Bros of nowhere	\$5,000.00		\$5,000.00
Marketing	\$20,000.00	\$10,000.00	\$10,000.00
P2C 6.30.18	\$40,800.00	\$38,300.00	\$2,500.00
P2C 6m Renewal	\$48,000.00	\$48,000.00	\$0.00
Jorge Saucedo	\$12,000.00	\$12,000.00	\$0.00
Jorge Saucedo	\$12,000.00	\$12,000.00	\$0.00
Phoenix Design	\$20,000.00	\$20,000.00	\$0.00
TOP Training	\$10,000.00		\$10,000.00
	\$260,300.00	\$154,700.00	\$105,600.00

- S. Godfrey: Request to discuss %5 allocation from 2016-17 to cover Indirect for 2015-16 and 2016-17 at August BACAE Board Meeting.

4.7 Marketing & Media Manager Report

- ~~Grand Opening Mailer (English/Spanish combined)~~
- Start of School Mailer (English/Spanish combined) – Week of July 16, 2018
- ~~2018-19 Posters (English/Spanish)~~
- 2018-19 Brochures (Updated English/Spanish)
- Radio Ad: English/Spanish – Get bid (M. Cox has info)
- BACAE Web Site Banner for Grand Opening – Add to home screen
- Add photo of graduate to scrolling home page with quote (M. Cox)

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

Gaps in Service

- Identify programs of study, based on LMI, to expand course offerings
- DL / proxy hours
- Expand ESL offerings across the region (non-credit for college)
- Increased engagement with community partners (CBOs, FBOs, etc.)
- Support efforts to enhance child care offerings across the region
- Develop a list resources for adults with disabilities.

Seamless Transitions

- develop common referral form
- increase number of students transferring to BCC and the workplace

Student Acceleration

- Develop contextualized classes based on LMI (including ESL)
- Basic skills boot camp at BCC

Professional Development

- CASAS training
- Burlington English Training
- Training for counselors on career opportunities/pathways
- Training on improving student writing skills
- Acceleration strategies and alignment to educational pathways

Leveraging Resources

- Co-locate adult education services at K-12 sites
- Identify and partner with other programs that meet the needs of adult learners

- 5.2 Consortium Director Posting Update – BCC – no update
- 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
 - K. Young: Explained the Strong Workforce packet and initiative

8. Adjournment: Motion by M. Cox, 2nd by S. Godfrey

- Motion approved unanimously

California Adult Education Program 2018-2019

Trailer Bill Language:

http://dof.ca.gov/Budget/Trailer_Bill_Language/

[Adult Education Block Grant Planning Cycle](#)

[Adult Education Block Grant Indirect Costs](#)

Budget Bill Language:

http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB1809

SEC. 4. Section 52523 of the Education Code is amended to read:

(f) Students enrolled in adult education programs, courses, and classes shall be assigned a statewide student identifier consistent with the identifiers assigned to pupils in K–12 education programs, if the student is not already identified by a social security number in the data system of the adult school or other local educational agency providing the adult education programs, courses, or classes. Adult schools shall share the assigned identifiers with the California Community Colleges for inclusion in the student data system.

SEC. 23. Section 78401 of the Education Code is amended to read:

(f) Commencing with the 2019–20 fiscal year, the Chancellor’s Office of the California Community Colleges and the State Department of Education shall coordinate so that students enrolled in classes established pursuant to subdivision (a) shall be assigned a statewide student identifier consistent with the identifiers assigned to pupils in K–12 education programs, if the student is not already identified by a social security number in a community college district’s data system. For students who formerly attended a California public school in kindergarten or any of grades 1 to 12, inclusive, or participated in another adult education program, the same statewide student identifier utilized for that student in the past programs shall be assigned. The chancellor’s office shall collect and maintain the identifiers of adult school students in the Adult Education Program data system.

