



Barstow Area Consortium for Adult Education
Board Agenda
Barstow Community College, President's Conference Room
Thursday February 22, 2018 (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 BarstowAEBG@gmail.com at least two days before the meeting date.

Call to Order: 2:06 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 type="checkbox"/> David Morse	<input checked="" type="checkbox"/> Kim Young
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input checked="" type="checkbox"/> Sonya Smith <input checked="" type="checkbox"/> Jon Bonvillain
Silver Valley	<input type="checkbox"/> Jeff Youskievicz	<input checked="" type="checkbox"/> Michael Cox	<input type="checkbox"/>

1. [□]Approval of Minutes – January 25, 2018

- Motion for approval made by E. Bagg; 2nd S. Godfrey by – 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. Reports/Information Items

3.1 Coordinator's Report – Sonya Smith

- COLA Allocation – Expecting approximately \$125,000
 - S. Smith reported that BACAE will receive \$35,273 per 2.22.18 AEBG release
 - BACAE Board to decide use of the funds
 - AEBG determined that other agencies received COLA, so now Adult Ed will receive
- State AEBG Guidance Update
 - [□]AEBG Guidance – Adult Education Indirect Cost Rate
 - M. Rosin discussed the AEBG Guidance
 - [□]AEBG Guidance – Three-Year Planning Cycle Extension
 - S. Smith reported that the due date is now 2019
- Aztec Training – March 5, 2018
 - Barstow High School, Room 22 at 3:00 – 5:30
- Ongoing Data & Accountability Training Workshops – www.aebg.cccco.org
 - March 22: San Bernardino Valley College
 - March 23: Regional Meeting of Consortium Directors with State Leadership
- Upcoming Deadlines:
 - Feb 25: 2018 - 15/16 consortium funds - close out financial report due (old system)
 - S. Smith reported this is done, and BUSD received state confirmation
 - Feb 28: Preliminary allocations for 2018-19 & 2019-20 released by this date
 - BACAE will receive \$895,597 for 2018-19 and 2019-20
 - March 1 **EXTENDED TO JUNE 1**: 2016/17 & 2017/18 Member expense report entered in NOVA (Q1, Q2, Q3)
 - March 31 **EXTENDED TO JUNE 30**: 2016/17 & 2017/18 Member expense report certified by consortia in NOVA (Q1, Q2, Q3)

- May 2 – CFAD Due (Discussion at March BACAE Board; Vote at April BACAE Board)
- Common Intake/Registration Form
 - S. Smith reported that on Feb 21, BACAE members visited Redlands Adult School, Yucaipa Adult School, and Inland Career Education Center. Intake forms were shared by the host districts, and will be used to create a BACAE common intake form.
 - S. Godfrey suggested an electronic version of the form, and developing a shared database of intakes. This would allow students to take advantage of services being provided at different member locations.
 - J. Bonvillain to develop the form and share with BACAE Board in March.
- 3.2 Consultant Report – Mitch Rosin
 - LAO Report – Adult Education Analysis & Recommendations
 - LAO Report – Funding Supplemental Services for Low-Income and First-Generation Students
 - Planning Days:

February 20 & 21, 2018	April 25 & 26, 2018	June 11 & 12, 2018
March 13 & 14, 2018	May 16 & 17, 2018	July - TBD
- 3.3 Fiscal Agent Report: 2015-16 Spend Down
 - S. Godfrey reported the state’s confirmation of complete spend down.
 - S. Godfrey working with BUSD fiscal agent to standardize payments to vendors and trying to adjust the county audit process.
 - R. Tremblay also expressed concern about threshold for county audit.
 - S. Godfrey suggested shifting the fiscal agent responsibilities away from BUSD due to multiple major capital projects at BUSD. Close out for 2016-18 and 2017-18 would still be managed by BUSD. Change would affect 2018-19 FY.
 - E. Bagg will facilitate a discussion with BUSD fiscal manager to discuss a shift to the Barstow Community College.
- 3.4 Media Manager Report: Jorge Saucedo-Daniel
 - Postings on conferences and field trip to Yucaipa, Redlands and Inland Career.
 - Added a new link on the web site to reflect the Board Packet for each meeting, per Brown Act.
 - Previous Board Packets have been added.
 - S. Godfrey requested Barstow STEM Academy to be followed.
 - J. Saucedo-Daniel to coordinate with Phoenix Design to collect web site hits based on mailer.
- 3.5 CAEAA Conference Report – Jon Bonvillain / Sonya Smith
 - California Adult Education Administrators Association, Sacramento, February 1 and 2.
 - J. Bonvillain shared that multiple Assembly Bills are affecting Adult Education funding
 - S. Smith spoke to CLASP reports provide information on Adult Ed and career pathways.
 - J. Bonvillain reported that immigrant groups are a focus for various consortia across the state, and how to connect ESL students with community resources. COLA was a key discussion point, and how the state is looking at performance outcomes and how Adult Education is now in competition for state resources and funding. Be prepared for an inevitable economic downturn, per LAO. “Grant” element of AEBG is no longer a “grant” but the state is working to remove the term. Community outreach groups presented on models of connecting immigrant communities with services.
 - K. Young reported a possible change to funding models to reflect enrollment, attendance, and performance outcomes.
 - S. Smith reported that teachers and counselors can contribute to the health of a consortium through working groups. Use of these meetings contributes to success of consortia and create a higher level of adult education service provision.
- 3.6 ACCE Conference Report – Kim Young
 - Feb 7-9, 2018, Oakland

- Non-credit was a major topic. State Academic Senate presented and will sponsor a non-credit institute. BCC will send representatives. Non-credit mirrored courses were also a topic of discussion, especially on the CTE side of the colleges. Addresses the need for competency mastery for employment. Mt. SAC offers many mirrored classes, and targets apprehensive students to encourage enrollment. CCCCCO presented on approval of non-credit courses by the state. K. Young will visit Mt. SAC to learn more about their programs, likely with the Inland Adult Education Consortium director. BCC offers several courses now, but is looking to expand. San Diego presented on a survey of all 114 Community Colleges as to how schools are using non-credit. AEBG working on CB21 crosswalk. ACCE has hired a lobbyist to support efforts in Sacramento. Cheryl Marshall (Chancellor at NOCCD) offers Adult Education for entire consortium (no K-12 adult education programs) . . . “We are flying the plane while building it.”

