



**Barstow Area Consortium for Adult Education
Board Agenda
Barstow Community College, President’s Conference Room
Thursday August 2, 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: 2:05 pm

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input checked="" type="checkbox"/> Ronda Tremblay	<input type="checkbox"/> Eric Huynh	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input type="checkbox"/> Karen Kane	<input type="checkbox"/> Kim Young
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input 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"/>

1. rd Approval of Minutes – June 7, 2018
- Motion by J. Youskievicz; 2nd by Ronda Tremblay. Motion carried 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 – None Requested
 4. Reports/Information Items
 - 4.1 Coordinator’s Report
 - Due Dates:
 - Jun 30: End of Q4 for Data and Expenditures
 - Aug 01: TOPSpro DIR Report Due for Full Program Year (Q4)
- M. Rosin reported that all Member districts submitted the DIR on time. Provided the following chart:

BACAE CFAD Allocations & DIR Reporting						
Agency	2015-16 CFAD	2016-17 CFAD	2016-17 DIR Enrollment	2017-18 CFAD	2017-18 DIR Enrollment	% Change in Enrollment
Baker Valley USD	\$115,000	\$108,965	9	\$62,318	18	+100%
Barstow CC	\$0	\$0	0	\$261,612	295	+295%
Barstow USD	\$522,308	\$521,959	215	\$334,612	135	-37%
Silver Valley USD	\$200,000	\$229,400	41	\$201,782	52	+27%
TOTAL	\$837,308	\$860,324	265	\$860,324	500	+89%

- Aug 15: Annual Plan Due for 2018/19
- Aug 31: AEP 2018/19 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 – Not Contracted - Waiting for BUSD PO
 - Aug 1, 2, 9, 10, 15 Oct 18, 19, 23, 24, 25 Dec 4, 10, 11, 12, 13
 - Sept 10, 12, 25, 26, 27 Nov 16, 19, 20, 21
- Citizenship Curriculum Purchase – Received and Delivered to Each Member
- ^{ra} Legislation: Trailer Bill Language
- 2018-19 BCC Monthly Allocation Contracts for Signature – Done
- 4.2 Member Program Update: BUSD (Adult School Update)
 - C. O’Neal: Carpet is done. Classrooms being finished. Touchup painting. Furniture being installed. Test Center furniture already set. Signage will happen in Sept. Landscaping being completed. Parking lot being resurfaced.
- 4.3 Member Program Update: SVUSD
 - J. Youskievicz: Close to opening second lab for independent study. Will be open all day, rather than just evenings. HS working to blend services (counseling and college/career center).
- 4.4 Member Program Update: BVUSD
 - R. Tremblay: Finishing renovation on Adult School building. Roofing repairs scheduled. Smart Boards installed. Mr. Acosta will canvas Baker in Spanish to determine what employers need for skills. Employers to hire only graduates with certificates.
 - E. Huynh & C. O’Neal: Shared about Regional PD Day. Largest PD attendance in the state.
- 4.5 Member Program Update: BCC
 - E. Bagg: Moving ahead on Curriculum Development for ESL. Looking at ESL/GED and partnerships with the testing center. Working with CTE to form new “Mirrored Classes” for non-credit, remediation boot camp. Ft. Irwin pass rate is around 90%, so working to raise that to 100%. Michelle Colleoc is working with SB County to refer students to BACAE programs.
- 4.6 Marketing & Media Manager Report
 - PPT Presentation – SEO Outcomes
 - Will ask Phoenix Design to add a check box to “Contact Us” to direct emails to specific Member Districts, rather than to a general email account.
 - Start of School Mailer (English/Spanish combined) – Waiting for BUSD Payment
 - M. Rosin asked to provide updates to BACAE Board
 - 2018-19 Brochures (Updated English/Spanish) – In Development
 - ^{ra} Radio Ad: English/Spanish – Messages left for Highway Radio
 - S. Godfrey: Jeff Malan can help reach a radio station contact.
 - ^{ra} TidBits Ad – Price Quote Sheet
 - Fall and Spring – ½ page to be purchased
 - BACAE Web Registration Link for Grand Opening – Done – Waiting for BUSD Payment
 - Printing Additional Brochures and Posters – Done – Waiting for BUSD Payment
- 4.7 Counseling & Marketing Response (phone, email, etc.)
 - 760-255-6131 is the number for Barstow Adult School. Other numbers to be confirmed.
- 4.8 Fiscal Agent Report: 2016-17 Spend Down Report – Reyna Garcia/Scott Godfrey

