



80Barstow Area Consortium for Adult Education
Board **MINUTES - DRAFT**

Wednesday, May 14, 2025 (8:30 a.m. – 10:30 a.m.)
([Ⓜ]Materials in Board Packet)

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

Website: <https://www.barstow.edu/bacae>

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: 8:31 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 type="checkbox"/> Jennifer Rodden	<input type="checkbox"/>
	<input type="checkbox"/> Laura Alvarado		
Barstow AS	<input type="checkbox"/> Scott Godfrey	<input checked="" type="checkbox"/> Douglas Beaton	<input checked="" type="checkbox"/> Michelle Colleoc
	<input type="checkbox"/> Deanna Swearingen		
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 type="checkbox"/>
Guests	<input checked="" type="checkbox"/> Helga Wilde	<input type="checkbox"/>	<input type="checkbox"/>

1. [Ⓜ]Approval of Minutes – April 16, 2025

Motioned to approve by J. Youskievicz; 2nd E. Bagg

Motion passed 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

E. Rivera shared BACAE members are fine with moving 2025-2026 board meetings to the second Wednesday of each month in the morning and to be held at BCC in the LRC Conference Room. She attended Silver Valley's Alternative Education Center Strategic Planning Session that provided data for the 3-Year plan. There's much excitement for the first adult education graduation at the BCC Performing Arts Center with three consortium members participating: Barstow Adult School, Baker Valley USD, and Barstow Community College.

5.2 CAEP Upcoming Deadlines & Other Dates –

Key deadlines were reviewed. Calendar invites will be sent as reminders. A tracking table of deadlines and responsibilities will be added to future agendas.

Highlight: June 20 – CAEP Three-Year Plan due in NOVA.

- May 2: CFAD for 2025-26 due in NOVA - COMPLETED
- May 2: Consortia Report on Governance Compliance Rules and Procedures due in NOVA - COMPLETED
- 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
- July 15: Student Data Due in TOPSPro (Q4) FINAL
- Aug. 15: Annual Plan for 2025-2026 due in NOVA
- Sept 1: 23/24 and 24/25 Member Expense Report due in NOVA (Q4)
- Sept. 1: 25/26 Certification of Allocation Amendment due in NOVA
- Sept. 30: 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q4)
- Sept. 30: 25/26 Member Program Year Budget and Work Plan due in NOVA
- Sept. 30: End of Q1

5.3 Member Program Update: Barstow Adult School – **BUSD**

- *Working on K–12 partnership workshops for parent educators.*
- *104 students will participate in the upcoming graduation ceremony.*
- *Cap and gown pickup is underway.*

5.4 Member Program Update: Barstow Community College – **BCC**

- *Launching a new GED site near the Probation Office, starting July 7, serving justice-involved individuals.*
- *Miss Marilyn Maestas will be trained to lead the program.*
- *Developing life skills workshops for adults with disabilities.*
- *Parenting workshops requested by SARB, Henderson Elementary, and Barstow Fine Arts Academy.*
- *Customer Service CTE certificates to be recognized virtually.*
- *Exploring more in-person digital literacy offerings.*
- *ESL referrals from BAS will continue.*

5.5 Member Program Update: **Baker Valley USD**

- *Enrollment increased to 32 students from past years.*
- *Four graduates expected this year, including two staff members.*
- *Continued community outreach efforts are ongoing.*

5.6 Member Program Update: **Silver Valley USD**

- *Expecting 7 graduates.*
- *Current enrollment at 119.*
- *Ongoing CASAS testing for pre/post assessments.*

- 5.7 BCC Fiscal Agent Report: By T. Walker
- *May invoices processed on 4/23/25*
- *June invoices processed on 5/8/25*
- *Three outstanding warrants remain for BUSD, BVUSD, and SVUSD*
- 5.8 Website, Marketing & Social Media Update: By A. Paniagua
- *Increased website activity following release of Adult Education Community Resource Guide.*

6. Discussion Items

- 6.1 ⁸CAEP 3-Year Plan Template 2025-2028
The state template has been simplified but still requires extensive work. Dr. Helga Wilde provided a detailed update:
- *Currently conducting research that will form the basis of a written report, which will guide completion of the plan.*
- *Focus groups and interviews led to identification of five underserved populations:*
 - *Homeless*
 - *Individuals with disabilities (emphasis on mental health)*
 - *Immigrant communities*
 - *Justice-impacted individuals*
 - *Remote communities (e.g., Newberry Springs, Hinkley)*
- *Community-centered approach aims to develop tailored programming and partnerships.*
- 6.2 ⁸CAEP Fact Sheets 2023-2024 Data
- *Review the latest statewide fact sheets, which have been uploaded to the BACAE website under the board documents for public access.*

7. Action Items

- 7.1 ⁸BACAE MOU 2025-2026
- *BACAE Members reviewed next year's MOU and are in agreement to continue working collaboratively with this document in place. It will be signed by each district member representative via Adobe Sign.*

8. Announcements

- 8.1 Conferences/Webinars
- CASAS National Summer Institute 2025 – June 9-12, 2025 - Hyatt Regency Orange County, CA – Register at www.casas.org
- 2025 GED Conference – August 4-6, 2025 – Chicago Hilton, Chicago, IL
Register at <https://ged.cventevents.com/event/gedconference2025/overview>

9. Adjournment: 9:28 am Motion to approve by D. Beaton; 2nd J. Youskievicz. Motion passed unanimously