



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

**Barstow Community College, President's Conference Room
Monday, November 20, 2017 (2:00 p.m. – 3:00 p.m.)**

Call to Order: 2:04 pm

Attending:	Voting Member	Alternate	Attendee
Baker Valley	<input checked="" type="checkbox"/> Ronda Tremblay	<input type="checkbox"/> Eric Huynh	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input checked="" type="checkbox"/> David Morse	<input checked="" type="checkbox"/> Kim Young
Barstow Unified	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input type="checkbox"/> Sonya Smith <input checked="" type="checkbox"/> Jon Bonvillain
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Michel Cox	<input type="checkbox"/>

1. Approval of Minutes – October 20, 2017

- Motion for approval made by J. Youskievicz; 2nd by S. Godfrey – 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.

- Emma Diaz, Executive Director of the Inland Adult Education Consortium, San Bernardino, introduced herself and expressed her willingness to work with BACAE as one of the five AEBG Consortia working in San Bernardino County. The others include: Victor Valley, Morongo Basin, and West End Corridor.

3. Reports/Information Items

3.1 Coordinator's Report – Sonya Smith

- October 31: First Quarter TOPS Data Submission & DIR Summary
 - M. Rosin reported that all Member Districts submitted on time
- CCAE Palm Springs Conference
 - R. Trombley spoke to the sessions and the experience in a positive way, and encouraged others to attend future CCAE events
- AEBG CTE State Survey – Due Nov 16
 - M. Rosin reported that all Member Districts submitted on time

3.2 Consultant Report – Mitch Rosin

- State AEBG Guidance Update
 - M. Rosin reviewed PPT from AEBG Office, highlighting key points and dates
- NOVA Reporting Due Dec 15
 - M. Rosin briefly reviewed the system and encouraged all members to attend training webinars to prepare for submission. M. Rosin will work with all members prior to the December 15 submission deadline
- 2015-16 Spend Down – Smart Board Purchases Completed
 - Baker Valley to purchase a second Smart Board
- 5% Indirect Rates – CDE Changes TBD
- San Bernardino WDB Meeting – Nov 21, 2017
 - M. Rosin will meet with Reg Javier to discuss ongoing initiatives, and the need for more specific LMI data for the BACAE region
- CASAS WTU Update – November 30: On-Site Trainings for Each Member
 - Barstow 2:30; Silver TBD; BCC TBD; Baker to reschedule
- Planning Days:

December 11-13, 2017	March 13,14, 2018	May 15,16, 2018
January 18,25, 2018	April 24,25, 2018	June 11,12, 2018
February 20,21, 2018		

- 3.3 Fiscal Agent Report: 2015-16 Spend Down
 - C. Duffner reported on spend down, with \$40K remaining. Some will be spent through Baker Valley's additional SMART Board purchase
 - M. Rosin to purchase additional curriculum for all members from New Readers Press
- 3.4 Media Manager Report: Jorge Saucedo-Daniel
 - Web site development moving quickly; Social media links to be launched in December
- 3.5 BUSD GED Testing Center Update (Build-out and Technology)
 - April 1, 2018 goal for soft launch; Sept 2018 full classes
 - Demolition to begin early December 2017
 - S. Godfrey to work with Phoenix Design on building signage (M. Rosin to facilitate)

4. Action Items

- 4.1 2015-16 Spend Down Plan Reallocation
 - M. Rosin to purchase curriculum to address spend down
- 4.2 AEBG State Summit: January 22 – 23, 2018 – Universal City, CA (5 People)
 - BUSD: S. Smith; J. Bonvillain
 - SVUSD: M. Cox
 - BCC: K. Young
 - BVUSD: E. Huynh

5. Discussion Items

- 5.1 2016-17 Spend Down Plan
 - Tabled until Dec Board Meeting. M. Rosin to submit suggested allocations.
- 5.2 Update: Local Board Meeting Dates for Appointing BACAE Voting Board Members
 - All approved except J. Malan which is forthcoming