SCRIPT

ADVERTISER: Barstow Area Consortium for Adult Education

AIR DATES:

TITLE: :30

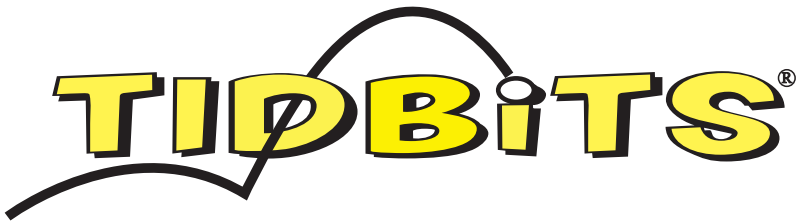
August 2018

Fall 2018

1
2
3 :10
4
5 :15
6
7
8
9 :30
10
11
12
13
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18 :60

Stuck in a job you don't like? Or maybe you can't advance in your company because you don't have a high school diploma? The Barstow Area Consortium for Adult Education can help. Anyone in the Barstow region can earn their high school diploma, GED, high school equivalency, a work certification or take ESL classes built around your schedule. You can study on campus or online. To learn more, email Barstow dot A E B G at GMAIL dot COM or log on to Barstow A E B G dot O R G. Many classes are free! Call or log on today.

CLIENT SIGNATURE



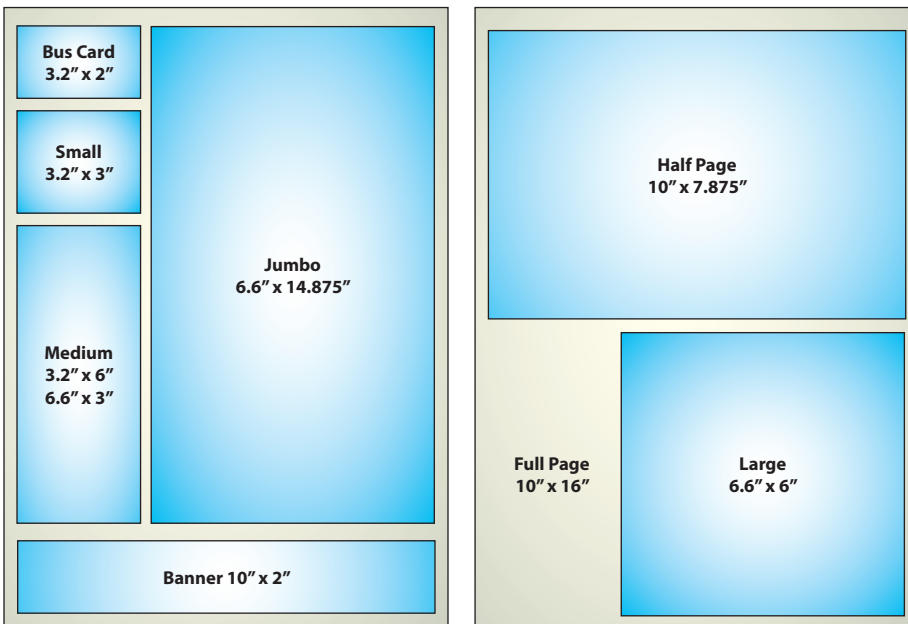
Advertising Rates

AD SIZE	52 WEEKS COLOR	26 WEEKS COLOR	13 WEEKS COLOR	OPEN COLOR
Full Page	\$550	\$600	\$650	\$700
Jumbo	\$340	\$370	\$400	\$430
1/2 Page	\$280	\$300	\$325	\$350
Large	\$105	\$125	\$150	\$175
Banner	\$75	\$90	\$105	\$135
Medium	\$65	\$75	\$85	\$95
Small	\$45	\$50	\$55	\$60
Business Card	\$25	\$30	\$35	\$45

All rates are priced per week.

**Market your business in
PRINT and on the INTERNET
FOR ONE LOW PRICE!**

Employment, Vehicles, RV's, Announcements, etc.



Not actual size. The diagrams above are only representational of ad size relative to page. Ad sizes were created to scale on a standard tabloid format.

PREMIUM POSITIONS

Front/Back FULL COLOR!

