



Barstow Area Consortium for Adult Education
Board MINUTES
Barstow Community College, President's Conference Room
Thursday March 14, 2019 (2:00 p.m. – 4:00 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: 2:00 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 type="checkbox"/> Eva Bagg	<input checked="" type="checkbox"/> Karen Kane	<input checked="" type="checkbox"/> Pattie Granados
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input checked="" type="checkbox"/> Elias Valencia
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Michael Cox	<input type="checkbox"/> Carrie O'Neal

1. ^aApproval of Minutes – January 17, 2019 Motion by S. Godfrey; 2nd by J. Youskievicz
^aApproval of Minutes – February 21, 2019 Motion by S. Godfrey; 2nd by J. Youskievicz
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
 - March 1, 2019 – 2018-19 Q2 Expenses due in NOVA – COMPLETED
 - Review of Member Expenses and Remaining Balance for 2017-18
 - March 31, 2019 – Q2 Consortium Certification due in NOVA
 - March 31, 2019 – NOVA to close out 2016-17 Funds
 - April 30, 2019 – Q3 DIR Due to aebg@casas.org & copy to M. Rosin
 - M. Rosin noted the state's focus on per-pupil spend, and point gains; shared current data with members
 - EFL gains: State average is 63.38%
 - 12 hours or more: state average is 63.05%
 - Per pupil cost: state average is \$1,086
 - Report being prepared for State Legislature

	Q2 DIR EFL Gains State = 63.38%	12+ Hours State = 63.05%	YTD 2018-19 Per Pupil to Date State = \$1,086
Baker Valley USD	10%	65%	\$3,116
Barstow Community College	21.67%	78.33%	\$2,490
Barstow USD	3.54%	36.98%	\$1,076
Silver Valley USD	2.24%	26.83%	\$4,922

- **May 2, 2019 – 2019-20 CFAD Due in NOVA**
- June 1, 2019 – 2018-19 Q3 Expenses due in NOVA
- **June 7, 2019 – 2019-2022 Three-Year Plan due in NOVA**
- Jun 17: Data and Accountability Budget Revisions are due
- June 30, 2019 – Q2 Consortium Certification due in NOVA
- **June 30, 2019 – Data & Accountability Close Out in MIS System (FRC)**
- June 30, 2019 – 2018-19 Q4 Ends
- **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 – 2019-20 Annual Plan due in NOVA**
- **August 26, 2019 – Practice with Promise Report Due**
- September 1, 2019 – 2018-19 Q4 Expenses due in NOVA
- **December 31, 2019 – End of 2017-18 FY Allocations**

b. CAEP State Guidance – Archived on <https://caladulthood.org/Administrators>

- ^oCAEP State Letter
- ^oCAEP Preliminary Allocation for 2019-20 = \$27,900 / \$834,250

c. Review of Three-Year Plan Draft

- Proposed Steering Committee Working Session – April 18, 2019 – 9:00-12:00pm @ BCC

d. Report-out: OTAN TDL Symposium (March 1-2, 2019 – La Puente, CA)

- 55 sessions; 225 attendees; all focused on technology and distance learning

e. Report-out: Educating for Careers (March 3-5, 2019 – Sacramento, CA)

- E. Valencia:

f. ^oSB County WBD LMI Report – Adult Education Focus

- New LMI report released
- Leslie Valmonte reached out to Mitch to discuss Guided Pathways and Consortium efforts; will have a call on March 22 to share information and ensure coordination.

g. Consultant Days

Apr 17 & 18	May 14 & 16	Jun 5 & 6
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h. Consultant Transition Plan

4.2 Member Program Update: BAS

- GED Testing has started with testing on Monday and Tuesday; Completing additional requirements for testing minors; May 18 is graduation; Enrollment is closed; Looking at ways to increase contact hours for 2019-20 and improve availability of instruction.

4.3 Member Program Update: BCC

- Noncredit ESL have been submitted for approval to Curriculum Committee; Additional courses have been approved by the Curriculum Committee and will move to Board of Trustees; Goal is for course offerings in Fall 2019; Teaching Learning Support Center (AB705) compressed courses are being offered for math and English pilot (noncredit) with move to credit with support.

4.4 Member Program Update: BVUSD

4.5 Member Program Update: SVUSD

- New adult self-study lab is open and students are attending; Working to make the adult space more accessible; Graduation on May 20.

4.6 Consortium Director Hiring Update

- Elena Rivera offered position; BCC Board approval on March 20

4.7 Marketing & Media Manager Report

- PowerPoint
- BAS requests a way for social media to capture more people. BAS requests more connection to mailing list. BAS unhappy with social media efforts and would like to discuss. Will explore at next Steering Committee meeting.
- Brochure is in Reprint: 2,500 will ship next week

4.8 BUSD Fiscal Agent Report: 2016-17 Close Out

- 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
 - March checks have been mailed.

5. Discussion Items – None

5.1 ^aCFAD Allocations

- Proposed CFAD 2019/20 Allocations
- Option: Allocate \$27,900 to BCC to offset hiring of consortium director
- BAS: Shift in teacher allocation from \$35 to \$65/hour. Would like to explore options for allocating more hours to the GED Testing Center; possibly hiring a para-educator or proctor; 2 people required on-site to operate GED testing; average salary would be \$17K; need time to open the doors to be the hub for the community. BAS requesting \$15K-18K to cover this position.

6. Action Items – None

7. Announcements

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

April 18, 2019 Vote on CFAD	May 16, 2019 Vote on Three-Year Plan	June 6, 2019 Annual Plan Retreat
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- Super Consortium Professional Development Day: August 1, 2019 @ SB Valley College
- Set dates for 2019-20 Board Meetings:

July 2019 – No Meeting	October 24, 2019
August 8, 2019 (Vote on Annual Plan)	November 21, 2019
September 26, 2019	December 12, 2019
- CASAS tests change on July 1, 2019 to the GOALS.
 - CASAS Summer Institute will focus on training for these new tests.

8. Adjournment: 3:10 p.m.

- Motion by J. Youskievicz; 2nd by S. Godfrey