6. Announcements

- 6.1 2017-18 BACAE Board Meeting Schedule (2:00 pm in BCC President's Conference Room):

December 11, 2017	February 22, 2017	April 26, 2017	June TBD per Guidance
January 25, 2017	March 15, 2017	May 17, 2017	
- 6.2 NEW Three-Year Plan – Expected guidance at AEBG Summit in January '18
- 6.3 WASC – Fall 2018 deadline: April 30, 2018; Sept 30, 2018
- 6.4 Program Area Working Group Meeting: Nov 20, 2017 at 3:00pm, BCC
- 6.5 California Community Colleges – Legislative Update, November 2017
- 6.6 AEBG Due Dates through May 2019
- 6.7 *How Investment in Technology Can Accelerate Collective Impact in Adult Learning*
- 6.8 New Print Media: Trifold Brochure, Poster, Mailer

CLOSED SESSION – Requested by R. Trombley

8. Adjournment




AEBG Consortium Level Administrative Oversight Requirement Webinar
December 1, 2017





AGENDA

- **AEBG Funding Cycle**
- **AB104 Requirements**
- **Funding Administrator**
- **Consortia Administrative Requirement**
- **Targeted Technical Assistance**
- **Fiscal System**
- **3 year plans**



AEBG Funding Cycle for 2018/19

- Preliminary Allocations out 2/28/18
- CFADs due 5/2/18
- Final allocations out 7/15/18
- Funding disbursement in August 2018.
- Annual plans related to funding due 8/15/18
- Annual budgets due by 9/30/18
- Q1 member expenses due in November 2018
- Consortium oversight/certification for Q1 due in December 2018

3



Funding Administrator / Trailer Bill

- 84905(e) The members of the consortium may decide to designate a member to serve as the **fund administrator** to receive and distribute funds from the program.
- If a member is chosen to be the fund administrator, the member shall commit to developing a process to apportion funds to each member of the consortium pursuant to the consortium's adult education plan within **45 days of receiving funds** appropriated for the program. This process shall **not** require a consortium member to be funded on a reimbursement basis.



Passing Through of Funding (part1)

- K12 Consortia Fund Administrators
- LEAs who are the fund administrator for an adult education consortium and receive Adult Education Block Grant revenue on behalf of their member LEAs should use:
- Resource 6391, Adult Education Block Grant Program and,
- Either Object 8587, Pass-Through Revenues from State Sources (for the pass-through grant model).



Fund Administrator Responsibilities

- What did we learn?
- Fund Administrators = pass through within 45 days
- No reimbursable contracts
- Pass through does not equal revenue
- Direct funded agencies do not require a fund administrator
- Consortium membership decides on consortium administrative oversight
- NOVA allows members to certify their budget & expenses



Questions???

- So what will the consortium level certify in NOVA?
- What if you are direct funded – are you still required for consortium oversight?
- How is consortium oversight paid for? Budgeted & reported in NOVA?
- Is the 5% administrative cap negotiable?
- Who makes the decisions on how this is going to work?

11



AB104 Legislation: Administrative Oversight

84905 - Consortium rules and procedures
 84905 (d)(2) – a decision includes approval of the adult education plan.
 84906. (a) As a condition of receipt of an apportionment of funds from this program for a fiscal year, the members of a consortium shall have **approved an adult education plan** that addresses that fiscal year

12



AB104 Legislation: Evaluation of Plans

- 84906. (b) An adult education plan shall include all of the following: (1) An evaluation of the educational needs of adults in the region.
- A list of adult education providers
- A description of services
- An evaluation of current levels & types of services
- An evaluation of all funds available to members to serve adults.

13



AB104 Legislation: Evaluation of Plans

- 84906. (b)(6) Actions that the members of the consortium will take to address the educational needs.
- Actions to improve member effectiveness
- Actions to improve integration of services
- Actions to improve transition to post-secondary & workforce.
- Description of the alignment of adult education services with WIOA programs
- Description of how service providers contributed to the development of the adult education plan.

