



Barstow Area Consortium for Adult Education
Board **MINUTES**

Thursday, October 31, 2024 (8:00 a.m. – 10:00 a.m.)
([Ⓜ]Materials in Board Packet)

In-Person at Barstow Community College – Board Room
2700 Barstow Rd., Barstow, CA 92311

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 erivera@barstow.edu at least two days before the meeting date.

Call to Order: 8:05 AM

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input checked="" type="checkbox"/> Milan Stijepovic	<input type="checkbox"/> Mike Esposito	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input checked="" type="checkbox"/> Jennifer Rodden	<input type="checkbox"/>
Barstow AS	<input type="checkbox"/> Scott Godfrey <input checked="" type="checkbox"/> Deanna Swearingen	<input checked="" type="checkbox"/> Douglas Beaton	<input checked="" type="checkbox"/> Michelle Colleoc
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Brice Scott	<input type="checkbox"/>
Consortium Staff	<input checked="" type="checkbox"/> Elena Rivera	<input checked="" type="checkbox"/> Jacqueline Diaz	<input checked="" type="checkbox"/> Katherine Matta
Guests	<input checked="" type="checkbox"/> Laura Alvarado	<input checked="" type="checkbox"/> Deborah Aguayo	<input type="checkbox"/>

1. [Ⓜ]Approval of Minutes – August 15, 2024
Motioned to approve by *E. Bagg*; 2nd *J. Youskievicz* - Abstained: *D. Swearingen* **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. Guest Speakers – None
5. Consortium Director’s Report
 - 5.1 Director’s Updates
 - Introduction of *Dr. Laura Alvarado* as the new CTE Executive Dean for Strategic Partnerships and Workforce Development. She has experience with SB 554 and Adult Dual Enrollment. *Dr. Alvarado* will become a BACAE BCC Voting Member
 - The BCC Adult Education Director attended the CAEP Directors’ meeting in September, where she networked with other community colleges and most importantly learned strategies for the planning year to develop the 2025-2028 3-Year Plan.
 - On October 9th, an event was held in partnership with Community Solutions Inc., a new local non-profit focused on building resources for individuals who have been justice-involved. Efforts are underway to establish a MO.

5.2 CAEP Upcoming Deadlines & Other Dates –

- Oct. 30: 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- Oct. 31: Student data due in TOPSPro (Q1)
- Oct. 31: Employment and Earnings Follow-up Survey
- Dec. 1: July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- Dec.1: 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
- Dec. 31: 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
- Dec. 31: End of Q2
- Jan 31: Student Data due in TOPSPro (Q2)
- Jan 31: Employment and Earnings Follow-up Survey
- Feb 28: Preliminary allocations for 2025-26 and 2026-27 released by this date.
- Mar 1: 22/23 and 23/24 and 24/25 Member expense report is due in NOVA. (Q2)*
- Mar 31: End of Q3
- Mar 31: 22/23 and 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q2) *
- Apr 30: Student Data due in TOPSPro (Q3)
- Apr 30: Employment and Earnings Follow-up Survey
- May 2: CFAD for 2025-26 due in NOVA *
- Jun 1: 24/25 Member Expense Report due in NOVA (Q3)
- Jun 20: CAEP Three-Year Plan Due
- Jun 30: 24/25 Member Expense Report certified by Consortia in NOVA (Q3) *
- Jun 30: End of Q4

5.3 Member Program Update: Barstow Adult School – BUSD

Student Enrollment Update

Total students: 188

- *High School Diploma (HSD): 151*
- *English as a Second Language (ESL): 23*
- *General Educational Development (GED): 14*

29 individuals are currently waiting to take the CASAS test for program placement.

18 students graduated

Graduation Ceremony Details - May 17, 2025, 11:00 am at Barstow Community College

- *Guest Speaker: Dr. Laura Alvarado, CTE Executive Director*
- *Note: Each student will receive 5 tickets for the ceremony.*

Staff Training and Professional Development

- *BAS conducted training on AZTEC software for staff members.*
- *Plans are in place for an OTAN visit to the school site for future professional development, with dates for Spring 2025 currently being scheduled.*

Outreach Event

- *An outreach event took place at the Barstow Community Center last week.*

- *Activities included distributing promotional swag and flyers, along with a sign-in sheet to gather community interest.*

Conferences Attended-

Attended the CAEP 2024 Summit in Oakland with a teacher from BAS.

Upcoming attendance at the Southern Section Conference for Adult Education in Palm Springs with three teachers from BAS.