3.7 GED Test Center Update

- S. Godfrey requested costs for the BACAE web site to be delivered in Spanish.
- S. Godfrey requested information about using ASAP for Adult Schools for easier upload to TOPS rather than Infinite Campus.
- Temporary signage to go on building week of Feb 26. Will include BUSD and BACAE logos.
- July 1 opening for entire facility. Soft opening for GED Testing in June/May. Pearson VUE to be invited on-site when ready.
- S. Godfrey shared samples of flooring, interior design colors, and other finishings.
- Grand Opening likely in June.
- E. Bagg expressed concerns about the Barstow Entrepreneurship Center recently opening a GED Test Center. Need to explore what they are doing and how they are competing. E. Bagg will take the lead on outreach.
- BACAE will conduct targeted marketing to capture students.

4. Action Items

4.1 None

5. Discussion Items

- 5.1 Plan for Ongoing Auditing – Share expense with other SB County Consortia – Meeting March 23
- 5.2 [□]Workplace ESL Workshop with Ronna Timpa
 - Proposed dates March 14, April 18, and May 9
 - August 1 Regional and follow-up session in October.
 - Options for training: Please see Board Packet

6. Announcements

- 6.1 Upcoming Conferences
 - March 9-10, 2018 – OTAN TDL, Napa, CA (Baker, BCC)
 - March 22, 2018 – AEBG Regional Training, San Bernardino Valley College
 - March 25-28, 2018 – COABE, Phoenix, AZ (BCC, Baker)
 - May 3-5, 2018 – CCAE, Fresno, CA (Silver, BUSD, BCC)
- 6.2 2017-18 BACAE Board Meeting Schedule (2:00 pm in BCC President’s Conference Room):

March 15, 2017	May 17, 2017	July – No Meeting
April 26, 2017	June TBD per Guidance	August – TBD
- 6.3 Feb 28 – Preliminary Allocations Released for 2018-19 & 2019-20
- 6.4 Annual Plan Retreat Date – June 11 & 12, 2018
- 6.5 WASC – Fall 2018 deadline: April 30, 2018

7. Closed Session

8. Adjournment: Motion for approval made by M. Cox; 2nd by R. Tremblay – Passed Unanimously



AEBG
PARTNERING FOR A STRONG CALIFORNIA WORKFORCE

Agenda

- 18-19 AEBG Allocation Process
- CFAD Timeline
- Allocation Options
- CFAD Deliverables
- CFAD Amendments
- NOVA AEBG - Step by Step – screen shots
- NOVA tips for beginners
- NOVA AEBG expense reporting & due dates
- Open Discussion

AEBG
PARTNERING FOR A STRONG CALIFORNIA WORKFORCE

18-19 AEBG Allocation Process

- January – Governor’s Budget is Released
- February – AEBG Preliminary Allocation are released at the consortium level (includes COLA)
- March-April – consortium members have public meetings (Brown Act) to discuss 18-19 allocation of funds.
- May 2 – CFADs are due in NOVA.
- June – Legislative approval
- July 1 – Governor signs
- August – schedules are send to State Controllers for disbursement



CFAD Timeline

- Review preliminary allocation amounts for 18-19 (totals).
- Set up public meetings for discussion of allocating funds.
- Get on the agenda for any local board approval.
- Give yourself plenty of time for members to certify the CFAD in NOVA.
- Get this all done by May 2, 2018.
- Failure to have CFAD certified by May 2, 2018 – will force the state to use prior year allocation percentages.



Allocation Options

Allocations options for the COLA:


- Across the board increase for all members.
- Allocation based on need in the community.
- Help fund new members.
- Reflect member carry over from prior year.
- Factor in any member reductions.
- Help fund next year projects that need resources.

All options are acceptable – as long as it has 100% agreement by the consortium membership.




CFAD Deliverables


- Creation of the CFAD showing the 2018-19 distribution of funds to each member of the consortium.
- A narrative justifying how the planned allocations are consistent with the extended three-year plan.
- Certification by each member of the CFAD information in NOVA.
- Designation by the consortium of the fiscal structure for 2018-19 - fiscal agent or direct-funded.



CFAD Amendments

- Should be called allocation amendments as the CFAD is only used for the beginning of each fiscal year to allocate funds.
- Consortia may adjust and amend allocations throughout the program year.
- Keep in mind – direct funded members must beware of cash flow issues during the 11 month state disbursement process (if they choose to make allocation amendments during this time).






NOVA
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Welcome to NOVA


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NOVA

ADULT EDUCATION BLOCK GRANT
 Consortia & Member Agencies

Home | My Projects | Tools | Add | Consortia

NAME FILTER
Ex: Name of Consortium or Member Agency

FUNDING CHANNEL FILTER
Select Funding Channel Filter

YEAR FILTER
2016-19 Current Year

CFAD STATUS FILTER
Select CFAD Status Filter

NAME	FUNDING CHANNEL	YEAR	CFAD STATUS
01 Alameda Community College Consortium	Direct Funded	2016-19	Open
02 Antelope Valley Regional Adult Education Consortium	Fiscal Agent	2016-19	Open
03 Bay Area Consortium for Adult Education	Fiscal Agent	2016-19	Open
04 Bay Area Adult Education Consortium	Fiscal Agent	2016-19	Open
05 Greater Opportunity Through Adult Learning	Direct Funded	2016-19	Open
06 Partnership for Adult Academic and Career Education	Direct Funded	2016-19	Open
07 Stanislaus Institute for Stanislaus County Consortium	Direct Funded	2016-19	Open
08 West Bay Adult Education Consortium	Fiscal Agent	2016-19	Open
09 Contra Costa Adult Education Consortium	Fiscal Agent	2016-19	Open
10 Coast Adult Education Consortium	Direct Funded	2016-19	Open
11 Holy Family Adult Education Consortium	Fiscal Agent	2016-19	Open
12 Contra Costa Adult Education Consortium	Fiscal Agent	2016-19	Open
13 Hispanic Adult Education Consortium (Cesar Chavez)	Fiscal Agent	2016-19	Open
14 West Contra Costa Consortium	Direct Funded	2016-19	Open
15 South Bay Adult Education Consortium (El Cerrito)	Direct Funded	2016-19	Open
16 Defense to Employment, Plumas County Adult Education	Fiscal Agent	2016-19	Open