14



Consortium Administrative Function

- Consortia oversight is required of member's budgets & expenditure reporting as it pertains to the 3 year and annual plans.
- Consortia may use up to 5% administrative cap to pay for the oversight activities.
- Applies to fiscal agent and direct funded consortia.
- Oversight option must be agreed to and approved by consortium membership.

15



Consortium Oversight Consists of an **assessment** of each member:

- Assessment of the member's ability to meet the AEBG requirements.
- Review general assurances (basic member requirements) signed off by each member as part of the annual plan process.
- Review bylaws, charters, and governance for additional member requirements.

16



Consortium Oversight Consists of an **evaluation** of each member:

Using the 3 year plan, annual plan, AEBG student data, and other resources available– evaluate the following:

- Evaluation of program needs as identified to meet the needs of the community (needs based)
- Evaluation of current levels & types of services (enrollment, outcomes)
- Evaluation of funds provided to members (cost effective)
- Evaluation of member effectiveness (overall effectiveness)

17



Questions to ask.....

- How do you know your member is being effective?
- How do you know your member is making a difference?
- How do you know your member is doing what they said they would do?
- How do you know that your member's actions are addressing those educational needs?
- How do you know your member is meeting any enrollment or outcome targets agreed upon within the consortium?

18



Consortium Oversight Examples

- Outside auditor
- Agreed upon assessment & evaluation process
- Peer-to-peer member review
- Use of TE tables, Launchboard & NOVA
- Fiscal agent fiscal & program certification
- A combination of options
- Or other options

19



Member Reduction in Funding

The amount of funds to be distributed to a member of that consortium shall be equal to or greater than the amount distributed in the prior fiscal year, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced:

- (A) The member no longer wishes to provide services consistent with the adult education plan.
- (B) The member cannot provide services that address the needs identified in the adult education plan.
- (C) **The member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements.**



AEBG TAP

The AEBG Technical Assistance Program (TAP) provides professional development resources for all AEBG agencies statewide.

tap@aebg.org

AEBG Webinars
 The AEBG Office and the AEBG Technical Assistance Project (TAP) are hosting a series of webinars and events to provide professional development, technical assistance, and important AEBG updates and information. **Wednesday's** are designated for professional development and **Friday's** are designated for **policy/state updates**. Click on the event description below to register for an upcoming webinar or event.

2017 Calendar
 OTAN Resources for Adult Education



New Fiscal System 3 Year Plans





Fiscal System

- Member based – budgets & expenses
- Rolled up to consortium level
- Consortium would have their own budget showing program and fiscal budget/expenses.
- Budget & expenses by object code (1000s-7000s)
- Members would check off which annual plan strategies they are focused on for the program year.
- Budget & expenses would display all active funding.



3 year Plan

- Consortia & members will be given extra time for strategic planning.
- Current plans will be extended to cover 2018-19.
- New planning guidance will be out in early 2018.
- New plans will be due in the late Spring 2019.
- Steps will include evaluation, data analysis, effectiveness measures, performance metrics, review of other/partner planning efforts.



Answers:

Q: So what will the consortium level certify in NOVA?

A: Consortium level certification will assess if the member is meeting the AEBG requirements, and evaluate if the member funding is being expended per the AEBG plans.

Q: What if you are direct funded – are you still required for consortium oversight?

A: Yes – the members will have to assign someone to provide consortium level administrative oversight.



Answers:

Q: How is consortium oversight paid for? Budgeted & reported in NOVA?

A: Members will have to agree upon who will fund which aspects of the consortium administrative oversight. A separate consortium budget will be created in NOVA so the State can monitor the consortium level budget. This will not be part of the NOVA budget & expenses rollup to the consortium level (but a subset).

26



Answers:

Q: Is the 5% administrative cap negotiable?

A: Yes, members will have to agree upon the cost of the administrative oversight and the activities provided (and it can be less than 5%). Members have a choice on who they decide will provide these functions.