Pan Consortium		Actual	
	BACAE per MOU	\$30,000.00	
	BACAE Audit	\$20,000.00	
	Regional & On-Site Professional Development	\$2,500.00	
	Workplace ESL Solutions	\$10,000.00	\$10,000.00
	As Needed Curriculum	\$30,000.00	
	Postal Mailer	\$3,563.02	\$3,563.02
	Brochures	\$516.33	\$516.33
	Bros of Nowhere	\$5,000.00	
	Radio & Marketing Collateral Printing	\$20,000.00	
	P2C Solutions (Thru 6/30/2018)	\$40,800.00	\$40,800.00
	P2C Solutions (6 month Renewal)	\$48,000.00	\$48,000.00
	Jorge Saucedo (Thru 6/30/2018)	\$6,000.00	
	Jorge Saucedo (6 mo Renewal)	\$12,000.00	
	Phoenix Design	\$20,000.00	\$16,000.00
	TOP Facilitation Training	\$10,000.00	
		\$258,379.35	\$118,879.35
	Remaining Funds		\$139,500.00

Request From Jeff Malan: I would like an item to be placed on the next AEBG Consortium Board Agenda related to another request for additional funds to be allocated to the construction costs of the Adult Ed/GED Testing Center Facility. At this point, to finish the construction of the facility, BUSD will have paid approx. \$789,000 for construction costs alone. I am again requesting that the AEBG Board consider allocating additional funds for this facility.

- S. Godfrey: Explained the current state of affairs with the new Adult School. Possible leverage of general fund budget. Possible purchase of property from current owners. M. Rosin noted that the state needs to be involved, and approve, any capital purchases using AEBG funds.
- R. Tremblay: Discussed the benefit of the Barstow GED Test Center for all members and how not everyone benefits equally.
- E. Bagg: Raised issue of ECGBarstow and competition versus leveraging each other's strengths. There is a need for discussions between ECGBarstow and BACAE to better work together.

5. Discussion Items

- 5.1 ^a 2018-19 AEP Annual Plan
- 5.2 Consortium Director Posting Update – BCC
 - E. Bagg: BCC currently interviewing for Adult Education Director. Then will work on finalizing job description for Consortium Director. BACAE Board to be involved in interviews. Timeline: 2-3 months.
- 5.3 Goals for BACAE Working Group Meeting – September 12 @ BCC from 3:30 – 5:00
 - Review Annual Plan, Discuss Needs, Goals, Outcomes
- 5.4 Workplace ESL Workshop: **October 19**
- 5.5 Plan for Developing 2019-2022 Three-Year Plan
 - M. Rosin to start scheduling working group meetings and steering committee meetings.

6. Action Items

- 6.1 ^a 2018-19 AEP Annual Plan SG/JY UN
 - Motion by S. Godfrey; 2nd by J. Youskievicz; 2nd. Motion carried unanimously.

7. Announcements

- 7.1 Conferences (Approved for attendance by BACAE Board 1.26.18)

- Consortium PD Day – August 1, 2018 – Keynote Not Contracted - Waiting for BUSD PO

- 7.2 2018-19 BACAE Board Meeting Schedule (2:00 pm in BCC President’s Conference Room):
- | | | | |
|--------------------|-------------------|-------------------|----------------|
| July 2018 - None | October 25, 2018 | January 17, 2019 | April 25, 2019 |
| August 2, 2018 | November 20, 2018 | February 21, 2019 | May 16, 2019 |
| September 27, 2018 | December 13, 2018 | March 14, 2019 | June 6, 2019 |
- 7.3 State AEP Directors’ Conference – Sept 27-28, 2018 (Sacramento, CA)
- 7.4 Strong Workforce Brochures

8. Adjournment: 3:13 pm

- J. Youskiewicz; 2nd by R. Tremblay. Motion carried unanimously.