Member Review and Approval Process

CFAD Summary

Certification

MEMBER REPRESENTATIVE	MEMBER REPRESENTATIVE	MEMBER REPRESENTATIVE
Nicole Alexander	Jesse Gray	Carole Van Luit
APPROVED	APPROVED	APPROVED
Mar 1, 2018	Mar 1, 2018	Mar 1, 2018
MEMBER REPRESENTATIVE	MEMBER REPRESENTATIVE	MEMBER REPRESENTATIVE
Steve Corliss	Vanessa Gidley	Mary Lou
APPROVED	APPROVED	APPROVED
Mar 1, 2018	Mar 1, 2018	Mar 1, 2018

MEMBERS APPROVED

NOVA Expense Reporting

- Currently working on programming.
- Member expenses reports & budget changes – Q1, Q2, & Q3 – all due by June 1st.
- Consortium will approve by June 30th.
- Members can make budget changes during the expense reporting process (15% threshold).
- Targets – 60% of 16-17 carry-over and 17-18 new funds must be spent by Q4.
- Failure to meet targets will result in a corrective action plan.

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.

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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.

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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)

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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?

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NOVA Due Dates- 2018

- June 1st - Member expenses reports & budget changes due – Q1, Q2, & Q3.
- August 15th - 18-19 Annual plans due in NOVA.
- September 1st - Member end of the year Financial Reports due. (Consortium certification by 9/30)
- September 30th - 18-19 Member work plans & budgets due. (Consortium certification by 10/31)
- December 1st – Q1 (18-19) expenses due by member (Consortium certification by 12/31).



AEBG Web Site



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



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 Trailer Bill Language

There are two new trailer bills that introduce AEBG program modifications. **One pertains to Section 84913 of the Education Code** and adds members' indirect costs to the list of allowable uses of AEBG funding.

The other pertains to Section 84906 of the Education Code and adds language that requires consortia to have a consortium-approved three-year adult education plan that addresses a three-year fiscal planning cycle, starting with the 2019-20 fiscal year. The plan must be updated once a year, at a minimum, based on available data pertaining to plan requirements found under subdivision (b). The trailer states that, for the upcoming 2018-19 fiscal year, to receive AEBG funding, consortium members must have a consortium-approved adult education plan as outlined in subdivision (c) of the education code.

Preliminary Allocation Schedule

In case you missed it last week, you can now view the Preliminary Allocation Schedule for 2018-19 and 2019-20 by CLICKING HERE:

http://aebg.cccco.edu/Portals/1/docs/Newsletter%20Documents/2018-19%20and%202019-20%20Prelim%20Allocations%20w%20COLA%203.pdf?utm_source=Feb.+28%2C+2018+eNewsletter+&utm_campaign=10.25+newsletter&utm_medium=email.

(View legislative language related to allocations and CFADs.)

http://aebg.cccco.edu/Portals/1/docs/Newsletter%20Documents/AEBG%202018%20preliminary%20allocation%20background%20PDF.pdf?utm_source=Feb.+28%2C+2018+eNewsletter+&utm_campaign=10.25+newsletter&utm_medium=email>

Consortium Fiscal Administration Declaration (CFAD)

Beginning in the 2018-19 fiscal year, all AEBG consortia and members will use the NOVA AEBG system to complete their Consortium Fiscal Administration Declaration (CFAD). Over the next few months, consortia and members will be meeting in a public setting to discuss member allocations for the 2018-19 fiscal year. CFADs are due no later than May 2, 2018. The completed CFAD will include:

1. Creation of the CFAD showing the 2018-19 distribution of funds to each member of the consortium,
2. A narrative justifying how the planned allocations are consistent with the extended three-year plan,
3. Certification by each member of the CFAD information in NOVA,
4. Designation by the consortium of the fiscal structure for 2018-19 - fiscal agent or direct-funded.

March 9 CFAD Webinar and Data Entry & Certification

A webinar will be held March 9 from 1:30 p.m. to 3 p.m. to review and answer questions regarding the CFAD process, the preliminary schedule, the entering of CFAD information into NOVA and the certification of the CFAD by each member.

On March 5, NOVA will upload the AEBG allocations by consortium and open the CFAD tables in NOVA for data entry and certification. CFADs are due no later than May 2, 2018 - there will be no extensions granted. If a consortium fails to meet the May 2 deadline, the state AEBG Office will use the 2017-18 CFAD in its place.

CFAD allocations may be adjusted and amended throughout the program year. However, keep in mind that the state disbursement schedule to direct-funded members cannot be altered during the 11-month (August 2018 to June 2019) allocation of funds process.

Disbursement notes: The AEBG allocations (base + COLA) are provided at the consortium level. Members may choose to provide each member in their consortium an across-the-board increase as a result of the COLA, or members may decide to allocate funds based on community need, and factor in carryover from the prior year. Either way is acceptable, but it must have consensus/full agreement by consortium members, who must sign the CFAD reflecting their approval.

AB104 Legislative Language Related to Allocations & CFADs

The AB104 legislative language (see below) supports the allocation schedule for AEBG on the following elements:

- (1) Two years,
- (2) Based on consortia amounts from 17-18,
- (3) Based on the State approved regional need share/formula (including the additional allocations for counties not covered),
- (4) Includes additional funds (\$20.5M) to be allocated beginning in 18-19, which will re-bench the AEBG statewide allocation to \$520.5M.
- (5) Does not include/reflect any repurposed funds due to member changes or amended/reallocated funds within consortia.