Frequency	Small 3.2" x 2.75"	Banner 10" x 2"
52 weeks	\$75	\$125
26 weeks	\$80	\$130
13 weeks	\$90	\$150

All rates are priced per week.

Front page ads rotate clockwise for
MAXIMUM EXPOSURE.

Adult Education Block Grant : Annual Plan : 2018-19 Produced: Jul 27, 2018, 11:32 PM UTC

03 Barstow Area Consortium for Adult Education

Plans & Goals - Draft

Executive Summary

Barstow Area Consortium for Adult Education (BACAE) holds Members to a spirit of collaboration in all decision making. The Regional Comprehensive Plan submitted in March 2015 serves as a foundational plan for the Consortium toward the realization of the vision and goals keeping in alignment with the county's vision of working together to create regional stability among Adult Education providers. BACAE is located in California's High Desert, and covers mostly rural geography. The economic development plan of the county does not address the specific needs of the Consortium. With a renewed commitment to the AEBG initiative, the 2017-18 plan was developed to bring BACAE into alignment with AB104 legislation, and move the adult education programs in the region forward in a spirit of collaboration and partnership. During the 2018-19 fiscal year, BACAE will primarily address gaps in service and seamless transitions. Additionally, the Consortium will deploy methods to support accelerated learning programs for students in their academic pathways and/or career goals. The Consortium will work on building relationships with more community partners to leverage existing resources. To address the needs of rural areas, BACAE will develop and implement a Distance Learning policy. BACAE will offer professional development across the AEP Program Areas includes training on the CCR Standards, Andragogical Methodologies of Instruction, Technology in the Adult Education Classroom, and WIOA/AEP. Member Districts will encourage faculty and staff to attend regional, state and national conferences as a means of forming peer relations with other education professionals and developing professional teaching competencies. All members will engage in renewed efforts to increase transitions between adult education programs and for successful transition to Barstow Community College. Lastly, BACAE Members will begin the process of WASC Accreditation as a precursor for applying for WIOA funds, in full recognition of the importance of braided/blended funding. While this might not be possible for every Member, the BACAE Board commits to exploring options to increase the rigor and credibility of all programs across the Consortium.

Regional Planning Overview

BACAE Member Districts engage in ongoing analyses to identify gaps in services, and adjust programs accordingly at the Member level that support career and academic pathways leading to increased wages and/or transitions to postsecondary institutions. During the 2018-19 FY, BACAE will work with a consultant to analyze regional LMI data and identify long-term trends in high-growth sectors that will influence the planning at the Consortium level. Retreats with the working group, steering committee and executive board are being scheduled to collaboratively inform the development of the new Three-Year Plan.

Meeting Regional Needs

Regional Need #1

Gaps in Service / Regional Needs

BACAE enlists the services of consultants to assist in the implementation of the Annual Plan including, but not limited to, Adult Education/CTE, Program Implementation, Contextualized Instruction, LMI Data Interpretation, Partnership Building, Meeting Facilitation, and Curriculum Design.

How do you know? What resources did you use to identify these gaps?

During the 2017-18 FY, BCC hired a researcher to evaluate and provide information about the needs of the local community. This report identified key gaps in services, and made suggestions to the BACAE Board. The data points from this report were incorporated with other input during the Annual Plan development process.

How will you measure effectiveness / progress towards meeting this need?

BACAE Members monitor, track, and evaluate performance outcomes for all programs to identify areas of opportunity and growth.

Gaps In Service

New Strategies

Strategy #1

BACAE Member Districts will continue to expand course offerings across AEP program areas, with a focus on ABE/HSE/HSD, ESL/Citizenship, and CTE. Additionally, BACAE Member Districts will identify programs of study, based on LMI, to add additional course offerings.

Strategy #2

BACAE will develop and implement a Distance Learning Policy that applies to all Member Districts, and support adoption by all relevant school boards. Additionally, BACAE Member Districts will explore options for providing a broader level of technology support to students across the Consortium.

Strategy #3

BACAE Members will expand ESL offerings across the region (non-credit for college), to meet the needs of a diverse population.