Registered for the COABE Conference for Spring 2025.

5.4 Member Program Update: Barstow Community College – BCC

Adult Education Team Updates

-The Adult Education team is in the process of developing a digital community resource handbook. This handbook will be uploaded to the new consortium website to facilitate easier access to BACAE educators and students.

-The website now features a VVTA (Transit Bus) a handbook to maps and schedule of bus routes for staff and students to easily look up information.

-A partnership with Molina Healthcare has been established to provide information about health insurance to all students. Molina will be providing assistance for students to apply for healthcare insurance, making medical appointments and providing transportation for certain services.

- Barstow Reads Project at BCC has selected the book "Sitting Pretty" by Rebekah Taussig for the 2024-2025 school year. Adult Education will be facilitating a Book Club to promote literacy and student engagement.

- BACAE is a partner in the K-16 Education Collaborative Grant and developing a pathway for Adult Ed. students intending to enter a career in the teaching field. Carrie O'Neal has been selected as Director and has invited partners to attend the first in-person event on November 15, 2024, at the BCC PAC. The goal of this initiative is to "Grow Our Own Teachers" for the Barstow Area. Other partners include Cal State San Bernardino for Elementary Teaching and Cal State Dominguez Hills for the Teacher Credential Program.

- CTE Department is collaborating with International Brotherhood of Electrical Workers (IBEW) for Adult Ed. and Veteran students to transition to a CTE Trade.

- The BCC Adult Ed. Department has moved to a new office, located in the Learning Resource Center to Room L13.

5.5 Member Program Update: Baker Valley USD

Student Enrollment Update

Total students: 25

- High School Diploma (HSD): 11

- English as a Second Language (ESL): 14

- There are no graduates reported at this time.

Marketing Initiatives

- Baker Valley is focusing on creating a more personal touch in their marketing efforts to attract more Adult Education students.

Staff Development

- Baker has new Administration and Staff Members, therefore there is a focus on Professional Development. Members have attended various conferences and training sessions to increase their understanding of the Adult Education program.

5.6 Member Program Update: Silver Valley USD – AEC

Student Enrollment Update

- Total enrollment stands at 90 students
- 35 students having completed CASAS testing.

Accreditation

- The WASC (Western Association of Schools and Colleges) accreditation meeting is scheduled for the following week.

Collaboration with Barstow Community College

- SVUSD is actively collaborating with Barstow Community College to facilitate the transition of students into CTE (Career and Technical Education) programs or other college pathways.

Student Success Story

- A former ESL student returned to share her positive experience in the program, expressing her enjoyment and satisfaction with her progress in English and was able to obtain employment.

5.7 BCC Fiscal Agent Report: By T. Walker

November invoices were processed on October 17, 2024.

Outstanding Warrants

- As of October 28, 2024, the following outstanding warrants were noted:
 - Barstow Unified School District: 2 outstanding warrants
 - Baker Valley: 2 outstanding warrants
 - Silver Valley: 1 outstanding warrant

5.8 Marketing & Social Media Update: September & October 2024

- Staff training on the website has taken place
- Website and Social Media content is being developed
- Student Success Stories are being created to highlight student achievement

6. Discussion Items

6.1 2024-2025 BACAE Board Meeting Schedule – In-Person Quarterly Meetings Scheduled

Thursday, August 15, 2024	Barstow Adult School
Thursday, October 31, 2024	Barstow Community College
Thursday, December 19, 2024	Barstow Community College
Thursday, February 20, 2025	Barstow Community College
Thursday, April 17, 2025	Barstow Community College
Thursday, June 26, 2025	Barstow Community College
July 2025	Dark

6.2 xCAEP 3-Year Plan 2025-2025 Guidance

6.3 BACAE Retreat – 3-Year Planning – January 2025

7. Action Items

7.1 NOVA Carryover Compliance Written Expenditure Plan – Due November 14, 2024
- This item will be voted on during a Special BACAE Board meeting on Nov. 6, 2024 at 9:30am, to be held at BCC Administration Building Board Room

8. Announcements

8.1 xCAEP 508 Compliance Commitment

8.2 xCAEP Infographic – August 2024

8.3 x CAEP High Impact Practices Final Report

8.4 Conferences/Webinars

- 2024 CAEP Consortium Directors' Event – September 26-27, 2024 – Sacramento, CA
- 2024 CCAE Southern Fall Conference – Nov. 21-23 – Palm Springs, CA
To Register: <https://www.ccaestate.org/southern.html>
- Technology and Digital Learning Symposium 2025 – March 7 & 8, 2025 – Long Beach School for Adults and Online. To Register: <https://tdls.otan.us/Registration>
- 2025 CCAE State Conference – May 1-3, 2025 – Fresno, CA. To Register: www.ccaestate.org
- 2025 COABE – March 30 – April 2, 2025 – Dallas, TX. To Register: www.coabe.org