Reference of AB104 Language for Preliminary Allocations

84909. (a) This section shall apply commencing with the 2016–17 fiscal year. (b) **The chancellor and the Superintendent, with the advice of the executive director, shall approve, no later than February 28 of the prior fiscal year, a preliminary schedule of allocations to each consortium of any funds proposed in the Governor’s Budget for the program. 96 Ch. 13 — 84** — (c) The chancellor and the Superintendent, with the advice of the executive director, shall approve, within 15 days of enactment of the annual Budget Act, a final schedule of allocations to each consortium of any funds appropriated by the Legislature for the program. (d) The chancellor and the Superintendent shall determine the amount to be allocated to each consortium based on the following:

- (1) The amount of funds apportioned to the members of that consortium in the immediately preceding fiscal year.
 - (2) That adult education region’s share of the statewide need for adult education.
 - (3) That consortium’s effectiveness in meeting the educational needs of adults in the adult education region based on available data.
- (e) Using the final schedule approved pursuant to subdivision (c), the chancellor and the Superintendent shall do one of the following for each consortium: (1) Apportion funds to a fund administrator designated by the members of a consortium beginning no more than 30 days after approval of the final schedule of allocations. (2) Apportion funds to members of a

consortium beginning no more than 30 days after receipt of a final distribution schedule from that consortium.

84910. The chancellor and the Superintendent shall, when approving a schedule of allocations for a fiscal year, also present preliminary projections for the amounts that would be allocated in the subsequent two fiscal years. **This preliminary presentation shall not constitute a binding commitment of funds.**

AB104 Legislation Pertaining to the Consortium Fiscal Administration Declaration (CFAD)

84914. (a) As a condition of receipt of an apportionment from the program, a consortium shall approve a distribution schedule that includes both of the following: (1) The amount of funds to be distributed to each member of the consortium for that fiscal year. (2) A narrative justifying how the planned allocations are consistent with the adult education plan.



Online Community College

from the California Community Colleges



Online Community College

Events & MeetUps

Participate in one of our many events and MeetUps where we'll gather further input from a broad range of stakeholders to inform the development of the Online Community College and to prioritize its first three pathway offerings.

- [Future of Work MeetUps](#)
- [Futures Design Lab](#)
- [Working Learner Listening Sessions](#)
- [Faculty Expert Engagement Sessions](#)

Future of Work MeetUps

Hosted by stakeholders across the communities of California, these **regional Future of Work MeetUps** convene employer, workforce, community, civic, labor and education leaders to share insights about the future of work and support of a digital infrastructure.

2018
Future of Work
MeetUps

[« back to Online Community College](#)

[Governor Brown's Budget for an Online Community College »](#)

[Governor's White Paper Fact Sheet »](#)

[Trailer Bill Language »](#)

[Frequently Asked Questions »](#)

[For College Leaders: Key Talking Points »](#)

[View the agenda »](#)

Date / Time	Event / Theme	Host	RSVP, Materials & Comments
February 9, 2018 9:30 a.m. - 12:00 p.m.	Rocklin MeetUp	Valley Vision	Event has passed - click here to be notified about future events. <i>Note: There will be two more similar forums. At least one will feature discussion on the all online community college. Stay tuned!</i>
February 20, 2018 1:15 p.m. - 1:45 p.m.	Sacramento MeetUp	Innovation Day at The Capital	<i>Conference Attendees Only</i>
February 26, 2018 12:00 p.m. - 1:30 p.m.	Sacramento MeetUp	California Business Roundtable	<i>By Invitation Only</i> Contact: Cristina Guccione View presentation
March 5, 2018 9:00 a.m. - 11:30 a.m.	Southeast Los Angeles MeetUp	Southeast Los Angeles Workforce Development Board, Cerritos College	RSVP
March 12, 2018 9:00 a.m. - 12:00 p.m.	Sonoma MeetUp	CTE Foundation Sonoma County	RSVP
March 14, 2018 9:00 a.m. - 11:30 a.m.	Palo Alto MeetUp	Institute for the Future	RSVP
March 21, 2018 8:30 a.m. - 10:00 a.m.	Sacramento MeetUp Theme: Ethnic, Small, and Rural Businesses	Small Business Majority, California Hispanic Chamber of Commerce and San Joaquin County Hispanic Chamber of Commerce	<i>By Invitation Only</i> Contact: Cristina Guccione <i>Note: While the theme is Ethnic, Small, and Rural Businesses, everyone is encouraged to attend!</i>
March 22, 2018 8:00 a.m. - 2:30 p.m.	San Jose MeetUp	Silicon Valley Chief Human Resource Officers	<i>Forum Attendees Only</i>
March 23, 2018 9:30 a.m. - 12:00 p.m.	Marysville Tech Forum MeetUp Theme: North Counties Changing Occupations and Skills in an Automated World	Valley Vision	RSVP <i>Note: While the theme is "North Counties Changing Occupations and Skills in an Automated World", everyone is encouraged to attend!</i>
March 26, 2018 9:30 a.m. - 12:00 p.m.	Antelope Valley MeetUp	Southern California Goodwill	RSVP

[Events & MeetUps »](#)

IN THE NEWS

Working learners would benefit from new online community college – *The San Diego Union-Tribune*, January 26, 2018

Statewide, Online, Nondegree, Competency-Based. Good Idea? – *Inside Higher Ed*, January 24, 2018

California Community Colleges Committed to Gov. Jerry Brown's Online College to Provide Skills and Training for "Stranded" Working Adults – Press Release, January 10, 2018

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Facebook:

[@CACommColleges](#)

