



**Barstow Area Consortium for Adult Education
Board Agenda
Barstow Community College, President’s Conference Room
Thursday March 15, 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 BarstowAEGB@gmail.com at least two days before the meeting date.

Call to Order: 2:03 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 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 checked="" type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Michael Cox	<input type="checkbox"/>

1. ^oApproval of Minutes – February 22, 2018

- Correction: Item 3.1 should read:
“Aztec Training – March 5, 2018; Barstow High School, Room 22 at 3:30 – 5:00”
- Motion for approval made by E. Bagg; 2nd by J. Youskievicz – 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.

- Michelle Colleoc introduced as Transition Counselor. Ms. Colleoc spoke about her role and the outreach she will be doing to each of the Member districts. Using ONET to provide career guidance and align with courses at the college.

Request by E. Bagg to amend agenda and move Closed Session to now. Motion for approval made by S. Godfrey; 2nd by J. Youskievicz – Passed Unanimously

7. Closed Session

3. Reports/Information Items

- 3.1 Coordinator’s Report – Sonya Smith
- March 5 – Aztec Training – Completed
 - BUSD/SVUSD attended refresher course
 - March 7 – AEBG/AB104 Outcomes
 - ^oMarch 9 – CFAD Webinar
 - ^oAEBG Modifications – Two new trailer bills – Sec. 84913& 84906 Ed Code
 - ^oPreliminary Allocation Schedule and CFAD Directions
 - ^oAEBG Preliminary Allocation Background
 - ^oFuture of Work MeetUps 2018
 - Upcoming Deadlines:
 - Mar 31: End of Q3

- April 30: Student data due in TOPSPro (Q3) & DIR Due to aebg@casas.org
- Jun 01: 2016/17 & 2017/18 member expense report **due** in NOVA (Q1, Q2 & Q3)
- Jun 30: 2016/17 & 2017/18 member expense report **certified** by Consortium in NOVA (Q1, Q2 & Q3)
- Jun 30: End of Q4
- Aug 01: Final program year report due and student data report due (Q4)
- Aug 15: Annual plans due for 2018/19
- Aug (TBA): AEBG 18/19 funding is disbursed from the State
- Sep 1: 2016/17 & 2017/18 member expense report **due** in NOVA (Q4). Will also include end of the year reporting on leveraged funds, fees, and other financial breakdowns.
- Sep 30: 2016/17 & 2017/18 member expense report **certified** by consortium in NOVA (Q4); Will also include Year End Financial Report (Narrative).

3.2 Consultant Report – Mitch Rosin

- Planning Days 2018:

April 25, 26	July 20, 24 25, 26, 27	Oct 18, 19, 23, 24, 25
May 16, 17	Aug 1, 2, 10, 13, 14, 15	Nov 16, 19, 20, 21
June 6, 7, 8	Sept 10, 12, 25, 26, 27	Dec 4, 10, 11, 12, 13

3.3 Fiscal Agent Report: Scott Godfrey/Candice Duffner

- C. Duffner reported March invoices have been received by BUSD
- BCC received all monthly payments; SVUSD fully redeemed; BVUSD has checks
- WESL Invoices/PO to be submitted in July 2018

3.4 Media Manager Report: Jorge Saucedo-Daniel

- Web site hits are increasing with mailer; calls are coming in more often
- BUSD GED calls
- Will add Transition Counselor to the Gmail account

3.5 GED Test Center Update: Scott Godfrey

- Signage up; August hard opening
- Security will be increased at the campus via Securitas

3.6 Introduction of the new Transition Counselor: Michelle Colleoc (moved to public comment)

3.7 [▫]Spanish Language Marketing Collateral

- Printing Solutions in Barstow
- Add to local weekly package / TidBits local mailer advertising /
- Posters: 50
- TriFold Brochures: 2,000
- Kim Young – Spanish language radio good resource, and end print collateral at local sites
- S. Smith - BAS ESL teacher will personally contact the Spanish radio station to request a PSA about adult programs

4. Action Items: None

5. Discussion Items

- 5.1 ^aCFAD Allocations for 2018-2019 (Due May 2)
 - SG: Suggests allocating lump sum to new initiative
 - Suggestions to be made at April Board Meeting for allocation that would assist all members
- 5.2 Moving Fiscal Agent to Barstow Community College for FY2018-19
 - SG: Given where BUSD is with new initiatives, making this shift would alleviate workload
- 5.3 ^aChanges to Governance Document to Reflect AEBG State Guidance

6. Announcements

- 6.1 Upcoming Conferences (Approved for attendance by BACAE Board 1.26.18)
 - March 22, 2018 – AEBG Regional Training, San Bernardino Valley College
 - March 25-28, 2018 – COABE, Phoenix, AZ (state approval required)
 - May 3-5, 2018 – CCAE, Fresno, CA
 - June 19-21, 2018 – CASAS Summer Institute, San Diego, CA
 - June 24-27, 2018 – ISTE International Conference, Chicago, IL (state approval required)
 - July 25-27, 2018 – GED Summer Conference, San Diego, CA
- 6.2 2017-18 BACAE Board Meeting Schedule (2:00 pm in BCC President’s Conference Room):

April 26, 2018 (CFAD)	July – No Meeting/TBD	October 25, 2018
May 17, 2018	August 2, 2018 (Annual Plan)	November 20, 2018
June 7, 2018 (Annual Plan)	September 27, 2018	December 13, 2018

~~7. Closed Session~~

8. Adjournment

- Motion for adjournment by J. Youskievicz; 2nd by S. Godfrey – Passed Unanimously



AEBG NOVA Webinar
2017-18
April 20, 2018



Agenda

- Review CFAD Questions
- Allocation Amendments
- Expense reporting
- Targets
- Annual Plans
- 3 year plans
- Open Discussion



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 – Interagency Agreements – CDE & CO
- July 1 – Governor signs
- August – schedules are send to State Controllers for disbursement

3



CFAD Criteria

- The CFAD process meets the legislative requirement to have AEBG funding disbursed within 45 days of the Governor signing the state budget.
- The CFAD is a one-time process due once a year on May 2nd.
- The CFAD is used to by the State AEBG Office to document prior year allocations.
- The CFAD is also used set up AEBG funding disbursement to direct funded and fiscal agent consortia.

4



CFAD Timeline

- 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.

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CFAD Processing

In addition to the regular CFAD processing, the 18-19 COLA would be an across the board increase for all members.

If members are in agreement, you could use other options:

- i. Allocation based on need in the community.
- ii. Help fund new members.
- iii. Reflect member carry over from prior year.
- iv. Factor in any member reductions.
- v. Help fund next year projects that need resources.

Members have to be 100% in agreement to use an other option, instead of the across the board COLA increase.

6



CFAD Deliverables

- Creation of the CFAD showing the 2018-19 distribution of funds to each member of the consortium.
- A narrative explaining any fiscal changes – structure, fiscal agent, or prior year allocation amounts. **MANDATORY**
- Designation by the consortium of the fiscal structure for 2018-19 - fiscal agent or direct-funded.