9. Adjournment: 9:42 am

Motion to approve by *J. Youskievicz*; 2nd *E. Bagg*

Motion Passed Unanimously

03 Barstow Area Consortium for Adult Education DRAFT

2023-24

Written Expenditure Plan

In alignment with Education Code 84914, a consortium with excessive carryover in one or more fiscal years will be required to submit a written expenditure plan and assigned technical assistance to reduce the excess carryover. The consortium will be required to identify the circumstances that have led the consortium to reach the excessive threshold and outline the corrective action plan to reduce the carryover.

Approval & TAP Notes/Documentation

No documents have been uploaded.

+ Add Document

No notes have been created.

+ Add Note

Baker Valley Unified - Member Representative

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Milan Stijepovic

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Awaiting Submittal

Barstow CCD - Member Representative

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Awaiting Submittal

Barstow Unified - Member Representative

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Awaiting Submittal

Silver Valley Unified - Member Representative

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Brice Scott Silver Valley Unified Adult Education Center

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Awaiting Submittal

Fund Project Manager & Reporter

Mayra Diaz

CAEP Program Lead

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Awaiting Member Representative Approval

2023-24 Written Expenditure Plan v.1

1. In 2023-24, did your consortium have an optional internal member carryover threshold? *

Yes

No

1.1 (Yes) What was your internal member carryover threshold? *

20%

1.2 (Yes) Why did your consortium members decide to have this member carryover threshold? *

All BACAE voting members agreed to this percentage as fair and attainable at BACAE board meeting on May 2, 2023.

Characters : 112/2500

2. List all of your consortium's funded members and the percentages of their carryover. *

List all of your consortium's **funded** members and the percentages of their carryover.

- Include all funded members whether or not they exceed the annual 20% consortium carryover threshold or the consortium's internal member threshold. If a member does not have any carryover, enter \$0.
- Include the remaining carryover allocation amount of each member at the time the Q4 expenditure report was submitted and certified.

Up to 20 members can be listed. If there are fewer than 20, then enter "n/a" or "0" in all empty cells. If there are more than 20, see question #3.

	Member Name	Remaining Allocation/Carryover	% Carryover
1.	Baker Valley Unified	\$32,714	42%
2.	Barstow CCD	\$32,629	9%
3.	Barstow Unified	\$335,939	82%
4.	Silver Valley Unified	\$50,518	20%
5.		\$	
6.		\$	
7.		\$	
8.		\$	
9.		\$	
10.		\$	

	Member Name	Remaining Allocation/Carryover	% Carryover
11.		\$	
12.		\$	
13.		\$	
14.		\$	
15.		\$	
16.		\$	
17.		\$	
18.		\$	
19.		\$	
20.		\$	

3. If your consortium has more than 20 funded members, and you were unable to record them all in the previous question, you may record them in a file and upload the file. If you were able to provide the requested information above, skip this question.

If your consortium has more than 20 funded members, and you were unable to record them all in the previous question, you may record that in a file and upload the file.

- If you were able to provide the requested information about consortia members, allocation, and carryover % in the previous question #2, skip this question.

No documents have been uploaded.

+ Add Document

4. Describe the circumstances that led the consortium to exceed the Consortium level 20% carryover threshold. Include information about specific members. *

Two BACAE District Members, Barstow Unified - Barstow Adult School (82%) and Baker Valley (42%) Unified School Districts had carryover that caused for BACAE to exceed the consortium 20% carryover. Barstow Adult School had a domino effect since COVID-19 in receiving orders due to supply-chain interruptions and products that were no longer available or delivered. Another main reason for BUSD was the challenge of hiring a school administrator, therefore the districted opted for an Adult Ed. Coordinator to oversee the program, creating a difference in salary. BUSD also had severe teacher shortages and were not able to fill all the teaching positions for the year. Baker Valley Unified had a similar situation that created carryover. Their administrator resigned in 2023-2024, leaving a vacancy for 5 months, resulting in salary not being paid. Many of the Q4 expenditures did not clear until 2024-2025 Q1.

