



Barstow Area Consortium for Adult Education  
 Board **MINUTES**  
 Barstow Community College, Administration Conference Room  
 Thursday May 16, 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](mailto:BarstowAEGB@gmail.com) at least two days before the meeting date.

Call to Order: 2:01 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 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 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. <sup>st</sup>Approval of Minutes – April 18, 2019  
 Motion to approve by; J. Youskievicz; 2<sup>nd</sup> by S. Godfrey 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 2019
        - Apr 30: Student data due in TOPSPro (Q3) – Submitted
      - May 2019
        - May 2: CFADs for 2019-20 due – Submitted and Certified
      - June 2019
        - Jun 1: 2017/18 & 2018/19 Member expense report due in NOVA (Q3)
        - Jun 7: Certified 3-year strategic plan due from consortia in NOVA
        - Jun 17: Data and Accountability Budget Revisions due
        - Jun 30: (deadline extension): Data and Accountability funded activities end
        - Jun 30: 2017/18 & 2018/19 member expense report certified by consortia in NOVA (Q3)
        - Jun 30: End of Q4
      - July 2019
        - Jul 31: Final Data and Accountability expense report due
      - August 2019
        - Aug 1: Student data due in TOPSPro (Q4) FINAL

Aug 15: Annual Plan for 2019-20 due in NOVA

Aug 26: Data and Accountability close out and Practice with Promise due  
September 2019

Sep 1: 2017/18 and 2018/19 Member Expense Report due in NOVA (Q4)

Sep 1: July 1, 2018 to June 30, 2019 expenses by program area due  
(estimates only) in NOVA

Sep 30: End of Q1

Sep 30: 2017/18 and 2018/19 Member Expense Report certified by  
Consortia in NOVA (Q4)

Sep 30: 2019/20 Member Program Year Budget and Work Plan due in  
NOVA (Q1)

December 2019

Dec 1: 2017/18 and 2018/19 and 2019/20 Member Expense Report due in  
Nova (Q1)

Dec 31: 17/18 and 18/19 and 19/20 Member Expense Report certified by  
Consortia in NOVA (Q1)

Dec 31: End of Q2

Dec 31: July 1, 2018 to June 30, 2019 Instructional Hours and  
Expenses by Program Area due (actuals) in NOVA and certified by  
Consortium

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

- <sup>3</sup>SSID for Adult Students: CDE is exploring options for a better solution for meeting the intent of this law and requests that LEAs hold off on assigning SSIDs for adult education students until further guidance is provided.

- ACSA Update: Cost of Living Adjustment is decreased from 3.46 percent to 3.26 percent at the May Revision for the categorical programs that remain outside of LCFF, including special education, child nutrition and preschool programs. The COLA for school districts and charter schools are provided within the increases for LCFF.

-ACSA Update: Career Technical Education funding: The May Revision maintains the funding structure adopted in the 2018 Budget Act to fund CTE through the existing \$150 million ongoing Proposition 98 allocation for the CTE Incentive Grant Program and \$150 million in ongoing Proposition 98 funds for the K-12 Strong Work Force Program administered by the Community College Chancellor's Office. The May Revision does not propose new augmentations for either program.

- ACSA Update: Adult Education program: While not specifically mentioned in the summary, the budget continues support for Adult Education with approximately \$500 million in Prop. 98 funds in addition to the COLAs provided in past years and the 3.26 percent COLA in 2019-20.

- ACSA Update: Bipartisan support for Assembly Bill 1303 (O'Donnell) to designate the \$150 million from the K-12 Strong Work Force Program towards the CTE Incentive Grant Program, with an additional augmentation of \$150 million per year for a grand total of \$450 million for CTE in ongoing Proposition 98 funds.

c. Report-out: CCAE (April 25-27, 2019 – San Diego, CA)

- R. Tremblay, E. Huynh, E. Rivera attended.

- E. Rivera: Reported that she met with other consortium directors. Met with curriculum providers to better understand resources available for BACAE Member districts. Good network opportunity for both other consortia and resources available for adult education teachers. Learned about how adult education is run in other areas of the state. Next year will be held in Sacramento.
- E. Rivera: Yosemite Adult School uses RACHEL to bring WiFi to remote areas. Penny Pearson is contact for OTAN on the project.
- R. Tremblay: Baker Valley is using MiFi devices from Sprint. Could be a resource for other Members.

d. Working Group: Report Out - May 14, 2019

- E. Rivera: Group from SVUSD, BUSD, BCC. Three-Year Plan was presented. Lots of discussion about the needs and challenges. Non-Credit Level 1 & 2 classes approved by State for Fall 2019. Discussion about using CASAS assessments in non-credit ESL and how it relates to AB705. CAEP requires non-credit testing of students in ESL.
- M. Rosin: Explained AB705 versus Multiple Measures and how CASAS ESL testing is a formative tool for promotion and progression along the ESL Levels.
- E. Bagg: Reviewed use of Accuplacer at the Community College level and how Multiple Measures has changed the process to better assess student needs and placement. Data shows that high-stakes placement tests do not accurately place students.
- E. Rivera: Working group participants need more training on CAEP requirements, specifically the DIR submissions and linking to state funds. Need more discussion to brainstorm solutions.

e. Q3 DIR Review

BACAE Member District	DIR Eligible Students	2018-19 CFAD Allocation	Per Pupil Costs (State: \$1,082)	Measurable Skills Gain (State: 63.38%)	12 Hours or More Student Participation (State: 63.05%)
Baker Valley	20	\$62,318	\$3,116 (\$3,040 w/o Cap. Exp.)	15% (3)	80%
BCC	178	\$268,711	\$1,510	37% (65)	85%
BUSD	334	\$334,612	\$1,002	7% (22)	41%
Silver Valley	62	\$201,782	\$3,254	1% (1)	12%

4.2 Member Program Update: BAS

- S. Godfrey: Graduation is May 18 and there are 18 graduates. Sending a team to CASAS Summer Institute, with E. Escajeda as lead. Will also send C. O'Neal to the GED Summer Conference.