7



CFAD Q & A

- Q: What happens if we miss the May 2nd deadline?
 A: The State will use the prior year CFAD allocations (in case of the COLAs – a proportional percentage).
- Q: Can a member abstain from signing the CFAD?
 A: No – if all members do not sign – it's incomplete.
- Q: Can we out vote a member that doesn't want to go along with a different allocation option?
 A: No. Decision making bylaws do not apply to the CFAD processes. AB104 legislation is clear on prior year funding.
- Q: Can we get an extension?
 A: No – see timeline & requirement to send \$\$ out.

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Reminder: CFAD Narrative Requirements Completion of Change Box

ADULT EDUCATION BLOCK GRANT | CFAD | 2018-19
12 Contra Costa Adult Education Consortium

Fiscal Declaration

You kept your Consortium's disbursement method. If this was not intentional, click here to undo.

DISBURSEMENT METHOD

Fiscal Agent

SELECT FISCAL AGENT

NARRATIVE

Please provide a narrative justifying how the planned allocations are consistent with the annual adult education plan which is based on your AEBG 3-year plan.

Please answer in 3500 characters or fewer.

CHANGES

Use the box below to explain any of the following changes. Please provide a description of what changed and why. Changes could include: Change in fiscal structure, change in fiscal agent, change in funding amounts to each member.

Please answer in 3500 characters or fewer.

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CFAD: Adding Member Agency

ADULT EDUCATION BLOCK GRANT | CFAD | 2018-19
03 Barstow Area Consortium for Adult Education

Silver Valley Unified School District K-12 School District

Certifiers

Jeff Youskievicz	Member Representative	(760) 254-2916
Michael Cox	Member Representative	7603389766

+ ADD CERTIFIER

+ ADD MEMBER AGENCY

ADD MEMBER AGENCY

Can't find the institution you're looking for? Create the institution.

MEMBER TYPE *
Select Member Type

MEMBER INSTITUTION *
Select Institution

+ ADD MEMBER AGENCY

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AEBG Allocation Amendments

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AEBG Allocation Amendments

- AEBG member allocations can be amended after the CFAD is submitted, and consortia can adjust allocations throughout the year (with consent of its membership) based on member activities, carry over, regional needs, etc.
- These adjustments do not impact or change the CFAD as that is a one-time, once-a-year process.
- Also, the adjustments do not affect the prior year allocations by member.

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AEBG Allocation Amendments (cont.)


- Direct Funded: Keep in mind, if you are direct funded, it will be difficult to amend allocations for members during the August-June disbursement process from the State Controllers to County Offices to Member Districts.
- The members would have the transfer funds to other members as the State will not alter the disbursement schedules once the May 2nd CFAD is submitted.



Coming Soon: Updated Navigation

The screenshot shows a web application interface for the AEBG. On the left is a blue navigation sidebar with the following items: My Projects, Funds, AEBG, Consortia & Members (highlighted), and Monitor Reports. The main content area is titled 'ADULT EDUCATION BLOCK GRANT Consortia & Members'. It features a 'Filters' section with a search box for 'NAME' (with an example 'Ex: *Name of Consortium or Member*') and a dropdown for 'FUNDING CHANNEL' (with the text 'Select Funding Channel'). Below the filters is a table listing various consortiums and their funding channels.

NAME	FUNDING CHANNEL
> 01 Allan Hancock Community College Consortium	Fiscal Agent
> 02 Antelope Valley Regional Adult Education Consortium	Fiscal Agent
> 03 Barstow Area Consortium for Adult Education	Fiscal Agent
> 04 Butte-Glenn Adult Education Consortium	Fiscal Agent
> 05 Greater Opportunity Through Adult Learning	Direct Funded
> 06 Partnership for Adult Academic and Career Education	Direct Funded
> 07 Chabot-Las Positas/Mid-Alameda County Consortium	Direct Funded
> 08 West End Corridor/Chaffey Regional AE Consortium	Fiscal Agent
> 09 Citrus College Adult Education Consortium	Fiscal Agent
> 10 Coast Adult Education Consortium	Direct Funded
> 11 Tri City Adult Education Consortium	Fiscal Agent
> 12 Contra Costa Adult Education Consortium	Fiscal Agent
> 13 Morongo Basin AEBG Consortium (Copper Mountain)	Fiscal Agent
> 14 Desert Regional Consortium	Direct Funded
> 15 South Bay Adult Education Consortium (El Cerrillo)	Direct Funded
> 16 OnRamp to Employment, Plumas County Adult Education	Fiscal Agent
> 17 Foothill De Anza / NSCCSTC	Direct Funded



Coming Soon: Updated Navigation

My Projects

Funds

AEBG

Consortia & Members

Monitor Reports


ADULT EDUCATION BLOCK GRANT
Consortia & Members

Filters

NAME: FUNDING CHANNEL:

NAME	FUNDING CHANNEL
<input checked="" type="checkbox"/> 01 Allan Hancock Community College Consortium <small>MEMBER: Allan Hancock Joint CCD MEMBER: Lompoc Unified School District</small>	Fiscal Agent
02 Antelope Valley Regional Adult Education Consortium	Fiscal Agent
03 Barstow Area Consortium for Adult Education	Fiscal Agent
04 Butte-Glenn Adult Education Consortium	Fiscal Agent
05 Greater Opportunity Through Adult Learning	Direct Funded
06 Partnership for Adult Academic and Career Education	Direct Funded
07 Chabot-Las Positas/Mt. Alameda County Consortium	Direct Funded
08 West End Corridor/Chaffey Regional AE Consortium	Fiscal Agent
09 Citrus College Adult Education Consortium	Fiscal Agent
10 Coast Adult Education Consortium	Direct Funded
11 Tri City Adult Education Consortium	Fiscal Agent
12 Contra Costa Adult Education Consortium	Fiscal Agent
13 Morongo Basin AEBG Consortium (Copper Mountain)	Fiscal Agent

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Coming Soon: Main Consortium Page

NVA
North Valley Adult

My Projects

Funds

AEBG

Consortia & Members

01 Allan Hancock

Monitor Reports

ADULT EDUCATION BLOCK GRANT 2017-18
01 Allan Hancock Community College Consortium

Consortium Information

CONSORTIUM NAME:
01 Allan Hancock Community College Consortium

CONSORTIUM SHORT NAME:
01 Allan Hancock

ADDRESS:
800 S. College Dr. | Santa Maria, CA | 93454


WEBSITE:
northcountyABEG.org

FUNDING CHANNEL:
Fiscal Agent

AEBG FUNDS 2017-18:
\$1,572,396

AEBG FUNDS 2016-17:
\$1,572,396

AEBG FUNDS 2015-16:
\$1,714,730




+ UPLOAD LOGO

Consortium Contacts


Responsibility	Name	Email	Title	Phone	
Primary Contact	Regina Smith	rsmith@hancockcollege.edu	Accountant	805-922-6966	✎
Primary Contact	TestUser_POQA02	testuser.poqa02@productops.com			✎

+ ADD CONTACT

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Coming Soon: Main Consortium Page


Help ? Nicole Alexander ?

