



Barstow Area Consortium for Adult Education
Board **MINUTES**
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 at least two days before the meeting date.

Call to Order: 2:10 p.m.

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input 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 checked="" type="checkbox"/> Carrie O’Neal
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input checked="" type="checkbox"/> Michael Cox	<input type="checkbox"/>
Consortium Staff	<input checked="" type="checkbox"/> Elena Rivera		

1. st Approval of Minutes – May 16, 2019
Motion to approve by S. Godfrey; 2nd by J. Youskievicz Unanimously Approved

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

- E. Rivera attended event in Baker; lots of support for adult education; enthusiasm about hospitality certification. Attended BUSD adult education graduation. Keynote by Mr. Garza. Wonderful to meet instructors who were very positive and proud of their work with the 15 graduates. Attended Silver Valley graduation; scholarships were awarded. Attended BCC graduation with the California Community College Chancellor as the keynote; record number of graduates. Attended CASAS regional training in San Bernardino; CASAS provides a lot of data, resources, and information.
- E. Bagg noted the importance of using data when evaluating the success of programs.
- E. Rivera noted curriculum alignment to testing requirements work hand-in-hand in producing student outcomes.

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) – Completed June 6, 2019

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://caladulted.org/Administrators>

- ^aRevised 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
- C. O’Neal: Four members attending CASAS Summer Institute. First GED student graduated having completed the preparation courses, and has asked about returning as a mentor. Working now to close student records and to plan on courses/staffing for 2019-20.
- 4.3 Member Program Update: BCC
- E. Bagg: Non-credit ESL and Citizenship approved.
 - E. Valencia: BCC completed Q3 expense submission. Working with S. Thomas on developing mirrored non-credit CTE courses including workforce development, child development, welding, automotive, entrepreneurship. Attending CASAS Summer Institute with several staff members. BCC adult education web page has been updated. New programs have been added to the web site. Coming soon are short-term non-credit certifications. Visited Ft. Irwin education center to attend the basic skills program; will also attend completion ceremony.
 - J. Murphy: ESL program has been redesigned to include non-credit. Six-level program to prepare ESL students; Levels 1 and 2 are non-credit. Starting with Level 3, classes are mirrored, so both credit and non-credit will meet in same classroom. Courses are offered in 9-week increments. Content is built in through the levels: Health, Earn-to-Learn, U.S. History & Culture, Science, Social Sciences. Topics are selected to benefit students and selected by J. Murphy based on 10 years of experience. Electives developed such as Level 3 – Health; ESL Math; U.S. History combined with Culture and Film (does not lead to credit in history). To explore WIOA 243 COAPPS funding application. Citizenship will be offered in spring due to instructor limitations.
 - S. Godfrey: What is difference between credit and non-credit? J. Murphy: Depends on college pathway, or if they are California residents. Non-credit is free (other than textbook cost). Credit courses, students usually apply for financial aid.
 - E. Rivera: Noted that students without a high school diploma could also enroll in non-credit to build skills as they work toward their HSD or HSE.
 - J. Murphy: Assessments are no longer used. Guided self-placement is now used. J. Murphy places students in class levels. Non-credit will use CASAS. If BCC uses CAEP funds for non-credit ESL, the CASAS ESL tests will be used.
- 4.4 Member Program Update: BVUSD
- No member present.
- 4.5 Member Program Update: SVUSD
- M. Cox: Great year and a lot of success. Nine adult education graduates. First citizenship enrollment took place in the new program. Has coordinated with Yucaipa adult on the implementation of USA Learns. New “open lab” is up and running.
- 4.6 Marketing & Social Media Update: Phoenix Design
- Media Manager PowerPoint
 - Changes to Summer Postal Mailer
 - Add email addresses for each member:
 - Baker:
 - BCC:
 - BUSD: adulted@busdk12.com
 - Silver Valley: svusdae@svusdk12.net
 - Update web links:
 - Baker:
 - BCC: Get from Elias
 - BUSD:
 - Silver Valley:

- Update Program Offerings:
 - BCC: Add Citizenship
 - Image: M. Cox to provide graduation photo and release by June 25
- 4.7 BUSD Fiscal Agent Report: Data & Accountability Allocation
 - S. Godfrey to close out and confirm
- 4.8 BCC Fiscal Agent Report: 2018-19
 - P. Granados:
 - BUSD and SVUSD June payments held for audit. BUSD has May outstanding.
 - County will open new payment on July 2 for 2019-20 FY.
 - PO created for Direct Connections
 - Final payment submitted for Phoenix Design
 - Consortium expenses to be reported in the Director's Report.

5. Discussion Items - None

6. Action Items

- 6.1 MOU for 2019-2020
 - Motion to approve by S. Godfrey; 2nd by J. Youskeivcz Approved Unanimously
- 6.2 Revised CFAD Allocations:

	<u>New Allocation</u>	<u>Reduction</u>
- Baker Valley Unified School District	\$64,348	\$126
- Barstow Community College	\$308,455	\$591
- Barstow Unified School District	\$345,527	\$663
- Silver Valley Unified School District	\$208,369	\$395

 - Motion to approve by J. Youskievicz; 2nd by E. Bagg Approved Unanimously

7. Announcements

- 7.1 2019-20 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 S. Godfrey; 2nd by J. Youskievicz

9. BACAE Annual Plan Retreat

- CAEP Template for 2019-2020 Annual Plan

- BACAE 2019-2020 Annual Plan – Strategy Implementation Packet

Annual Plan Retreat Additional Attendees:

Sandi Thomas

Tim Botengen

Jill Murphy