4.3 Member Program Update: BCC

- E. Valencia: Attended Career and Non-Credit Institute in San Diego. Hosted by Academic Senate for California Community Colleges. Attended sessions on all non-credit areas. Shared statistics on state-wide enrollment.
- E. Valencia: Will attend the CASAS SI with a total of 6 BCC employees attending. Mirrored and Non-Credit CTE in process for 2020-21. ESL approved for Fall 2019.

- E. Valencia: Citizenship curriculum will not be used, but is available for other Consortium Member districts. BCC faculty developed curriculum internally, and opted not to use off-the-shelf curriculum.
- E. Valencia: Providing information at various resource fairs about the Consortium. Using tri-fold brochures, postal mailers, overview of BACAE does. Asked about BUSD summer hours at the Adult School. S. Godfrey noted that Barstow Adult School will close from mid-June through mid-July. BUSD still needs to hire position to bridge gap.

4.4 Member Program Update: BVUSD

- R. Tremblay: Instruction ended May 7 with a potluck. 1 student completed credit recovery.

4.5 Member Program Update: SVUSD

- J. Youskievicz: Graduation is May 20 with 10 graduates. One student working on citizenship preparation. Will reopen in August.

4.6 Marketing & Social Media Update: Phoenix Design

- Media Manager PowerPoint
- Plans for Summer radio, newspaper, PSA's on TV, mailer, etc.
  - JY/SG Postal Mailer beginning of August.
- <sup>ra</sup>Contract renewal for Phoenix Design for social media/marketing services
  - 12 months at \$1,000/month paid from Consortium Operations set aside

4.7 BUSD Fiscal Agent Report: Data & Accountability Allocation

- All funds spent; BUSD to close out in Chancellor's MIS System by June 30, 2019

4.8 BCC Fiscal Agent Report: 2018-19

- P. Granados: June Invoices signed. May sent and received. June being sent.

5. Discussion Items

5.1 Annual Plan Retreat – Format: June Board Meeting will include Steering Committee and Working Group. M. Rosin will provide draft prior.

5.2 <sup>ra</sup>MOU for 2019-2020

- Vote to be held at June 2019 BACAE Board Meeting.

6. Action Items

6.1 <sup>ra</sup>Approval of Three-Year Plan

- Motion to approve by R. Tremblay; 2<sup>nd</sup> by E. Bagg Approved Unanimously

7. Announcements

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

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 20, 2019
June 6, 2019 Annual Plan Retreat with Working Group	September 26, 2019	December 12, 2019
July 2019 – No Board Meeting	October 24, 2019	

7.2 Upcoming Conferences

*‡CASAS Summer Institute <a href="http://www.casas.org/training-and-support/si">www.casas.org/training-and-support/si</a>	June 11-13, 2019 Orange County, CA	State Data and Assessment Conference: Anyone working with adult students, data management, or assessment
ISTE <a href="https://conference.iste.org/2019/">https://conference.iste.org/2019/</a>	June 23-26, 2019 Philadelphia, CA	International Society for Technology in Education: Anyone managing or implementing technology
*GED National Conference <a href="https://ged.com/in-session/tag/ged-testing-service-annual-conference/">https://ged.com/in-session/tag/ged-testing-service-annual-conference/</a>	July 24-26, 2019 Chicago, IL	All members offering GED instruction
CWA Meeting of the Minds <a href="https://calworkforce.org/mmm-con">https://calworkforce.org/mmm-con</a>	September 3-5, 2019 Monterey, CA	WIOA Title I Providers and Partner agencies
*CATESOL <a href="http://www.catesol.org/current-events">www.catesol.org/current-events</a>	October 3-6, 2019 San Jose, CA	California ESL Conference: Anyone working in an ESL program
NCPN <a href="http://www.ncpn.info/conf_2019.php">www.ncpn.info/conf_2019.php</a>	October 12-13, 2019 Orlando, FL	Counselors and faculty focused on career pathway development and implementation
NCTN <a href="http://www.collegetransition.org">www.collegetransition.org</a>	November 2019 Boston, MA	Counselors and faculty focused on transitioning adult students to the college setting
*‡ACTE <a href="http://www.acteonline.org/event/actes-careertech-vision-2019/">www.acteonline.org/event/actes-careertech-vision-2019/</a>	December 4-7, 2019 Anaheim, CA	International CTE Conference: Anyone working in a CTE program

\* Suggested for K-12 Adult Schools ‡ Suggested for Community Colleges

7.3 Regional PD Day – August 1, 2019 – San Bernardino Valley College

7.4 CAEP State Training – November 21, 2019 – San Bernardino Valley College

7.5 CCAE Palm Springs Conference – November 22-23, 2019 – Palm Springs, CA

8. Adjournment: 3:06 p.m.

- Motion by J. Youskievicz; 2<sup>nd</sup> by S. Godfrey