My Projects

Funds

AEBG

Consortia & Members

01 Allan Hancock

Monitor Reports

ADULT EDUCATION BLOCK GRANT 2017-18
01 Allan Hancock Community College Consortium

Consortium Fiscal Administration Declarations

Title	Fund Year	Status	Completed
Consortium Fiscal Administration Declaration	2018-19	Submitted	
Consortium Fiscal Administration Declaration	2017-18	-	
Consortium Fiscal Administration Declaration	2016-17	-	


Annual Plans

Title	Fund Year	Status	Completed
Annual Plan	2017-18	-	
Annual Plan	2016-17	-	
Annual Plan	2015-16	-	


Supporting Documents

Document Title	Version	Fund Year	Uploaded
Data and Accountability Plan	Original	2017-18	-

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Coming Soon: Main Consortium Page


Help ? Nicole Alexander ?

My Projects

Funds

AEBG

Consortia & Members

01 Allan Hancock

Monitor Reports

ADULT EDUCATION BLOCK GRANT 2017-18
01 Allan Hancock Community College Consortium

Member Agencies

MEMBER NAME	MEMBER TYPE	CONTACT	PHONE
Allan Hancock Joint CCD	Community College District	Sofia Ramirez Gelpi	(805) 922-6866, ext 3325
Lompoc Unified School District	K-12 School District	KATHI Froemming	(805) 742-3250


Allocations

[Click here to amend members' allocations.](#)

Member Name	(2017-18)	(2016-17)	(2015-16)
Allan Hancock Joint CCD	\$72,086	\$65,431	\$630,650
Department of Social Services, Santa Barbara County (inactive)		\$0	\$0
Lompoc Unified School District	\$1,000,000	\$908,755	\$908,755
Total Allocated to Members	\$1,072,086	\$1,072,086	\$1,539,605
Total AEBG Funds	\$1,572,386	\$1,572,386	\$1,714,730
Total Remaining	\$0	\$0	\$175,125

Budget & Workplan

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Coming Soon: Main Consortium Page

My Projects

Funds

AEBG

Consortia & Members

01 Allan Hancock

Monitor Reports

ADULT EDUCATION BLOCK GRANT 2017-18
01 Allan Hancock Community College Consortium

Allocations

Click here to amend members' allocations.


Member Name	(2017-18)	(2016-17)	(2015-16)
Allan Hancock Joint CCD	\$0	\$663,431	\$630,850
Department of Social Services, Santa Barbara County (inactive)		\$0	\$0
Lompoc Unified School District	\$1,572,386	\$908,755	\$908,755
Total Allocated to Members	\$1,572,386	\$1,572,186	\$1,539,605
Total AEBG Funds	\$1,572,386	\$1,572,186	\$1,714,730
Total Remaining	\$0	\$0	\$175,125

Budget & Workplan

MEMBER NAME	ALLOCATION	CARRYOVER	STATUS
Allan Hancock Joint CCD	\$0	\$631,408	DRAFT
Lompoc Unified School District	\$1,572,386	\$908,755	DRAFT

Click here for Consortium Roll-up for 2017-18.

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Coming Soon: Member Agency Page

My Projects

Funds

AEBG

Consortia & Members

Allan Hancock Joint CCD

Monitor Reports

ADULT EDUCATION BLOCK GRANT 2017-18
01 Allan Hancock Community College Consortium

Member Agency: Allan Hancock Joint CCD

MEMBER NAME:
Allan Hancock Joint CCD

MEMBER TYPE:
Community College District

MEMBER ADDRESS:
800 S. College Drive | Santa Maria, | 93454

MEMBER WEBSITE:

MEMBER ALLOCATIONS 2017-18:
\$572,386

MEMBER ALLOCATIONS 2016-17:
\$663,431

MEMBER ALLOCATIONS 2015-16:
\$630,850

Member Agency Contacts


Responsibility	Name	Email	Title	Phone
Member Representative	Sofia Ramirez Gelpi	sgelpi@hancockcollege.edu	Dean, Academic Affairs	(805) 922-6966, ext 3325
Contact	Regina Smith	rsmith@hancockcollege.edu	Accountant	805-922-6966

+ ADD CONTACT


Budget & Workplan

Title	Fund Year	Status	Completed
Budget & Workplan	2017-18	Draft	

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Coming Soon: Allocation Amendments


Help ? Nicole Alexander

My Projects

Funds

AEBG

Consortia & Members

01 Allan Hancock

Monitor Reports


ADULT EDUCATION BLOCK GRANT 2017-18
01 Allan Hancock Community College Consortium

Allocations


Click here to amend members' allocations.

Member Name	(2017-18)	(2016-17)	(2015-16)
Allan Hancock Joint CCD	\$0	\$663,431	\$630,850
Department of Social Services, Santa Barbara County (inactive)		\$0	\$0
Lompoc Unified School District	\$1,572,186	\$908,755	\$908,755
Total Allocated to Members	\$1,572,186	\$1,572,186	\$1,539,605
Total AEBG Funds	\$1,572,186	\$1,572,186	\$1,714,730
Total Remaining	\$0	\$0	\$175,125

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Coming Soon: Allocation Amendments



My Projects

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AEBG

Consortia & Members

01 Allan Hancock

Member Allocations

Monitor Reports

ADULT EDUCATION BLOCK GRANT : ALLOCATION AMENDMENT : 2017-18
01 Allan Hancock Community College Consortium

Allocation Amendment

Member Name	(2017-18)	(2016-17)	(2015-16)
Allan Hancock Joint CCD	<input type="text" value="572,186"/>	\$663,431	\$630,850
Department of Social Services, Santa Barbara County (inactive)		\$0	\$0
Lompoc Unified School District	<input type="text" value="1,000,000"/>	\$908,755	\$908,755
Total Allocated to Members	\$1,572,186	\$1,572,186	\$1,539,605
Total AEBG Funds	\$1,572,186	\$1,572,186	\$1,714,730
Total Remaining	\$0	\$0	\$175,125

[SAVE](#)

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Expense Reporting

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NOVA Due Dates - 2018

- June 1st - Member expenses reports & budget changes due – Q1, Q2, & Q3. (Consortium Cert by 6/30)
- 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 10/30)
- December 1st – Q1 (18-19) expenses due by member (Consortium Certification by 12/31).

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NOVA Expense Reporting

- Currently working on programming. Dates are still subject to change.
- 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).