April 2, 2018 2:00 p.m. - 4:30 p.m.	San Diego MeetUp	San Diego Economic Development Corporation, City of San Diego and the San Diego Imperial Counties Regional Consortium	RSVP
April 3, 2018 1:00 p.m. - 2:00 p.m.	Virtual MeetUp Theme: Reconnecting the Stranded Worker	California Community Colleges Doing What MATTERS for Jobs and the Economy	Register <i>After registering, you will receive a confirmation email containing information about joining the webinar.</i>
April 4, 2018 8:30 a.m. - 11:30 a.m.	Sacramento MeetUp Theme: Changing Occupations and Skills in an Automated World	Valley Vision	Contact: Emma Koefoed <i>Note: While the theme is Changing Occupations and Skills in an Automated World, everyone is encouraged to attend!</i>
April 9, 2018	Far North MeetUp	Chico Stewardship Network, North Valley Community Foundation, and Junior Leadership Development Program	Get on the interest list we'll contact you when time and location are confirmed
April 11, 2018 9:30 a.m. - 12:00 p.m.	Santa Cruz / Monterey Bay MeetUp	Monterey Bay Economic Partnership	RSVP
April 14, 2018 8:45 a.m. - 1:05 p.m.	Monterey MeetUp	Redwood City-San Mateo County Chamber of Commerce Progress Seminar	<i>Conference Attendees Only</i> Click here to register for the conference
April 16, 2018 2:00 p.m. - 4:30 p.m.	Central Valley MeetUp	Kern Community Foundation and Kern County Superintendent of Schools	RSVP
April 23, 2018 12:00 p.m. - 1:30 p.m.	Los Angeles MeetUp Theme: Regional Los Angeles Associations and Businesses	Los Angeles Area Chamber of Commerce	<i>By Invitation Only</i> Contact: Cristina Guccione <i>Note: While the theme is Regional Los Angeles Associations and Businesses, everyone is encouraged to attend!</i>
April 23, 2018 7:30 a.m. - 9:00 a.m.	Orange County MeetUp	Orange County Department of Education and Orange County Business Council	RSVP



**BARSTOW
AREA
CONSORTIUM
FOR ADULT EDUCATION**

**¿NECESITAS TERMINAR TU
DIPLOMA DE SECUNDARIA?
¿OBTENER TU GED?
¿MEJORAR TU INGLÉS?
¿ADQUIRIR UNA CERTIFICACIÓN DE TRABAJO?**



OFRECEMOS CLASES GRATIS EN LAS SIGUIENTES SUCURSALES



BARSTOW ADULT SCHOOL – COMENZANDO EN EL OTOÑO DE 2018

PEARSON VUE TESTING CENTER

DIRECCIÓN: 720 E. Main Street, Barstow, CA 92311

SITIO WEB: www.barstow.k12.ca.us/District/4043-Adult-Education.html

PROGRAMAS: Ciudadanía, ESL, GED, Diploma de secundaria, CTE/Certificación de trabajo



BAKER VALLEY UNIFIED SCHOOL DISTRICT

DIRECCIÓN: 72100 School House Lane, Baker, CA 92309

TELÉFONO: (760) 733-4387

SITIO WEB: www.baker.k12.ca.us

PROGRAMAS: Ciudadanía, ESL, GED, Diploma de secundaria, Cursos de tecnología



SILVER VALLEY ALTERNATIVE EDUCATION CENTER

DIRECCIÓN: 33525 Ponnay Street, Daggett, CA 92327

TELÉFONO: (760) 254-2715

SITIO WEB: aec.svusdk12.net

PROGRAMAS: Ciudadanía, ESL, GED, Diploma de secundaria
SATELLITE PROGRAM AT FORT IRWIN



BARSTOW COMMUNITY COLLEGE

DIRECCIÓN: 2700 Barstow Road, Barstow, CA 92311

TELÉFONO: (760) 252-2411

SITIO WEB: www.barstow.edu

PROGRAMAS: ESL, Educación en carreras técnicas (CTE)
SATELLITE PROGRAM AT FORT IRWIN

PARA MÁS INFORMACIÓN, VISÍTANOS EN BARSTOWAEBG.ORG





**BARSTOW
AREA
CONSORTIUM
FOR ADULT EDUCATION**

**¿NECESITAS TERMINAR TU
DIPLOMA DE SECUNDARIA?
¿OBTENER TU GED?
¿MEJORAR TU INGLÉS?
¿ADQUIRIR UNA CERTIFICACIÓN DE TRABAJO?**

BARSTOW ADULT SCHOOL BAKER VALLEY UNIFIED SCHOOL DISTRICT SILVER VALLEY ALTERNATIVE EDUCATION CENTER BARSTOW COMMUNITY COLLEGE

LA EDUCACIÓN PARA ADULTOS PUEDE AYUDAR A EMPRENDER TU CARRERA

OFRECEMOS CLASES GRATIS EN LAS SIGUIENTES



BARSTOW ADULT SCHOOL — COMENZANDO EN EL OTOÑO DE 2018

PEARSON VUE TESTING CENTER

DIRECCIÓN: 720 E. Main Street, Barstow, CA 92311

SITIO WEB: www.barstow.k12.ca.us/District/4043-Adult-Education.html

PROGRAMAS: Ciudadanía, ESL, GED, Diploma de secundaria, CTE/Certificación de trabajo



BAKER VALLEY UNIFIED SCHOOL DISTRICT

DIRECCIÓN: 72100 School House Lane, Baker, CA 92309

TELÉFONO: (760) 733-4387

SITIO WEB: www.baker.k12.ca.us

PROGRAMAS: Ciudadanía, ESL, GED, Diploma de secundaria, Cursos de tecnología



SILVER VALLEY ALTERNATIVE EDUCATION CENTER

DIRECCIÓN: 33525 Ponnay Street, Daggett, CA 92327

TELÉFONO: (760) 254-2715

SITIO WEB: aec.svusdk12.net

PROGRAMAS: Ciudadanía, ESL, GED, Diploma de secundaria
SATELLITE PROGRAM AT FORT IRWIN



BARSTOW COMMUNITY COLLEGE

DIRECCIÓN: 2700 Barstow Road, Barstow, CA 92311

TELÉFONO: (760) 252-2411

SITIO WEB: www.barstow.edu

PROGRAMAS: ESL, Educación en carreras técnicas
SATELLITE PROGRAM AT FORT IRWIN

PARA MÁS INFORMACIÓN, VISÍTANOS EN BARSTOWAEBG.ORG



BARSTOW UNIFIED SCHOOL DISTRICT

551 Avenue H
Barstow, CA 92311

*****ECRWSEDDM*****
POSTAL CUSTOMER



BARSTOW COMMUNITY COLLEGE

PROGRAMAS QUE OFRECEMOS:

