



Barstow Area Consortium for Adult Education
Board Agenda
Barstow Community College, President's Conference Room
Thursday January 17, 2019 (2:00 p.m. – 3:00 p.m.)
(^aMaterials 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:

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input type="checkbox"/> Ronda Tremblay	<input type="checkbox"/> Eric Huynh	<input type="checkbox"/>
Barstow CC	<input type="checkbox"/> Eva Bagg	<input type="checkbox"/>	<input type="checkbox"/> Pattie Granados
			<input type="checkbox"/> Elias Valencia
Barstow AS	<input type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input type="checkbox"/> Carrie O'Neal
Silver Valley	<input type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Michael Cox	<input type="checkbox"/>

1. ^aApproval of Minutes – December 13, 2018 Motion by ; 2nd by
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 Consultant's Report
 - a. AEP Deadlines - Upcoming
 - January 31, 2019 – 2018-19 Q2 DIR Due to aebg@casas.org & copy to M. Rosin
 - **February 15, 2019 – 2017-19 Budget Bill Reporting Requirements due in NOVA**
 - "Program Area Reporting" Tab in NOVA for 2017-18
 - Each District Needs to Submit "Total Program Area Hours" and "Total Leveraged Funds"
 - Consortium Director Certifies by February 15, 2019
 - March 1, 2019 – 2018-19 Q2 Expenses due in NOVA
 - March 31, 2019 – Q2 Consortium Certification due in NOVA
 - April 1, 2019 – NOVA to close out 2016-17 Funds – Districts will be invoiced in April/May by the State and payments will be made to the State General Fund
 - April 30, 2019 – Q3 DIR Due to aebg@casas.org & copy to M. Rosin
 - April 30, 2019 – 2018-19 Q3 Expenses due in NOVA
 - June 7, 2019 – 2019-2022 Three-Year Plan due in NOVA
 - June 2019 – State will close books on 2016-17 Funds
 - June 30, 2019 – Data & Accountability Close Out in Chancellor's MIS System (BUSD)
 - July 31, 2019 – Full Year DIR due to aebg@casas.org & new Coordinator
 - July 31, 2019 – 2018-19 Full Year Expenses due in NOVA
 - August 15, 2019 – Practice with Promise Report Due
 - b. ^aAEP NOVA Webinar Updates – Archived on <https://caladulthood.org/Administrators>

- AEP Regional Data Training: Burbank Adult School – January 16, 2019
- c. January 17, 2019: San Bernardino County LMI Report Release Event
- e. Consultant Days

Jan 15 & 17	Mar 13 & 14	May 14 & 16
Feb 20 & 21	Apr 17 & 18	Jun 5 & 6

- 4.2 Member Program Update: BAS
- 4.3 Member Program Update: SVUSD
- 4.4 Member Program Update: BVUSD
- 4.5 Member Program Update: BCC
- 4.6 Consortium Director Hiring Update – E. Bagg
- 4.7 Marketing & Media Manager Report
 - Postal Mailer with Printer; Due to be mailed upon receipt of payment
 - Media Manager Report
- 4.8 BUSD Fiscal Agent Report: 2016-17 – S. Godfrey
 - 6 Outstanding Invoices with BUSD for Payment: 2 Phoenix Design, 4 P2C Solutions
- 4.9 BUSD Fiscal Agent Report: Data & Accountability Allocation
 - All funds spent; BUSD to close out in Chancellor’s MIS System by June 30, 2019
- 4.10 BCC Fiscal Agent Report: 2018-19 – P. Granados

5. Discussion Items – None

6. Action Items – None

7. Announcements

- 7.1 2018-19 BACAE Board Meeting Schedule (2:00 pm in BCC President’s Conference Room):

February 21, 2019	April 18, 2019	June 6, 2019
March 14, 2019	May 16, 2019	

8. Adjournment:

- Motion by ; 2nd by