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NOVA Targets

- Targets – 60% of 16-17 carry-over and 17-18 new funds must be spent by Q4.
- New funding for 18-19 starts the target process over again. 16-17 carry over (if any), 17-18 carry-over, and 18-19 new funding.
- Q1 = 15%, Q2 = 30%, Q3 = 45%, Q4 = 60%
- Failure to meet targets will result in a **corrective action plan**.
- To continue to spend down 16-17 carry over funds to 12-31-18 – you will need a corrective action plan. Same will apply to 17-18 carry over for June 30, 2019.

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NOVA Targets

- Please note – if the member files a corrective action plan, the AEBG TAP will schedule the member for targeted technical assistance (based on the State’s recommendation).
- If the TTA doesn’t work (reasonable intervention) and the member continues to not meet spending targets (meaning more caps) – then the member may be deemed ineffective and the consortium can reduce their funds.
- Keep in mind – members that are holding consortium level funds – will be evaluated on a case by case basis.


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NOVA End of the Year Financial Report

- Still working on this programming.....
- Leveraged resources and fees charged for fiscal year.
- Consortium level administrative charges
- Q4 and final expenses for the 12 month fiscal year
- Carry over funds from 17-18 into 18-19.
- Corrective action plan for not meeting 60% target spending of carry-over & current year funds.

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Coming Soon: Budget Revisions

My Projects

Funds

AEBG

Consortia & Members

Allan Hancock Joint CCD

Monitor Reports

ADULT EDUCATION BLOCK GRANT 2017-18

01 Allan Hancock Community College Consortium

Member Agency: Allan Hancock Joint CCD

<p>MEMBER NAME: Allan Hancock Joint CCD</p> <p>MEMBER TYPE: Community College District</p> <p>MEMBER ADDRESS: 800 S. College Drive Santa Maria, 93454</p> <p>MEMBER WEBSITE:</p>	<p>MEMBER ALLOCATIONS 2017-18: \$572,386</p> <p>MEMBER ALLOCATIONS 2016-17: \$663,431</p> <p>MEMBER ALLOCATIONS 2015-16: \$630,850</p>
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Member Agency Contacts


Responsibility	Name	Email	Title	Phone	
Member Representative	Sofia Ramirez Galpi	sgalpi@hancockcollege.edu	Dean, Academic Affairs	(805) 922-6966, ext 3325	✎
Contact	Regina Smith	rsmith@hancockcollege.edu	Accountant	805-922-6966	✎

+ ADD CONTACT

Budget & Workplan

Title	Fund Year	Status	Completed
Budget & Workplan	2017-18	Draft	

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Coming Soon: Budget Revisions

My Projects

Funds

AEBG

Consortia & Members

Allan Hancock Joint CCD

Workplan

Budget

Preview

Monitor Reports

ADULT EDUCATION BLOCK GRANT 2017-18 DRAFT

01 Allan Hancock Community College Consortium

Member Agency: Allan Hancock Joint CCD

[NEXT](#)

Member Budget

Allocation Summary

CARRYOVER FROM 2016-17:	\$31,408
TOTAL MEMBER ALLOCATIONS 2017-18:	\$572,386
CURRENT MEMBER BUDGET TOTAL:	\$1,203,594
REMAINING AMOUNT:	\$-101,245
TOTAL AMOUNT:	\$1,304,839

Budget Item 1

Budget items may contain clusters of related expenditures. This should be a high level summary of the budget that indicates how funds will be utilized to accomplish the plan objectives.

Allan Hancock Joint CCD

DESCRIPTION *	EXPENDITURE TYPE *
Faculty to support program development and implementation, faculty extra assignments to develop new programs, and a part-time counselor.	1000 - Instructional Salaries
AMOUNT *	

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Coming Soon: Budget Revisions

ADULT EDUCATION BLOCK GRANT 2017-18
01 Allan Hancock Community College Consortium
Member Agency: Allan Hancock Joint CCD

Allocation Summary

CARRYOVER FROM 2016-17:	631,408
TOTAL MEMBER ALLOCATIONS 2017-18:	\$572,186
CURRENT MEMBER BUDGET TOTAL:	\$1,203,594
REMAINING AMOUNT:	\$0
TOTAL AMOUNT:	\$1,203,594

Budget Item 1
Budget items may contain clusters of related expenditures. This should be a high level summary of the budget that indicates how funds will be utilized to accomplish the plan objectives.

Allan Hancock Joint CCD

EXPENDITURE TYPE *
1000 - Instructional Salaries

DESCRIPTION *
Faculty to support program development and implementation, faculty extra assignments to develop new programs, and a part-time counselor.

AMOUNT *
\$228,752

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Coming Soon: Expenditure Reporting

NOVA
PLAN, INVEST, TRACK

Fiscal Reporting

CONSORTIA OR MEMBER AGENCY: Search by name
FISCAL YEAR: 2017-18
QUARTER: Q2

Apply Filters

Consortia	Fiscal Year	Quarter	Reporting Status
01 - Allan Hancock Community College Consortium	2017-18	Q2	1/2 Reported
02 - Antelope Valley Regional Adult Educational Consortium	2017-18	Q2	2/3 Reported
Barstow Area Consortium for Adult Education	2017-18	Q2	3/4 Reported
Butte-Glenn Adult Education Consortium	2017-18	Q2	2/3 Reported
Allan Hancock Community College Consortium	2017-18	Q2	1/2 Reported
Antelope Valley Regional Adult Educational Consortium	2017-18	Q2	2/3 Reported

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Coming Soon: Expenditure Reporting

Nova
FISCAL REPORTING

01 - Allan Hancock Community College Consortia

Filter: FISCAL YEAR: 2018-19 PERIOD: Q1

STATUS: **Unsubmitted**
Submit Q1 Expenditures

Allan Hancock Joint CCD

Code	Expenditure	Annual Budget	% Spent	Expenditure to Date	Budget Remaining
4000 - INSTRUCTIONAL SALARIES	\$ 28,000	\$ 100,000	28%	\$ 28,000	\$ 72,000
4000 - NON-INSTRUCTIONAL SALARIES	\$ 45,000	\$ 100,000	20%	\$ 45,000	\$ 55,000
4000 - EMPLOYEE BENEFITS	\$ 25,000	\$ 100,000	20%	\$ 25,000	\$ 75,000
4000 - SUPPLIES AND MATERIALS	\$ 25,000	\$ 100,000	20%	\$ 25,000	\$ 75,000
4000 - OTHER OPERATING EXPENSES AND SERVICES	\$ 25,000	\$ 100,000	20%	\$ 25,000	\$ 75,000
4000 - CAPITAL OUTLAY	\$ 25,000	\$ 100,000	20%	\$ 25,000	\$ 75,000
7000 - OTHER OUTGO	\$ 25,000	\$ 100,000	20%	\$ 25,000	\$ 75,000
TOTALS	\$ 193,000	\$ 500,000	20%	\$ 193,000	\$ 307,000

PLEASE PROVIDE DETAILS ON WHY YOU HAVE NOT MET YOUR 45% TARGET SPENDING

I HAVE COMPLIED WITH THE ACADEMIC EXPENDITURE CLAUSE

STATUS: **Unsubmitted**
Submit Q1 Report

Lompoc Unified School District

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Coming Soon: Expenditure Reporting