- Inglés como segundo idioma
- Educación en carreras técnicas (CTE)
 - Contabilidad
 - Administración judicial
 - Tecnología automotriz
 - Desarrollo infantil, Nivel II, III, IV
 - Cosmetología
 - Tecnología diésel
 - Técnico mecánico de mantenimiento industrial
 - Industrial, mecánico, eléctrico e instrumental
 - Gestión
 - Sistemas de información de gestión
 - Fotografía
 - Gestión de la cadena de suministro
 - Gestión de almacenes y logística
 - Soldadura

SATELLITE PROGRAM AT FORT IRWIN

DIRECCIÓN:

2700 Barstow Road
Barstow, CA 92311

TELÉFONO:

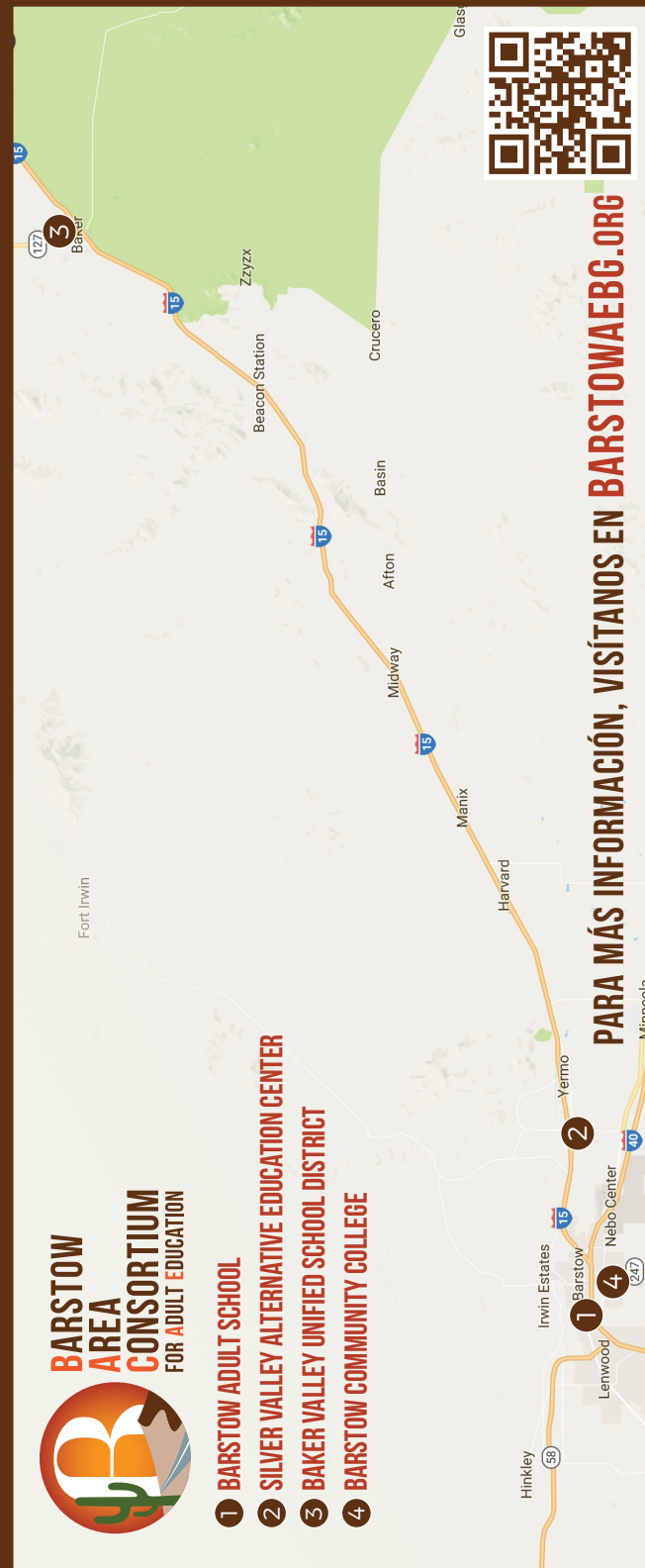
(760) 252-2411

SITIO WEB:

www.barstow.edu



- 1 BARSTOW ADULT SCHOOL
- 2 SILVER VALLEY ALTERNATIVE EDUCATION CENTER
- 3 BAKER VALLEY UNIFIED SCHOOL DISTRICT
- 4 BARSTOW COMMUNITY COLLEGE



PARA MÁS INFORMACIÓN, VISÍTANOS EN BARSTOWAEBG.ORG

WWW.BARSTOWAEBG.ORG

BARSTOW AREA CONSORTIUM FOR ADULT EDUCATION

¿OBTENER TU GED?
¿MEJORAR TU INGLÉS?
¿ADQUIRIR UNA CERTIFICACIÓN
DE TRABAJO?

1



BARSTOW ADULT SCHOOL COMENZANDO EN EL OTOÑO DE 2018

PROGRAMAS QUE OFRECEMOS:

- Preparación para la ciudadanía
- Inglés como segundo idioma
- Diploma de secundaria
 - Alfabetización informática
 - Sistemas de administración y tecnología
 - Exploración de carreras empresariales
 - Artes culinarias
 - Introducción a las artes audiovisuales
- Equivalencia de educación secundaria - GED
(Pearson VUE Testing Center)

DIRECCIÓN:

720 E. Main Street
Barstow, CA 92311

SITIO WEB:

[www.barstow.k12.ca.us/
District/4043-Adult-Education.html](http://www.barstow.k12.ca.us/District/4043-Adult-Education.html)

2



SILVER VALLEY ALTERNATIVE EDUCATION CENTER

PROGRAMAS QUE OFRECEMOS:

- Preparación para la ciudadanía
- Inglés como segundo idioma
- Equivalencia de educación secundaria - GED
- Diploma de secundaria

SATELLITE PROGRAM AT FORT IRWIN

DIRECCIÓN:

