



Barstow Area Consortium for Adult Education
Board MINUTES
Barstow Community College, President’s Conference Room
Thursday April 18, 2019 (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 checked="" type="checkbox"/> Ronda Tremblay	<input type="checkbox"/> Eric Huynh	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input checked="" type="checkbox"/> Karen Kane	<input checked="" type="checkbox"/> Pattie Granados
			<input checked="" type="checkbox"/> Elias Valencia
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input checked="" type="checkbox"/> Carrie O’Neal
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Michael Cox	<input type="checkbox"/>
Consortium Staff	<input checked="" type="checkbox"/> Elena Rivera		

1. Approval of Minutes – March 14, 2019 Motion by; J. Youskievicz 2nd by R. Tremblay 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 – None Requested

4. Reports/Information Items

4.1 Consortium Director’s Report

a. AEP Deadlines - Upcoming

- **April 30, 2019 – Q3 DIR Due to aebg@casas.org; copy to new Coordinator & M. Rosin**
- **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 (BUSD)**
- 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>

- SSID: Webinar April 18. To be shared by M. Rosin.

c. Report-out: COABE (March 30-April 3, 2019 – New Orleans, LA)

- E. Valencia: Attended several sessions by USCIS on citizenship; ESL Literacy Sessions; Pre-Apprenticeship sessions. Importance of CA Consortia to work with their local Workforce Development Boards and AJCCs.

d. Consultant Days: May 14 & 16 June 5 & 6

- 4.2 Member Program Update: BAS
 - C. O'Neal: Working on graduation (expect 15-20); People still calling to enroll; GED Testing is ongoing.
- 4.3 Member Program Update: BCC
 - E. Valencia: ABE program at Ft. Irwin; exploring ways to expand to civilians. Fall of 2019 exploring bridge math and non-credit ESL classes. Non-credit ESL courses submitted to Chancellor's office for approval; including 4 non-credit certifications. Citizenship course in approval process; Spring 2020 potential offering. Met with local immigration service provider who assists with paperwork, but not with curriculum or instruction. CTE mirrored classes in development; launch TBD. Employment data for Barstow Region emailed to all workgroup/board members. Continues to attend local/regional events to share information about BCC and the Consortium. Working to engage with veterans. Presented to Rotary Club.
 - E. Bagg: What requests are coming in through local presentations?
 - E. Valencia: Collecting names/phone numbers of people to share more information. Basic skills is largely requested. Will post more on social media to generate higher attendance.
- 4.4 Member Program Update: BVUSD
 - R. Tremblay: Just hired an adult student to be on staff! Great effect on community. Excited that Elena is now Consortium Director, and looks forward to working on hospitality program. Recent lockdown; will now train adult school students for such an event.
- 4.5 Member Program Update: SVUSD
 - J. Y.: Wrapping up the final 25 days of school. Plan to graduate 4-8 adult students. Continuing improvements to adult education facilities.
- 4.6 Consortium Director HIRED
- 4.7 Marketing & Media Manager Report
- 4.8 BUSD Fiscal Agent Report: Data & Accountability Allocation
 - All funds spent; BUSD to close out in Chancellor's MIS System by June 30, 2019
- 4.9 BCC Fiscal Agent Report: 2018-19
 - P. Granados: April payments set via JET; Silver Valley held for audit.


5. Discussion Items

- 5.1 ^aReview of Three-Year Plan Draft
 - Edits due to M. Rosin by May 2, 2019. Vote will be at May 16, 2019, BACAE Board meeting.
- 5.2 Limit fiscal/budgetary requests to 2 designated Board meetings per year, except for emergencies.
 - E. Bagg: Suggesting adding to Governance Plan or MOU for annual meetings in September (Q1) and March (Q3 and CFAD).

6. Action Items

- 6.1 ^aCFAD Allocations and Fiscal Agent (including \$31,051.00 in COLA)
 - Motion to approve the continuation of BCC as the Fiscal Agent by J. Youskievicz; 2nd by R. Tremblay
 - Approved Unanimously

- Option 1: Proportional Allocations

 BARSTOW AREA CONSORTIUM FOR ADULT EDUCATION		
Agency	Allocation & COLA	Proposed 2019-20 CFAD
Baker Valley USD (7% of Consortium Allocation)		
2018-19 Allocation	\$62,318	
2019-20 COLA Adjustment	\$2,156	
TOTAL		\$64,474
Barstow Community College (33% of Consortium Allocation)		
2018-19 Allocation	\$268,711	
Consortium MOU Operations	\$30,000	
2019-20 COLA Adjustment	\$10,335	
TOTAL		\$309,046
Barstow USD (37% of Consortium Allocation)		
2018-19 Allocation	\$334,612	
2019-20 COLA Adjustment	\$11,578	
TOTAL		\$346,190
Silver Valley USD (22% of Consortium Allocation)		
2018-19 Allocation	\$201,782	
2019-20 COLA Adjustment	\$6,982	
TOTAL		\$208,764
2019-20 CAEP Preliminary Allocation		\$928,474

- Option 2: Allocate \$27,900 to BCC to offset hiring of consortium director
- Option 3: \$18K to BAS for GED Test Center paraprofessional; Remainder to Member and/or BCC
- Motion to approve Option 1 (Proportional Allocations) by S. Godfrey; 2nd by E. Bagg
- Approved Unanimously

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	July 2019 – No Board Meeting	October 24, 2019
May 16, 2019 Vote on Three-Year Plan Moved to Admin. Conf. Room	August 8, 2019 Vote on Annual Plan Vote on Practice w/ Promise	November 21, 2019
June 6, 2019 Annual Plan Retreat	September 26, 2019	December 12, 2019

7.2 Super Consortium Professional Development Day: August 1, 2019 @ SB Valley College

8. Adjournment: 2:43 p.m.

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