Q: Who makes the decisions on how this is going to work?

A: The consortium members.

27



AEBG Web Site



<http://aebg.cccco.edu/Home>

BACAE Accomplishments: July 2017 – December 2017

State Documents:

- Data & Accountability Plan – Submitted
- 2017-18 CFAD – Submitted
- 2017-18 Annual Plan – Submitted

Data & Accountability:

- CASAS – Purchased for All Members for 3 Years
- TOPS – Purchased for All Members 3 Years
- 2017-18 Q1 DIR – Submitted for All Members
- CASAS Testing – Started at All Member Locations

Curriculum Alignment:

- ESL Online: Burlington English – Purchased for All Members for 3 Years
- GED Print: New Readers Press – Purchased for All Members
- ABE/HSE Print: McGraw-Hill Contemporary – Purchased for All Members
- ABE/HSE Online: Aztec Software – Purchased for All Members for 3 years
 - o Fundamentals (GLE 1.5-2.9); Foundations (GLE 3.0 – 5.9); Bridge (GLE 6.0 – 8.9); HSE (GED 9.0 – 12.9); Accuplacer (Community College Preparation); Ready for Work (Soft Skills)

Technology:

- Computer Labs – Purchased for Requiring Members
- Smart Boards – Purchased for All Members

Media Enrollment Campaign:

- Web Site and Social Media (Facebook, Twitter) – Launched
- Print Media Campaign (Postal Mailers, Brochures, Posters in English and Spanish) – In Development
- Radio Campaign (English and Spanish) – In Development

Infrastructure:

- GED/Pearson VUE Testing Center – New Facility Opening April 2017
- Barstow Adult School – New Facility Opening September 2017
- Ramp Up Video Classrooms – Being Repaired at 2 Member Sites

Program Expansion & Leveraging Resources:

- New Staff – Funded for All Members
- College Transition Counselor – Funded for Barstow Community College
- Meeting with San Bernardino County WDB – Completed and Ongoing
- Meeting with Strong Workforce – Scheduling for January 2018
- County Meetings with 5 Consortia Leads – Ongoing
- Math Boot Camp at Barstow Community College – In Planning Stage

Professional Development:

- CASAS Regional Training – All Members Attended
- CASAS On-Site Training – 3 Members
- TOPS Regional Training – All Members Attended
- AEBG Regional Training – All Members Attended
- CCAE Palm Springs – 3 of 4 Members Attended
- Aztec On-Site Training & PD – Scheduled
- Burlington English On-Site Training – Scheduled
- Workplace ESL Solutions – 2 Trainings Funded
- AEBG Director's Summit – 2 Representatives Attended
- AEBG Summit – 5 Member Representatives Attending
- Registrations for Upcoming Conferences: CCAE, COABE, CASAS SI, CAEAA



Barstow Area Consortium for Adult Education
Working Group
Barstow Community College
Monday, November 20, 2017 (3:00 p.m. – 5:00 p.m.)

Attendees:

Tim Botengan	BCC	rbotengan@barstow.edu
Jon Bonvillain	BUSD	jbonvillain@gmail.com
Trista Hignett	SVUSD	thignett@svusdk12.net
Susan Nylander	BCC	snylander@barstow.edu
Nance Nunes-Gill	BCC	Nnunes-gill@barstow.edu
Jill Murphy	BCC	jmurphy@barstow.edu
Sandi Thomas	BCC	stthomas@barstow.edu
Eva Bagg	BCC	ebagg@barstow.edu
David Morse	BCC	dmorse@barstow.edu
Kim Young	BCC	kyoung@barstow.edu
Emma Diaz	San Bernardino CC District	ediaz@sbccd.edu
Jorge Saucedo-Daniel	BACAE	Jorge.saucedo.daniel@gmail.com
Mitch Rosin	BACAE	mitch.rosin2@gmail.com

Agenda:

1. 2017-18 Annual Plan Review

- Executive Summary
 - Discussed WASC Accreditation
- Meeting Regional Needs
 - Speak with city of Barstow about restoring a bus stop at the new Barstow Adult School
- Gaps in Service
 - Explore offering Citizenship classes
 - Discuss having AJCC Staff at new Barstow Adult School each week
- Seamless Transitions
 - Explore College Transition Classes
 - Develop articulation between adult schools and BCC
- Student Acceleration
 - Use Ramp Up room at BCC to deliver low-level ESL to Baker and Ft. Irwin
 - Add Math Aleks Boot Camp to 2016-17 Spend Down Plan
- Shared Professional Development
 - Develop counseling services
 - Field trips for teachers and students to BCC
- Leveraging Resources
 - Explore community partners: St. Joseph's ESL classes
 - Explore MOU with Probation Department, which offers GED preparation
 - Reach out to Railroads and Mining employers

2. Challenges and Needs Discussion

- SVUSD has ILP – could share process with other members
- Reading levels are low for incoming adult learners
- Special Education & IEP analysis upon intake
- Dramatic increase in ESL: Spanish (1), Arabic (2), Vietnamese, Mandarin/Chinese
- Advertise on Highway radio station, Spanish radio, and faith-based outlets
- Develop a common intake form AND process
- Explore tapping into RFKCE Parent ESL classes
- BCC offers classes for Adults with Disabilities – expand
- Teacher recruitment remains an issue, as does attrition rates (Not worth the cost of the drive)



2016-17 Spend Down (Due 12/31/2018)

	Proposed Member Allocations	Requested	QTY	Final Allocation	Total Remaining
STARTING BALANCE					\$860,324.00
Member Allocations	Baker Valley USD - Hiring Staff	\$80,000.00	1	\$80,000.00	\$780,324.00
	Barstow USD - Remaining 50% for Test Center & Hiring Staff	\$200,000.00	1	\$200,000.00	\$580,324.00
	Barstow Community College - Transition Counselor	\$90,000.00	1	\$90,000.00	\$490,324.00
	Silver Valley USD - Hiring Staff	\$90,000.00	1	\$90,000.00	\$400,324.00
Consortium Activities	BACAEE per MOU (Regional Reimbursements)	\$30,000.00	1	\$30,000.00	\$370,324.00
	Professional Development /Conferences				\$370,324.00
	Regional & On-Site PD	\$2,500.00	4	\$10,000.00	\$360,324.00
	AEBG Summit - Universal City (January 22-23, 2018)	\$1,500.00	5	\$7,500.00	\$352,824.00
	CAEAA - Sacramento (February 2-3, 2018)	\$2,000.00	2	\$4,000.00	\$348,824.00
	ACCE Conference - Oakland (Feb 8-9, 2018)	\$2,000.00	2	\$4,000.00	\$344,824.00
	COABE - Phoenix (March 25-28, 2018)	\$2,500.00	4	\$10,000.00	\$334,824.00
	CCAEE State Conference - Fresno (May 3-5, 2018)	\$1,500.00	8	\$12,000.00	\$322,824.00
	CASAS Summer Institute - San Diego (June 18-21, 2018)	\$1,500.00	10	\$15,000.00	\$307,824.00
	ISTE - Chicago, IL (June 24-27, 2018)	\$3,000.00	4	\$12,000.00	\$295,824.00
	ACTE - December 2018	\$3,000.00	2	\$6,000.00	\$289,824.00
	BACAEE Audit Services	\$20,000.00	1	\$20,000.00	\$269,824.00
	Workplace ESL Solutions - On-Site Professional Development	\$5,000.00	2	\$10,000.00	\$259,824.00
					\$259,824.00
New Equipment	Baker Valley USD - Computers for Testing Center	\$25,000.00	1	\$25,000.00	\$234,824.00
	Barstow Community College - Aleks Math Boot Camp Pilot	\$20,000.00	1	\$20,000.00	\$214,824.00
	As-Needed Curriculum Purchasing (EL Civics, CTE, ABE, ESL, HSE)	\$30,000.00	1	\$30,000.00	\$184,824.00
					\$184,824.00
Marketing	Direct Connections - Postal Mailer (Printing and Mailing)	\$7,000.00	2	\$14,000.00	\$170,824.00
	Radio & Marketing Collateral Printing	\$20,000.00	1	\$20,000.00	\$150,824.00
					\$150,824.00
Consulting	P2C Solutions (Thru 6/30/2018)	\$40,800.00	1	\$40,800.00	\$110,024.00
	P2C Solutions (6 month renewal)	\$48,000.00	1	\$48,000.00	\$62,024.00
	Media: Jorge Saucedo (Thru 6/30/2018)	\$18,000.00	1	\$18,000.00	\$44,024.00
	Media: Jorge Saucedo (6 month renewal)	\$12,000.00	1	\$12,000.00	\$32,024.00
	Phoenix Design - GED Signage; Ongoing Collateral Development	\$20,000.00	1	\$20,000.00	\$12,024.00
	TOP Facilitation Training	\$10,000.00	1	\$10,000.00	\$2,024.00
			1	\$0.00	\$2,024.00
TOTAL REMAINING					\$2,024.00