Nova
FISCAL REPORTING

01 - Allan Hancock Community College Consortia

Filter: FISCAL YEAR: 2018-19 PERIOD: Annual Report

STATUS: **Submitted**
Submit Annual Report

Allan Hancock Joint CCD

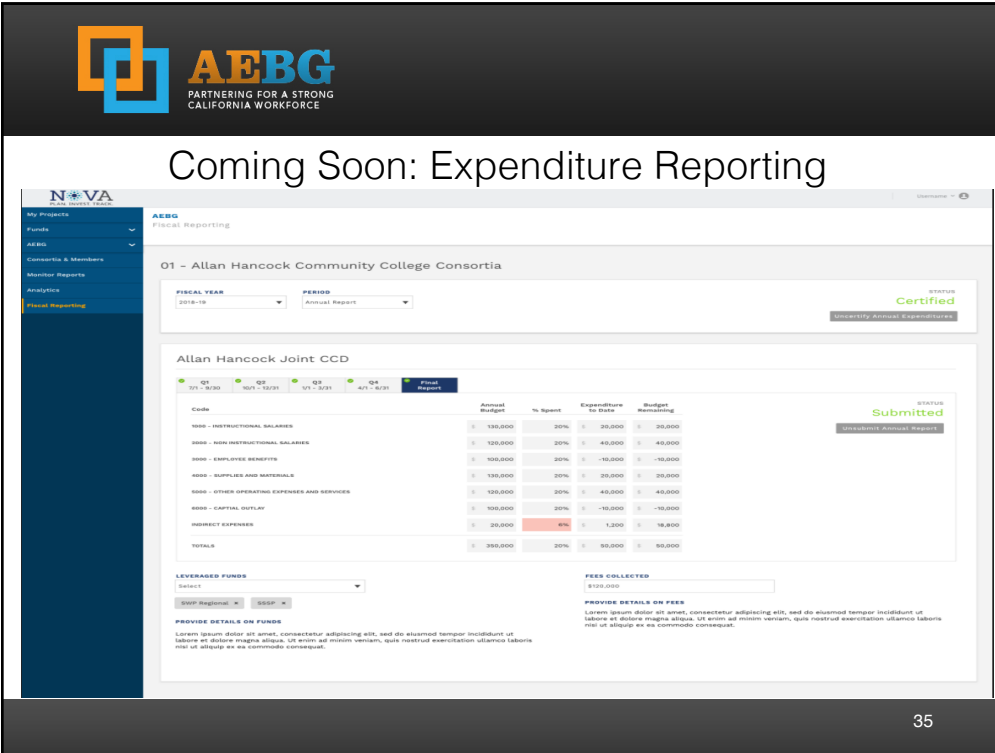
Code	Annual Budget	% Spent	Expenditure to Date	Budget Remaining
4000 - INSTRUCTIONAL SALARIES	\$ 100,000	20%	\$ 20,000	\$ 80,000
4000 - NON-INSTRUCTIONAL SALARIES	\$ 100,000	20%	\$ 40,000	\$ 60,000
4000 - EMPLOYEE BENEFITS	\$ 100,000	20%	\$ 20,000	\$ 80,000
4000 - SUPPLIES AND MATERIALS	\$ 100,000	20%	\$ 20,000	\$ 80,000
4000 - OTHER OPERATING EXPENSES AND SERVICES	\$ 100,000	20%	\$ 40,000	\$ 60,000
4000 - CAPITAL OUTLAY	\$ 100,000	20%	\$ 20,000	\$ 80,000
IMPROVEMENT EXPENSES	\$ 20,000	0%	\$ 0	\$ 20,000
TOTALS	\$ 500,000	20%	\$ 100,000	\$ 400,000

LEVERAGED FUNDS: Select

PROVIDE DETAILS ON FUNDS

STATUS: **Submitted**
Submit Annual Report

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Coming Soon: Expenditure Reporting

N*VA
NORTH VALLEY ANTI-CORRUPTION BOARD

AEBG
PARTNERING FOR A STRONG CALIFORNIA WORKFORCE

01 - Allan Hancock Community College Consortia

FISCAL YEAR: 2018-19 PERIOD: Annual Report

Allan Hancock Joint CCD

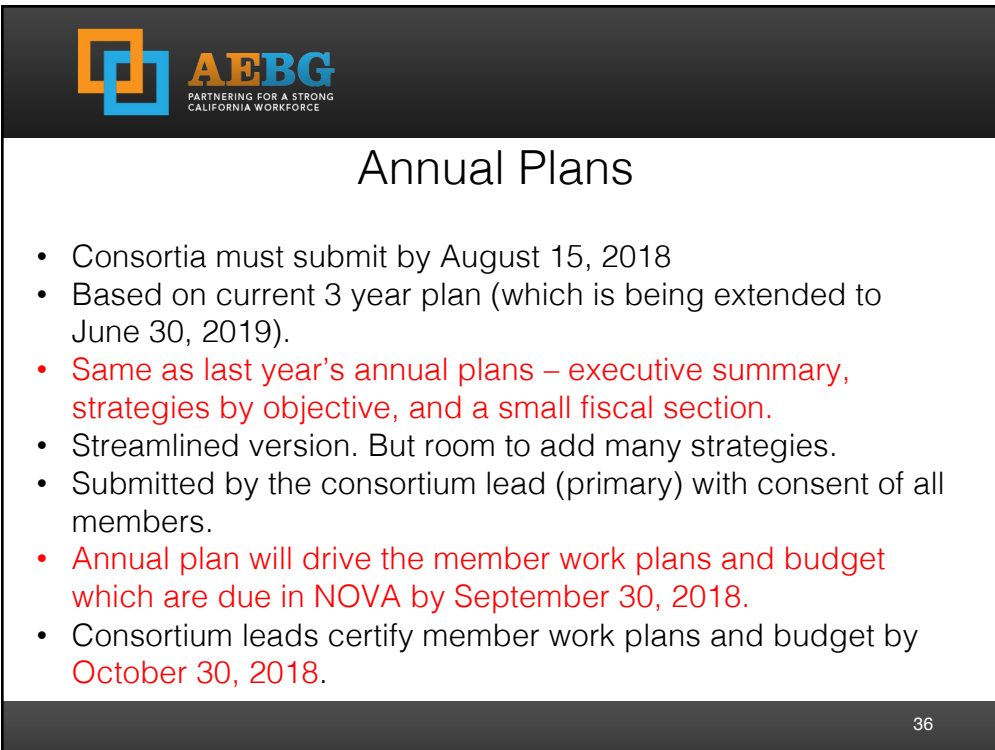
Code	Annual Budget	% Spent	Expenditure to Date	Budget Remaining
9000 - INSTRUCTIONAL SALARIES	\$ 130,000	20%	\$ 26,000	\$ 104,000
9000 - NON INSTRUCTIONAL SALARIES	\$ 120,000	20%	\$ 24,000	\$ 96,000
9000 - EMPLOYEE BENEFITS	\$ 100,000	20%	\$ 20,000	\$ 80,000
9000 - SUPPLIES AND MATERIALS	\$ 130,000	20%	\$ 26,000	\$ 104,000
9000 - OTHER OPERATING EXPENSES AND SERVICES	\$ 120,000	20%	\$ 24,000	\$ 96,000
9000 - CAPITAL OUTLAY	\$ 100,000	20%	\$ 20,000	\$ 80,000
IMPERMUT EXPENSES	\$ 20,000	40%	\$ 8,000	\$ 12,000
TOTALS	\$ 380,000	20%	\$ 76,000	\$ 304,000