Characters : 915/5000

5. Describe the support the consortium has attempted to provide consortium members to reduce the excess carryover. *

- BACAE held monthly board meetings where it was discussed and the need to not exceed 20% carryover for 2023-2024 was emphasized.
- BUSD CBO, Barstow Adult School Coordinator and the Consortium Director met regularly to monitor the progress of spending down the BUSD CAEP allocation. The team worked together to overcome barriers that affected the purchases and worked with BUSD HR to bring in more staff to support the programs.
- BACAE Director and BAS Coordinator held staff work groups to seek other needs for the program and to make purchases on a quarterly basis.
- BACAE Director monitored the process in selecting the Baker Valley Administrator. Their school board opted to go from 1 person to be Superintendent/Principal to 2 people taking each role separately. It is calculated that the remainder of the carryover will be absorbed in the 2024-2025 school year.
- Each of the BACAE District Members referred to the governance document, the BACAE MOU, and the CAEP Fiscal Management Guide to do diligent work

Characters : 1008/5000

6. What is the proposed consortium level corrective action plan and timeline to reduce the excess carryover with members and thus the consortium? *

- BACAE Director and District Voting Members will work closely with HR offices to ensure staffing shortages are met in a timely manner.
- BACAE Director and District Voting Members will closely monitor Capital Outlay (approvals, permits, inspections) are pushed through to ensure expenditure timelines are met.
- Each District Voting Member will work with their Department Leads to diminish the delays/barriers caused by the different approval process that are in place in their district policies.
- BACAE Director will hold monthly 1-on-1 meetings with each District CBO to ensure the expenditures are progressing according to the 2023-2024 Written Expenditure Spend-down Plan and Budget Workplan set-out for 2024-2025.
- Spend-down 80% by March 30, 2024
- Work collaboratively with BACAE Director by having weekly meetings: Fridays at BUSD at 8am with BAS Coordinator
- Hire additional part-time instructional and classified staff to cover additional duties to June 30, 2024
- Professional Development
- Purchase additional technology devices
- Conduct Additional Advertising not previously used, e.g. bus system ads
- Purchase of additional Instructional materials
- Host community events to bring awareness of programs
- One-time \$100,000 transfer to BACAE budget (c/o BCC Fiscal Agent)
- 3-Year Plan Activities
- Surveys
- Focus Groups
- Retreat
- Work Groups
- Interviews
- SWOT Analysis
- Stakeholders Meeting
- Data Analysis
- Resource Assessment
- Partnership Pursuit
- Additional Hours for Consortium-Wide Transitional Counseling
- Consortium-Wide Data Support
- CASAS
- TOPSpro
- MIS
- Work to capture all potential pay points
- Ensure date accuracy
- Consortium-Wide Professional Development in CAEP 7 Areas
- Consortium-Wide Community events to bring awareness of programs

- Consortium-Wide Marketing Campaign for 2024-2024

Characters : 1736/5000

7. What types of processes and protocols will be implemented to ensure that current and future consortium and member level carryover is reduced? *

What types of processes and protocols will be implemented to ensure that **current** and **future** consortium and member level carryover is reduced?

- Include support that the consortium *will* provide members to address excess carryover.

BACAE District Members will work closely to ensure there is no carryover in the 2nd year. In a collaborative and supportive spirit, the District Members will work together to bring about the expenditures that will sustain the annual plan as a whole. The BACAE Director will have office hours at each of the Adult Ed. schools to be of assistance. Each of the BACAE voting members, Adult Ed. School Administrators/Coordinators will work closely with their Business Office to ensure purchasing and HR needs are set as a priority to ensure the spend-down doesn't create carryover over 20% by the end of Quarter 3.

Characters : 612/5000

8. What kind of support and technical assistance from the State CAEP Office would be helpful to the consortium to assist with the reduction of excess carryover? *

BACAE Director would like to have monthly meetings with CAEP office technical assistance to explore alternative spending and what other consortia are doing to ensure there is no excess carryover.

Characters : 196/5000

9. Please provide the name and contact information of the lead and co-lead representative for this plan. *

Please provide the name and contact information of the lead and co-lead representative for this plan.

- If there is a single lead (no co-lead), type "n/a" or "0" throughout the co-lead column.

	First and Last Name	Role / Title	Organization	Email	Phone (###) ###-####
Lead Contact	Elena Rivera	Consortium Direc	Barstow Community	erivera@barstow.	760.252.2411 Ext. (
Co-Lead Contact	Douglas Beaton	Chief Business Of	Barstow Unified Scho	douglas_beaton@	760.252.6009



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