33525 Ponnay Street
Daggett, CA 92327

TELÉFONO:

(760) 254-2715

SITIO WEB:

aec.svusdk12.net

3



BAKER VALLEY UNIFIED SCHOOL DISTRICT

PROGRAMAS QUE OFRECEMOS:

- Preparación para la ciudadanía
- Inglés como segundo idioma
- Equivalencia de educación secundaria - GED
- Diploma de secundaria
- Cursos de tecnología
 - Habilidades computacionales básicas / Especialista en oficina general
 - Habilidades básicas con el teclado

DIRECCIÓN:

72100 School House Lane
Baker, CA 92309

TELÉFONO:

(760) 733-4567

SITIO WEB:

www.baker.k12.ca.us



BACAE CFAD 2018-19

Member Agency	2015-16	2016-17	2017-18	2018-19	% of Total	COLA	2018-19 TOTAL	2019-20
Silver Valley Unified School District	\$200,000	\$229,400	\$201,782	\$201,782	23.45%	\$8,272	\$210,054	\$210,054
Baker Valley Unified School District	\$115,000	\$108,965	\$62,318	\$62,318	7.24%	\$2,555	\$64,873	\$64,873
Barstow Unified School District	\$522,308	\$521,959	\$334,612	\$334,612	38.89%	\$13,719	\$348,331	\$348,331
Barstow Community College District	\$0	\$0	\$261,612	\$261,612	30.41%	\$10,726	\$272,338	\$272,338
Total	\$837,308	\$860,324	\$860,324	\$860,324	100.00%	\$35,273	\$895,597	\$895,597

Barstow Area Consortium for Adult Education - Consortium Governance Plan – Revised April 2018

Consortium Name:

Planning Grant Fiscal Agent Name (for tracking purposes only):

Consortium Point Person (or person submitting this document):

Name:

Consortium Role:

E-Mail:

1. Have all community college districts, school districts, or county offices of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region been allowed to join the consortium as a member?

In accordance with AB104, all eligible organizations within the boundaries of the community college district have been allowed to join the Barstow Area Consortium for Adult Education (BACAE) as members. The Consortium is comprised of the following members: Barstow Unified School District, Baker Valley Unified School District, Silver City Unified School District, and Barstow Community College District.

2. Have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds? How will the available funds be reported and evaluated?

The reporting of available funds will be collected at the Consortium level. Official, designated members will submit their data to BACAE, and the Consortium staff will compile and submit the regional data to the state. The Consortium will identify funding sources to be reported annually in compliance to the Adult Education Block Grant. Official-designated members will certify the data annually to validate and check for accuracy. All Consortium members have agreed to the reporting of funds and to complying with this reporting process.

3. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member?

The Consortium shall keep track of the date each Members' voting representative(s) was officially designated by their local Board of Education and keep copies of the local Board minutes as archived evidence. If an official designation is a Consent Item that is voted on, a copy of the Board Agenda that shows the designation as a Consent Item, as well as the minutes, will be provided and kept on file by BACAE and shared with the State AEBG office. Each member must have ~~one~~ two officially-designated member. ~~Members have the option of assigning an alternate voting designee should the voting member not be able to attend a Consortium Board meeting.~~ The officially designated Member representatives will represent the interests of their member agency and vote in BACAE Board decisions on behalf of the member agency. BACAE Board meeting attendance and vote participation of the official designee will be recorded and archived by BACAE. Alternate or proxy designees may not be assigned.

4. How will you assure that all members of the consortium shall participate in any decision made by the consortium?

The Consortium recognizes the benefits of full and active participation by all members in the decision-making process ~~and implementation of BACAE Plans.~~ Therefore, a calendar of meetings and each meeting agenda will be sent to members in advance. Agendas will be posted on the Consortium website. Email notifications and reminders will be sent to all members. Minutes from meetings will be distributed to members and posted to the Consortium website. ~~Agencies participating in the BACAE have agreed to act in accordance with applicable AEBG law, the BACAE Annual Plans, and BACAE Three-Year Plan. BACAE Members participate annually in shared, or peer-to-peer monitoring for member effectiveness, adherence to BACAE Plans, and AEBG performance measured outcomes.~~

5. What will be the relative voting power of each member?

e.g. 1 member = 1 vote

e.g. 1 institution = 1 vote (thus giving districts with multiple institutions multiple votes)

e.g. Other (e.g., votes proportionate to adult students served)

Each member's Board of Education will designate, via agenda item, a voting representative(s) to the Consortium Board and ensure attendance at and participation at regular Consortium meetings. Alternate voting members may be designated by each member district. Each member district shall have one (1) vote. A simple majority of members present constitutes a quorum. In the case of a vacated position by a voting member, the "Interim" or "Acting" individual in the vacated position would be allowed to vote in their place. If a voting member or alternate is not able to attend a Board vote in person, votes may be cast either in writing or via telephone and documented in the minutes, ~~in accordance with the Brown Act.~~ The vote of each officially designated member shall be recorded when cast. The names of the members making and seconding each motion shall be recorded in the Consortium minutes.

6. How will decisions be approved?

e.g. by majority vote of 51%, or 50% +1 vote, or ⅔ of votes

e.g. by consensus

All Consortium meetings shall be conducted in accordance with AB104 Adult Education Block Grant (AEBG), ~~and~~ the BACAE Governance Plan, and all applicable laws. Decisions will be made by consensus of members of the Consortium.

7. How did you arrive at that decision-making model?

~~*All Consortium meetings shall be conducted in accordance with AB104 Adult Education Block Grant (AEBG) and the BACAE Governance Plan. A simple majority of members of the Consortium constitutes a quorum. A simple majority will be needed for the passage of any motion. The vote of each official-designated member shall be recorded as cast. The names of the members making and seconding each motion shall be recorded in the Consortium minutes. BACAE decisions have been arrived at by those processes described in this governance document. The decision-making model described above was used to choose the model.*~~

8. How will proposed decisions be considered in open, properly noticed public meetings of the consortium at which members of the public may comment?