LEVERAGED FUNDS

FEES COLLECTED

PROVIDE DETAILS ON FEES

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Annual Plans

- Consortia must submit by August 15, 2018
- Based on current 3 year plan (which is being extended to June 30, 2019).
- Same as last year's annual plans – executive summary, strategies by objective, and a small fiscal section.
- Streamlined version. But room to add many strategies.
- Submitted by the consortium lead (primary) with consent of all members.
- Annual plan will drive the member work plans and budget which are due in NOVA by September 30, 2018.
- Consortium leads certify member work plans and budget by October 30, 2018.

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SECTION 1: PLANS & GOALS

Executive Summary

Please provide an Executive Summary of your consortium’s implementation plan for the 2018– 19 Program Year. In your summary, please include a narrative justifying how the planned allocations are consistent with your three-year adult education plan, a clear and concise description of your consortium’s vision, accomplishments made during the prior Program Year, and primary goals for the upcoming Program Year. (Limit: 500 words)



Meeting Regional Needs

What are the primary gaps / needs in your region? How are you meeting the adult education need and identifying the gaps or deficit in your region? Please provide the reasons for the gap between the need in the region and the types and levels of adult education services currently being offered

#	Gaps in service / regional needs	How do you know? What resources did you use to identify these gaps?	How will you measure effectiveness / progress toward meeting this need? Please be sure to indicate any local indicators planned for measuring student progress.
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GAPS IN SERVICE / MAINTAIN ESTABLISHED LEVELS OF SERVICE

For 2018-19, what strategies are planned to incrementally increase capacity in identified gap areas and / or help maintain established levels of service (Must list at least one)?

Identify strategies planned to incrementally increase capacity in identified gap areas as well as those that help maintain established levels of service. Plans will have identified programming and service gaps including lack of providers, services, access, attainment, and/or performance. These might include, but are not limited to, working with other partners in the service area, developing or expanding programs and plans to assess the effectiveness of these expanded efforts.

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SEAMLESS TRANSITIONS

For 2018-19, what NEW strategies are planned to integrate existing programs and create seamless transitions into postsecondary education or the workforce (Must list at least one)?

How will the Consortium align and connect existing and future adult education programs to postsecondary academic pathways and/or career pathways leading to employment? Activities should address how the Consortium will align placement tools, curriculum, assessment tools and rubrics, and student performance outcomes across delivery systems to ensure that student transition paths, both between providers and into postsecondary credit programs, are understood and supported across all systems.

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STUDENT ACCELERATION

For 2018-19, what NEW strategies are planned to accelerate student progress (Must list at least one)?

Identify activities that you will implement and/or improve through using specific evidence-based strategies across the region, within and between systems where they currently don't exist, to accelerate student's progress. Common strategies include compressing courses into shorter, more intensive terms (accelerated), individualized instruction based on a student's competencies (competency-based), and putting basic skills content into the context of a student's goals and career path (contextualized).

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SHARED PROFESSIONAL DEVELOPMENT

For 2018-19, what NEW strategies are planned to provide shared professional development (Must list at least one)?

A critical element to ensuring the effective implementation of the Consortium's plans to improve adult education programs are faculty and staff equipped with the skills, knowledge, and support needed to deliver high-quality instruction and use classroom support strategies that foster learner persistence and goal achievement. Significant and effective professional development will be required to build capacity within the existing systems to deliver this new vision for adult learning throughout the state.

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LEVERAGING RESOURCES

*For 2018-19, what **NEW** strategies are planned to leverage existing regional structures, including, but not limited to, with local workforce investment areas (Must list at least one)?*

Identify strategies planned to leverage existing regional structures and utilization of resources, including leverage existing assets or structures to benefit the adult learners in the region. These assets or structures might include, for example, contributions from or collaborations with local Workforce Investment Boards (WIBs), industry employer groups, chambers of commerce, and county libraries.

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SECTION 2: FISCAL MANAGEMENT

Please provide a narrative justifying how the planned allocations are consistent with the annual adult education plan which is based on your AEBG 3-year plan.

Please describe your approach to incorporating remaining carry-over funds from 2015-16 and 2016-17 prior year(s) into activities planned for 2018-19. (Limit: 250 words)

SECTION 3: CERTIFICATION AND SUBMISSION

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3 year plans

- 3 years plans will be entered into NOVA.
- Training & Reports coming out.
- Listen to recorded webinars
- Human Center Design webinar - April 12th
- Asset Mapping – Feb. 21st
- Field Teams currently working on white papers related to planning and consortium/member effectiveness.
- Performance is on the table.
- Consortia participating in pilots
- Look for more information over the next few months

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AEBG Web Site



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

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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



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:

Barstow Area Consortium for Adult Education (BACAE)

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

Barstow Unified School District

Consortium Point Person (or person submitting this document):

Name:

Sonya Smith

Consortium Role:

Coordinator

E-Mail:

Sonya_Smith@busdk12.com

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 $\frac{2}{3}$ 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.~~

BACAE Member Signature Block

Name:

Consortia Member:

Barstow Unified School District

Email:

Date:

Signature Box:

Name:

Consortia Member:

Baker Valley Unified School District

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box:

Consortium Annual Plan

INSTRUCTIONS: The form below has been partially completed based on information provided from your prior year's Consortium Annual Plan. Please carefully review and update each section. You may save your progress by clicking the **Save** button at the bottom of the page. As you coordinate with your member agencies to complete your annual plan, you are encouraged refer to the planning materials provided by the AEBG office located on the AEBG website here: <http://aebg.cccco.edu/For-AEBG-Grantees/Reporting-Tool-Kit> (<http://aebg.cccco.edu/For-AEBG-Grantees/Reporting-Tool-Kit>).

Click on the **Section 1: Plans & Goals** header to begin.

Section 1: Plans & Goals

Executive Summary

Please provide an Executive Summary of your consortium's implementation plan for the 2017– 18 Program Year. In your summary, please include a narrative justifying how the planned allocations are consistent with your three-year adult education plan, a clear and concise description of your consortium's vision, accomplishments made during the prior Program Year, and primary goals for the upcoming Program Year. (Limit: 500 words)

In keeping with the approach of Shared Leadership Strategies, the Barstow Area Consortium for Adult Education (BACAE) has kept the spirit of collaboration central in all decision making. The Regional Comprehensive Plan submitted in March 2015 serves as a foundational plan for the Consortium toward the realization of the vision and goals keeping in alignment with the county’s vision of working together to create regional stability among Adult Education providers.

