



Barstow Area Consortium for Adult Education  
Board **AGENDA**  
Barstow Community College, Administration Conference Room  
Thursday June 6, 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: 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 type="checkbox"/> Karen Kane	<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"/>
Consortium Staff	<input type="checkbox"/> Elena Rivera		

1. <sup>st</sup>Approval of Minutes – May 16, 2019  
Motion to approve by ; 2<sup>nd</sup> 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 Consortium Director’s Report
    - a. AEP Deadlines - Upcoming
      - May 2019
        - May 2: CFADs for 2019-20 due – RECERTIFICATION NEEDED
      - 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
        - JUN 30: RECERTIFICATION OF CFAD DUE**
      - 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>

- Revised Allocation Schedule

- As a result of the Governor's May Revise, the California Adult Education Program (CAEP) 2019-20 allocation will be reduced by \$1,043,000. The State CAEP Office will adjust each regional consortium's allocation in NOVA to reflect the cost-of-living adjustment from 3.46 percent to 3.26 percent. The revised allocation have been uploaded to the California Adult Education website. You can access the new allocations by clicking here.

-Each consortium must certify the amended allocation to their recently submitted Consortium Fiscal Administration Declaration (CFAD) in NOVA by June 30, 2019. The allocation amendment must be certified by all members. In most cases, the reduction is less than \$10,000 (for larger consortia it's more). The California Department of Education and the Chancellor's Office recommends that members having any unspent 17-18 CAEP funds as of the recent Q2 reporting in NOVA, take the reduction of funds for the consortium. We understand this is still a local decision and members would have to decide who should take the reduction using the same decision making process used in the initial CFAD certification.

- 4.2 Member Program Update: BAS
- 4.3 Member Program Update: BCC
- 4.4 Member Program Update: BVUSD
- 4.5 Member Program Update: SVUSD
- 4.6 Marketing & Social Media Update: Phoenix Design
  - Media Manager PowerPoint
  - Information to Include on Summer Postal Mailer
- 4.7 BUSD Fiscal Agent Report: Data & Accountability Allocation
- 4.8 BCC Fiscal Agent Report: 2018-19

5. Discussion Items - None

6. Action Items

6.1 MOU for 2019-2020

- Motion to approve by; 2<sup>nd</sup>

6.2 Revised CFAD Allocations:

- Baker Valley Unified School District

New Allocation

Reduction

- Barstow Community College

\$64,348

\$126

- Barstow Unified School District

\$308,455

\$591

- Silver Valley Unified School District

\$345,527

\$663

\$208,369

\$395

- Motion to approve by; 2<sup>nd</sup> by

7. Announcements

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

August 8, 2019: Vote on Annual Plan & Practice w/ Promise	November 20, 2019
September 26, 2019	December 12, 2019
October 24, 2019	

7.2 Upcoming Conferences

- CASAS Summer Institute

Jun 11-13, 2019

Orange County, CA

- Regional PD Day

Aug 1, 2019

San Bernardino Valley College

- CAEP Summit

Oct 29-30, 2019

Anaheim, CA

- NCTN

Nov 11-13, 2019

Boston, MA

- CAEP State Training

Nov 21, 2019

San Bernardino Valley College

- CCAE Palm Springs Conference

Nov 22-23, 2019

Palm Springs, CA

8. Adjournment: p.m.

- Motion by; 2<sup>nd</sup> by

9. BACAE Annual Plan Retreat

- CAEP Template for 2019-2020 Annual Plan

- BACAE 2019-2020 Annual Plan – Strategy Implementation Packet