The Barstow Area Consortium for Adult Education encourages all interested persons to attend monthly Board meetings and to address the Consortium Board concerning any item on the agenda or within the Consortium's jurisdiction.

The BACAE Board will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code.

The following rules are intended to facilitate a presentation to the BACAE Board:

A. For matters not listed on the agenda:

I. Any individual who wishes to address the Consortium on any item of interest to the public that is within the subject matter jurisdiction of the Consortium and not listed on the agenda may do so under the agenda item entitled "Public Comments."

II. Without taking action, Consortium members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda.

III. In keeping with its right to determine the length of time to be allotted to agenda items, the Consortium Board has determined that the overall time to be allowed for

the agenda item entitled “Public Comments” shall not exceed three (3) minutes per person, and a total time of 20 minutes, unless there are extenuating circumstances, in which case the Consortium Board may extend the overall time limit.

B. For matters listed on the agenda, a person who wishes to address the Consortium may do so by completing a brief form (including name, address, and agenda item). Upon recognition, the person should state his or her name and may address the Consortium. The order of public comments on the agenda item will be determined by the order received. Individuals shall be allowed up to three (3) minutes to address the Consortium Board on each agenda item during the general public comments section of the agenda, unless there are extenuating circumstances, in which case the Consortium may extend the time limit for individual remarks.

9. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public?

The Barstow Area Consortium for Adult Education recognizes the benefits that are derived when input from the public is included as part of ~~the~~ a transparent decision-making process, and will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code. The Members will include the public in Consortium activities and programs whenever appropriate. The Consortium will provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. Monthly meetings will include a designated time for public comment. Agendas will be posted on the Consortium website, and emailed in advance to Consortium members and partners. Consortium members are encouraged to post the agendas at their individual web sites.

10. Describe how comments submitted by members of the public will be distributed publicly.

A summary of comments submitted by members of the public will be recorded in the meeting minutes and distributed publicly on the Consortium website.

11. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. Such entities will include but not necessarily be limited to, local public agencies, departments, and offices, particularly those with responsibility for local public safety and social services; workforce investment boards; libraries; and community-based organizations.

Community partners and other entities are invited and encouraged to participate in all Consortium meetings. BACAE’s founding partners include the San Bernardino County Workforce Investment Board. Community agencies not benefiting from formal partnership with BACAE with an interest in adult education are encouraged to engage BACAE and its Members to benefit the region as appropriate until a

formal partnership can be established.

12. How will you determine approval of a distribution schedule pursuant to Section 84913?

*The Barstow Area Consortium for Adult Education will **annually** approve the distribution schedule pursuant to Section 84913 with a simple majority vote. In accordance with the Adult Education Block Grant (AEBG) and the BACAE Governance Plan, a simple majority vote will be needed for the passage of any motion. The vote(s) of each official designated member shall be recorded as cast. The names of the members making and seconding each motion shall be recorded in the Consortium minutes. The distribution schedule will follow the funding priorities as specified in the BACAE Comprehensive Regional Plan (**Three-Year Plan**), **March 2015**, and **applicable law**.*

13. Has the consortium A) designated a member to serve as the fund administrator to receive and distribute funds from the program or B) chosen to have a funds flow directly to the member districts based upon the approved distribution schedule?

*The Barstow Area Consortium for Adult Education (BACAE) has designated ~~the~~ Barstow **Community College Unified School District** to serve as the fiscal agent **beginning with the 2018-19 FY** to receive and distribute funds under AB104.*

14. How will members join, leave, or be dismissed from the consortium?

*The Consortium will adhere to the membership guidelines as defined by AB104, **education code**, and **the BACAE Memorandum of Understanding**.*

Considerations for dismissal from the Consortium include:

- The member no longer wishes to provide services consistent with the adult education plan;*
- The member cannot provide services that address the needs identified in the adult education plan; or*
- The member has been ineffective in providing services that address the needs identified in the adult education plan, and reasonable interventions have not resulted in improvement.*

In addition to the considerations specified in AB104:

- Regular attendance is expected at monthly Consortium meetings. ~~Issues regarding lack of attendance will be addressed by the Consortium.~~ Each designated Member representative is expected to attend every BACAE Board meeting. In the event that a Member designee is absent at four (4) or more consecutive BACAE Board meetings, the Member Agency will forfeit their participation and membership in the Consortium by default. Four (4) or more consecutive absences from BACAE Board meetings demonstrates that the Member Agency is not effective. Member effectiveness shall not be limited solely to BACAE Board meeting attendance. After the second (2nd) consecutive absence, the BACAE Coordinator shall notify the Member Designee, and the BACAE Board shall prepare a written*

notice detailing the BACAE governance rule regarding attendance, a record of the designee's attendance, and corrective action. At the meeting of the third (3rd) consecutive absence, the written notice shall be read into the official BACAE Board minutes as an information item and delivered via United States Postal Service to the Member Agency's Governing Board, with a Domestic Return Receipt. At the meeting of the fourth (4th) consecutive absence, the BACAE Board shall take official action to dismiss the Member Agency from the Consortium for Member ineffectiveness and failure to attend.

- *Dismissal from or admission to the Consortium ~~would~~ shall be accomplished with a simple majority vote from the Consortium Board. ~~based on non-compliance with legal statutory requirements.~~*

- *If the member initiates leaving the Consortium, BACAE will require the member's Governing Board approval.*

- *If the Consortium initiates dismissal, the Consortium will inform the member's Superintendent and Governing Board and follow due process.*

- *BACAE Members may be dismissed from BACAE for failure to demonstrate member effectiveness.*

- *A record of intervention steps and dismissal actions shall be kept in the official minutes of Consortium Board Meetings.*

- *If the Consortium dismisses a Member, the Consortium Coordinator shall notify the AEBG Project Monitor immediately.*

15. Does the consortium have a formal document detailing its working beyond the questionnaire?
(Please provide a link)

The Consortium is developing MOUs that outline basic governance rules and have been voted on by each member's Board of Education. ~~A By-Laws document is being developed. Both sets of documents will be shared with the State AEBG office upon completion.~~

Barstow Adult School

