



**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