BACAE is located in California’s High Desert, and covers mostly rural geography. The economic development plan of the county does not address the specific needs of the Consortium. Due to changes in leadership, BACAE did not submit an Annual Plan for the 2016-17 Program Year. With a renewed commitment to the AEBG initiative, this plan was developed to bring BACAE bank into alignment with AB 104 legislation, and move the adult programs in the region forward in a spirit of collaboration and partnership.

During the 2017-18 fiscal year, BACAE will primarily address gaps in service and seamless transitions. Additionally, the Consortium will deploy methods to support accelerated learning programs for students through academic pathways and/or career goals. The Consortium will work on building relationships with more community partners to leverage existing resources and reach the rural areas which make up most of the Consortium geography.

BACAE will offer professional development across the AEBG program areas includes training on the CCR Standards, Andragogical Methodologies of Instruction, Technology in the Adult Education Classroom, and WIOA/AEBG. Member Districts will encourage faculty and staff to attend regional, state and national conferences as a means of forming peer relations with other education professionals.

CASAS and TOPSpro will be adopted by all Member districts to standardize student assessment and data management. All members will engage in renewed efforts to increase transitions between programs and for successful matriculation at Barstow Community College. Additionally, BACAE will launch Distance Learning programs for adult learners in more remote areas of the Consortium to bring Adult Education services to those in need.

Lastly, BACAE Members will begin the process of WASC Accreditation and applying for WIOA funds. While this might not be possible for every Member, the BACAE Board commits to exploring options to increase the rigor and credibility of all programs across the Consortium.

Meeting Regional Needs

What are the primary gaps / needs in your region? How are you meeting the adult education need and identifying the gaps or deficit in your region? Please provide the reasons for the gap between the need in the region and the types and levels of adult education services currently being offered.

Gaps in service / regional needs	How do you know? What resources did you use to identify these gaps?	How will you measure effectiveness / progress toward meeting this need? Please be sure to identify any local indicators planned for measuring student progress.
Expand the levels and frequency of ESL, ABE, HSD, HSE and College Transition courses across the region to increase measurable skill gains and transfer to Community College.	American Community Survey data, waiting lists, and enrollment data.	All Members will add course offerings and additional levels, and evaluate effectiveness via enrollment date and completions.
Increase the number of CTE courses leading to industry-recognized certifications across the region and incorporate integrated education and training into courses.	Labor Market Information supplied by the San Bernardino Workforce Development Board.	Select members will add CTE course offerings in high growth sectors.
Enhanced transition services for students moving between Adult Schools, College, and AJC services.	Low transition rate from adult schools to the community college.	Increased transfer rate of adult school graduates to Barstow Community College.

GAPS IN SERVICE

For 2017-18, what strategies are planned to incrementally increase capacity in identified gap areas and / or help maintain established levels of service (Must list at least one)?

Identify strategies planned to incrementally increase capacity in identified gap areas as well as those that help maintain established levels of service. Plans will have identified programming and service gaps including lack of providers, services, access, attainment, and/or performance. These might include, but are not limited to, working with other partners in the service area, developing or expanding programs and plans to assess the effectiveness of these expanded efforts.

BACAE Members will focus on adding NRS Level course offerings in both Adult Basic Education and English as a Second Language. BACAE Members will expand program offerings to include distance learning options for HSE/HSD and CTE courses (for example, ServSafe, Food Handler, Hospitality, Microsoft Office Suite, Business Communication, etc.). Additionally, Accuplacer Prep and Workplace Employability Skills courses will be added as curriculum offerings.

Member Districts will continue to support communities within their boundaries: Silver Valley (Dagget, Newberry Springs, Calico, Yermo, Ludlow); Baker (Kelso, Cima, Halloran Springs).

Barstow USD will explore the purchase or lease of a dedicated facility to hold adult education classes and serve as a regional HSE assessment center. Additionally, Barstow Adult School will be become a GED Testing Center and serve as a regional hub for assessments.

BACAE will embark on an aggressive marketing campaign (print, direct mailer, radio) to increase enrollment numbers, and share information about the services offered. A dedicated BACAE web site will be developed.

BACAE will explore distance learning options, including but not limited to live instruction via video conferencing, and adopt a Distance Learning Implementation Manual to reach more adult learners.

Seamless Transitions

Explain how consortium members and partners are integrating existing programs and services and creating seamless transitions into post-secondary education or the workforce. Please also identify key challenges faced and / or overcome during the 2016–17 Program Year in your efforts to transition students.

2016-17 Strategy	To what extent have these strategies been implemented?	What challenges prevented full implementation?	What intervention strategies, if any, are planned for the future? If you are not planning to implement or expand on this strategy in the coming year, type "None"	What state support would be most helpful to fully implement this strategy?
No Data				

For 2017-18, what NEW strategies are planned to Integrate existing programs and create seamless transitions into postsecondary education or the workforce (Must list at least one)?

How will the Consortium align and connect existing and future adult education programs to postsecondary academic pathways and/or career pathways leading to employment? Activities should address how the Consortium will align placement tools, curriculum, assessment tools and rubrics, and student performance outcomes across delivery systems to ensure that student transition paths, both between providers and into postsecondary credit programs, are understood and supported across all systems.

BACAE Members will develop a common referral form for all AEBG participating agencies.

BACAE Members will fund and expand transition services to Barstow Community College through the hiring of a transition counselor.

BACAE Members will continue efforts to support and increase the level of transition of students between programs and into post-secondary programs at both the community colleges, through industry recognized certification programs and/or into the workforce.

Baker USD will add industry-recognized credentials to their course offerings to increase the transition from Adult School to the workplace.

Student Acceleration

Explain how your consortium members and partners have employed approaches proven to accelerate a student's progress toward his or her academic or career goals, such as contextualized basic skills and career technical education, and other joint programming strategies between adult education, post-secondary institutions, and career technical education.

2016-17 Strategy	To what extent have these strategies been implemented?	What challenges prevented full implementation?	What intervention strategies, if any, are planned for the future? If you are not planning to implement or expand on this strategy in the coming year, type "None"	What state support would be most helpful to fully implement this strategy?
No Data				

For 2017-18, what strategies are planned to accelerate student progress (Must list at least one)?

Identify activities that you will implement and/or improve through using specific evidence-based strategies across the region, within and between systems where they currently don't exist, to accelerate student's progress. Common strategies include compressing courses into shorter, more intensive terms (accelerated), individualized instruction based on a student's competencies (competency-based), and putting basic skills content into the context of a student's goals and career path (contextualized).