Estimate	
Estimate#:	50110
Est Date:	12/04/2017
Cust Code:	BCCD

Direct Connection - 1968 Yeager Avenue - La Verne, CA 91750-5832
 Phone: (909) 392-2334 Fax: (909) 392-2339

CUSTOMER INFO	JOB INFO	Estimate #: 50110
Attn: Mitch Rosin Barstow Community College District 2700 Barstow Road Barstow, CA 92311 Phone: Fax: Terms: COD Email: mitch.rosin2@gmail.com	Account Rep: Ramon Ortiz Email: ramon@directconnectionmail.com Job Name: EDDM; 6 1/4 x 10.5 postcards Data Due: Pstg Due: Material Due: Due Date: Artwork Due: Time Due: 12:00 PM	

Quantity	Description	Unit Price	Ext Price
Data Processing			
15,714	Download docs and CR-RTs for EDDM and prepare	0.00500	\$78.57
		<u>Sub Total:</u>	\$78.57
Lettershop			
15,714	Sort and prepare EDDM mail pieces	0.02000	\$314.28
1	Delivery to Claremont Post Office	25.00000	\$25.00
1	Delivery to San Bernardino Post Office	125.00000	\$125.00
1	Ship/return residual material to client	25.00000	\$25.00
		<u>Sub Total:</u>	\$489.28
Print			
16,500	Print: - 6.25 x 10.5, 4/4 cmyk, 12pt C2S	0.09636	\$1,590.00
		<u>Sub Total:</u>	\$1,590.00

Postage

15714 Saturation Flat Reg Std 0.17 \$2,592.81

Sub Total: \$2,592.81

*Postage must be received 24 hours in advance of mail date
*This estimate is valid for 30 days and is subject to change based on review of "live" data and material

Sub Total: \$2,157.85

Tax: \$0.00

Total Services: \$2,157.85

Estimated Postage: \$2,592.81

Total Incl. Postage: \$4,750.66

Comments

Saturation/EDDM mailing to zip codes within SBVC enrollment district:
92310, 92311, 92365, 92338, 92309, 92364, 92323, 92347, 92342,
92398, 92312, 92327

Zip code Amt of records

92309	10
92310	2661
92311	11824
92323	13
92327	35
92338	14
92342	130
92347	277
92364	34
92365	716
92398 (PO Box)	
92312 (PO Box)	

Total of 15714 mail records - includes single family dwellings, multiple family dwellings

Print:
6 1/4 x 10.5 postcards
Print 4/4 cmyk, 12pt C2S
Graphic file supplied by BCCD

Postcards mail via Every Door Direct Mail (EDDM).

*Exact cost of postage to be determined