Strategy #4

BACAE continues to encourage Member Districts to leverage their monthly AEP allocations for capital improvement projects, such as the new BUSD Adult School & GED Test Center, and classroom improvements in Silver Valley and Baker Valley.

Strategy #5

BACAE will develop a list of resources for adults with disabilities and initiate referral mechanisms with existing community and governmental organizations.

Seamless Transitions

New Strategies

Strategy #1

BACAE Member Districts will explore hiring staff to support transitions of students from the Adult Schools into BCC.

Strategy #2

BACAE will continue to support the work of a transition counselor to increase number of students transferring to BCC and the workplace from the Adult Education Schools in the Consortium.

Strategy #3

BACAE will create a transitions pathway flow chart to visually guide students from the adult school programs to postsecondary enrollment that clearly articulates the multiple pathways open to adult learners. BACAE will also work to implement strategies that link curriculum across Member Districts.

Student Acceleration

New Strategies

Strategy #1

BACAE will continue exploring the addition/development of contextualized classes based on the needs of the community (including, but not limited to, ESL). The goal of this program will be to connect basic skills in career development with integrated student support and contextualized instruction.

Strategy #2

Barstow Community College will explore adding a basic skills boot camp for remediating the academic skills of low-level learners.

Professional Development

New Strategies

Strategy #1

BACAE Member Districts participate in regional, state and national conferences, in areas that support the endeavors of the Consortium. These include, but are not limited to: CASAS Summer Institute, CCAE, CAEAA, GED Annual Conference, Non-Credit Institute, CWA, etc. Additionally, BACAE Members participate in vendor trainings and regional TAP AEP trainings.

Strategy #2

BACAE expects the faculty and staff of Member Districts to remain current in industry best-practices through professional development activities and thereby provide high-quality programs to the communities we serve. This includes, but is not limited to, participation in OTAN and COABE online learning opportunities, CalPro courses, World Education (IDEAL Consortium) trainings, and other opportunities for educational advancement.

Strategy #3

BACAE plans to offer professional development for: - Counselors on career opportunities/pathways
- Training on improving student writing skills - Acceleration strategies and alignment to educational pathways - Androgical instructional methodology

Leveraging Resources

New Strategies

Strategy #1

BACAE Member Districts will explore the co-location of adult education services at K-12 sites. For example, BCC offering ESL classes in K-12 buildings, or using the RampUp facilities to provide classes remotely.

Strategy #2

BACAE will continue to identify and partner with other programs across the region that meet the needs of adult learners.

Strategy #3

BACAE Members will explore increasing the level of engagement with community partners (CBOs, FBOs, etc.) as a means of reaching more adult learners.

Fiscal Management

A narrative justifying how the planned allocations are consistent with the annual adult education plan which is based on your AEBG 3-year plan.

BACAE Board Members engage in ongoing data, program, and budget analysis to ensure continuous improvement among all Consortium Members and that decisions align to both the AEP Objectives and the AEP program areas, and to ensure that all funded initiatives align to the approved Three-Year Plan.

An approach to incorporating remaining carry-over funds from prior year(s) into strategies planned for 2018-19.

Barstow Unified School District, the former Fiscal Agent, will continue to manage the spend-down and budget expenditure reporting of: - 2016-17 AEP Allocations (due to expire on December 31, 2018) - Data & Accountability Fund (due to expire on December 31, 2018) - 2017-18 AEP Allocations (due to expire on December 31, 2019) This includes the timely issuance of Purchase Orders and invoice payments, and meeting all legal requirements as a former Fiscal Agent as identified in AB104.

Certification

Baker Valley Unified School District, Member Representative

Ronda Tremblay
Eric Huynh

Awaiting Submittal

Barstow CCD, Member Representative

Eva Bagg
Kimberly Young
Karen Kane

Awaiting Submittal

Barstow Unified School District, Member Representative

Scott Godfrey
Candice Duffner
Reyna Garcia

Awaiting Submittal

Silver Valley Unified School District, Member Representative

Jeff Youskievicz
Michael Cox

Awaiting Submittal