BACAE Members will refer qualified candidates to a Mathematics Boot Camp, which will be offered at Barstow Community College using Alex Software, for remediation of student learning gaps that will lead to matriculation. This will address the 43% of students who do not meet entrance requirements on the Accuplacer.

BACAE Members will explore pilot programs to accelerate student progress through academic pathways, including but not limited to cohort models, colocation of services, concurrent enrollment, CTE IET programs (I-BEST), and academic boot camps.

BACAE will continue to provide Adult Basic Education services to military members and family at Fort Irwin. Program expansion will be explored to provide additional EFL-specific levels.

Shared Professional Development

Explain how your consortium has collaborated in the provision of ongoing professional development opportunities for faculty and other staff to help them achieve greater program integration, consortium alignment, and improve student outcomes.

2016-17 Strategy	To what extent have these strategies been implemented?	What challenges prevented full implementation?	What intervention strategies, if any, are planned for the future? If you are not planning to implement or expand on this strategy in the coming year, type "None"	What state support would be most helpful to fully implement this strategy?
No Data				

For 2017-18, what NEW strategies are planned to provide shared professional development (Must list at least one)?

A critical element to ensuring the effective implementation of the Consortium’s plans to improve adult education programs are faculty and staff equipped with the skills, knowledge, and support needed to deliver high-quality instruction and use classroom support strategies that foster learner persistence and goal achievement. Significant and effective professional development will be required to build capacity within the existing systems to deliver this new vision for adult learning throughout the state.

BACAE Members will participate in Program Area Workgroups in the areas of: Transitions, CTE, ESL, Basic Skills (ASE, ABE, HSD, GED), Data Collection/Analysis, Adults with Disabilities. The goal is to keep Members informed, monitor individual site progress on strategy implementation, provide feedback, and refine ongoing work plans. Workgroups will include administrators, teachers, counselors, classified staff, new staff, industry professionals and WIB staff (as needed). Meetings will take place regularly (but no less than once per semester), with minutes shared to all Members and Partners.

BACAE Members will provide in-house professional development trainings in the relevant AEBG program areas.

BACAE Members will send administration and staff to national, state and regional professional development conferences and seminars including, but not limited to: COABE, CCAE, ISTE, ACTE, CASAS, TESOL.

BACAE Members will take advantage of regional professional development opportunities offered by neighboring consortia.

Leveraging Resources

See the attached adult education fiscal resources table on your consortium fact sheet. Explain how your consortium is leveraging and braiding these funds sources including those provided by consortium members and partners, incorporating existing regional structures, and reaching out to stakeholders and partners for participation and input.

2016-17 Strategy	To what extent have these strategies been implemented?	What challenges prevented full implementation?	What intervention strategies, if any, are planned for the future? If you are not planning to implement or expand on this strategy in the coming year, type “None”	What state support would be most helpful to fully implement this strategy?
No Data				

For 2017-18, what NEW strategies are planned to leverage existing regional structures, including, but not limited to, with local workforce investment areas (Must list at least one)?

Identify strategies planned to leverage existing regional structures and utilization of resources, including leverage existing assets or structures to benefit the adult learners in the region. These assets or structures might include, for example, contributions from or collaborations with local Workforce Investment Boards (WIBs), industry employer groups, chambers of commerce, and county libraries.

BACAE Members will work with the San Bernardino Workforce Development Board, and local partners such as the Teamsters Union, Best Opportunities and the Chamber of Commerce, to expand services leading to jobs in high growth sectors through the AEBG Program Areas. Special focus will be on existing Member locations, with the goal of expanding to more remote and rural areas during the 2017-18 program year.

BACAE will utilize the services of outside consultants to fully maximize the services provided to Member districts and to guide AEBG implementation.

BACAE will explore providing Adult Education services in locations such as public libraries, community centers, etc. as a means of reaching a larger geographic imprint of the Community College District.

Section 2: Fiscal Management

Please provide an update on your AEBG fiscal spending. In the table below, identify the total MOE & Non-MOE funding spent or encumbered for the 2015-16 and 2016-17 program years.

Program Year	Total AEBG Funding	Total Spent	Total Funds Remaining
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2015-16 Program Year	Total AEBG	Total Spent	Total Funds
2016-17	\$860,324	\$0	\$860,324
Total	\$1,697,632	\$427,594	\$1,270,038

Please identify challenges faced related to spending or encumbering AEBG funding.

1. Inconsistent leadership at the Consortium level.
2. Funding life span of 18-months.

Please describe your approach to incorporating remaining funds from 2015-16 and 2016-17 into activities planned for 2017-18. (Limit: 250 words)

1. Increase curriculum resources and delivery techniques.
2. Add/upgrade technology to existing classrooms.
3. Outfit new classrooms with furniture, equipment, and technology.
4. Purchase equipment for new CTE course offerings.
5. Professional Development (Travel to Regional, State, National Conference)
6. College Transition Counselor
7. Consultant Services
8. Silver Valley Allocation
9. Baker Valley Allocation
10. BUSD New GED Testing Center/Location - Outfitting (50%)

Section 3: Certification and Submission


As a condition of receiving AEBG funds, each Consortium must confirm they have read, understand, and agree to adhere to the measures put forth in the 2017-18 AEBG General Assurances Document.

Failure to meet the requirements listed in the 2017-18 AEBG General Assurances Document may result in a determination of non-compliance and lead to partial or complete loss of Consortium and / or Member funding.

Certification (Required)

- I hereby certify that the Consortium operates in a manner consistent with all legislative mandates, Consortium, and Member requirements as set forth in the by the AEBG Office and the AEBG 2017-18 Program Assurances Document.
- I hereby certify a) the information contained in this report is true and accurate to the best of my knowledge, b) that this Annual Plan has been approved following established Consortium governance policies, and c) that I am an official representative of the Consortium authorized to submit this Annual Plan on its behalf.

Signature (Required)



[reset](#)



BACAE Board Meeting – Annual Plan Session

April 26, 2018

Program Area 1 – ABE / HSE / HSD	How does BACAE excel in the area?	
	Name one Strategic Goal and Expected Outcome to enhance this program area.	
Program Area 2 – Citizenship / ESL	How does BACAE excel in the area?	
	Name one Strategic Goal and Expected Outcome to enhance this program area.	
Program Area 3 – Workforce Entry	How does BACAE excel in the area?	
	Name one Strategic Goal and Expected Outcome to enhance this program area.	
Program Area 4 – Adults Tutoring K-12 Students	How does BACAE excel in the area?	
	Name one Strategic Goal and Expected Outcome to enhance this program area.	
Program Area 5 – Adults with Disabilities	How does BACAE excel in the area?	
	Name one Strategic Goal and Expected Outcome to enhance this program area.	
Program Area 6 – CTE	How does BACAE excel in the area?	
	Name one Strategic Goal and Expected Outcome to enhance this program area.	
Program Area 7 – Pre-Apprenticeship	How does BACAE excel in the area?	
	Name one Strategic Goal and Expected Outcome to enhance this program area.	