



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

Wednesday, September 10, 2025 (8:30 a.m. – 10:30 a.m.)  
(<sup>Ⓜ</sup>Materials in Board Packet)

**In-Person at Barstow Community College – Administration Bldg. Conference Room A-11  
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](mailto:erivera@barstow.edu) at least two days before the meeting date.

Call to Order: 8:37AM

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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. <sup>Ⓜ</sup>Approval of Minutes – August 13, 2025

Motioned to approve by *E. Bagg*; 2<sup>nd</sup> *J. Youskievicz*

*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

*Fourth Quarter Financial Reporting:*

- *Significant time was devoted to supporting district members in meeting the Q4 financial report deadline.*
- *All reports were submitted on time in NOVA, moving the consortium off the "target list" for excessive carryover.*

- *This is a notable achievement as many consortia statewide did not meet the deadline and may face reallocation of funds.*

**Legislative Context:**

- *CAEP provides an annual report to the Legislature demonstrating prudent use of funds and student outcomes across the seven program areas.*
- *With federal cuts and potential state budget reductions, accurate data and spending are critical to maintaining funding levels.*
- *CAEP TAP called to congratulate the consortium on its timely reporting.*

**Board Outreach:**

- *CAEP TAP encouraged proactive communication with member district boards.*
- *Suggestion – schedule spring presentations at each district board meeting highlighting consortium accomplishments.*

## 5.2 CAEP Upcoming Deadlines & Other Dates –

**Allocation Amendment:**

- *August allocation adjustments have been approved and entered into NOVA; all fiscal reports now reflect correct numbers.*

**Member Expense Reports:**

- *Certified in NOVA for Q4.*
- *Amendments allowed until September 30; contact Director to “uncertify” if changes are needed.*

**Member Program Budget & Work Plan:**

- *Must be submitted and certified by October 30.*
- *Rising employee benefit costs are impacting budgets; careful planning is needed to avoid overspending or negative balances.*
- *Director offered on-site or Zoom support for newer staff (e.g., Baker, Dr. Esposito) to review fiscal guide and plan allocations.*

**Student Data Reporting:**

- *Q1 Due by September 30<sup>th</sup> to CAEP via Wizard*
- *Jackie is available for assistance with TOPSpro, CASAS, etc., in person or via Zoom.*

- Aug. 15: Annual Plan for 2025-2026 due in NOVA - COMPLETED
- Sept 1: 23/24 and 24/25 Member Expense Report due in NOVA (Q4) - COMPLETED
- Sept. 1: 25/26 Certification of Allocation Amendment due in NOVA - COMPLETED
- 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
- Oct 30: 25/26 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
- Nov 14: Written Expenditure Plan (WEP)\* Only for consortia who have exceeded 20% carryover.
- Dec 1: 25/26 Member Expense Report Due in NOVA (Q1)
- Dec 1: July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium

- Dec 31: 25/26 Member Expense Report certified by Consortia in NOVA (Q1)
- Dec 31: End of Q2

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

- *105 students currently enrolled in HSD program.*
- *1 graduate to date.*
- *149 students registered to CASAS test.*
- *Online and in-person instruction offered.*
- *CASAS testing every Tuesday (3:45–6:45 p.m.); post-testing on Wednesdays only.*
- *Three Math and two English teachers.*
- *Senior Office Assistant (evenings), bilingual, assisting with BCC transition tasks.*
- *Transition to BCC:*
- *Staff will be trained to help students apply to BCC and obtain B#.*
- *Follow-up planned to create education plans and transition students.*
- *Continued referrals of GED and ESL students to BCC.*

### 5.4 Member Program Update: Barstow Community College - **BCC**

- *42 GED students currently enrolled in the BCC cohort.*
- *13 GED students currently enrolled at Probation/CSI-MAP cohort.*
- *BCC AE will no longer be providing the TABE test for Ft. Irwin classes as data will be submitted via MIS.*
- *11 students are enrolled in the CTE Customer Service Certificate classes at Probation/CSI-MAP*
- *Director and Transitional Counselor are working closely to ensure all students obtain a B# and have an Educational Plan*

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

- *AE program is going to focus on ESL and HSD*
- *Principal is out on leave of absence for the next quarter*
- *Will work with the BACAE Director to ensure all deadlines are met*

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

- *The focus is on CASAS testing to ensure data is submitted for each student*
- *GED Testing schedule continues to include Saturdays & Sundays when needed*
- *Will work with the BACAE Director to ensure all deadlines are met*

### 5.7 BCC Fiscal Agent Report: By T. Walker – *All warrants have been sent to District Members*

### 5.8 Website, Marketing & Social Media Update: By A. Paniagua – *The publication of the Barstow Area Community Resource Guide with a QR code has increased the number of visits to the BACAE website.*

## 6. Discussion Items

- 6.1 BACAE Survey – *District Members will review and discuss at next BACAE board meeting.*

## 7. Action Items

- 7.1 None

## 8. Announcements

- 8.1 2025-2026 BACAE Board Meeting Dates & Location  
Meetings to be held on the 2<sup>nd</sup> Wednesday of each month, 8:30 to 10:30am

October 8, 2025
November 12, 2025
December 10, 2025
January 14, 2026
February 11, 2026
March 11, 2026
April 8, 2026
May 13, 2026
June 10, 2026

- 8.2 2025-2026 – BACAE Working Group Meetings

November 21, 2025
December 19, 2025
January 30, 2026
February 27, 2026
March 27, 2026
April 24, 2026
May 29, 2026
June 26, 2026

- 8.3 Conferences/Webinars

- 2025 CAEP Directors' Event – September 23, 2025 – Anaheim, CA
- 2025 CAEP Summit – September 24-26, 2025 – Location: Anaheim Marriott, 700 W. Convention Way, Anaheim, CA 92802  
Register at <https://caladulted.org/>
- 2025 CCAE – November 20-22, 2025 – Riviera Resort & Spa Palm Springs, 1600 N. Indian Canyon Dr., Palm Springs, CA 92262  
Register at <https://www.ccaestate.org/southern.html>

9. Adjournment: Motion to approve by J. Youskievicz; 2<sup>nd</sup> M. Stijepovic