



Barstow Area Consortium for Adult Education

Board **Minutes**

Barstow Community College, Administration Conference Room

Tuesday, June 15, 2021 (2:00 p.m. – 4:00 p.m.)

([Ⓜ]Materials in Board Packet)

DUE TO COVID-19, THIS MEETING WILL BE HELD ON ZOOM; THE PUBLIC IS INVITED TO PARTICIPATE

ZOOM URL: <https://barstow-edu.zoom.us/j/93183873744>

Backup ZOOM URL: <https://us02web.zoom.us/j/85064046936>

PLEASE NOTE: Agenda related documents distributed to the BACAE Board for the Board Meeting may be viewed in the President’s Office at Barstow Community College, 2700 Barstow Rd, Barstow, CA 92311. Individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating, or documentation in accessible formats, should contact the BACAE Coordinator at erivera@barstow.edu at least two days before the meeting date.

Call to Order: **2:05 p.m.**

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input checked="" type="checkbox"/> Cecil Edwards	<input type="checkbox"/>	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input type="checkbox"/>	<input checked="" type="checkbox"/> Herbert English
			<input type="checkbox"/> Pattie Alaimalo
			<input checked="" type="checkbox"/> Terri Walker
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input checked="" type="checkbox"/> Michelle Colleoc
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input checked="" type="checkbox"/> Brice Scott	<input type="checkbox"/>
Consortium Staff	<input checked="" type="checkbox"/> Elena Rivera	<input checked="" type="checkbox"/> Mitch Rosin	<input checked="" type="checkbox"/> Jackie Diaz

1. [Ⓜ]Approval of Minutes – April 20, 2021

Motion to approve by S.Godfrey; 2nd by E.Bagg

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.

No Public Comment

3. Closed Session – None Requested

4. Consortium Director’s Report

4.1 CAEP Deadlines – Upcoming

June 2021

- Jun 1: 19/20 & 20/21 Member Expense Report due in NOVA (Q3) - **COMPLETED**
- Jun 30: 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q3)
- Jun 30: End of Q4
- Jun 30: Targeted Technical Assistance (TTA) Documents Due

August 2021

- Aug 1: Student Data due in TOPSPro (Q4) FINAL
- Aug 15: Annual Plan for 2021-22 due in NOVA

September 2021

- Sep 1: 19/20 and 20/21 Member Expense Report due in NOVA (Q4)
- Sep 1: July 1, 2020 to June 30, 2021 expenses by program area due (estimates only) in NOVA
- Sep 30: 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4)
- Sep 30: 21/20 Member Program Year Budget and Work Plan due in NOVA
- Sep 30: End of Q1

4.2 Governor's May Budget Revise

- Increase of COLA to 4.2%

- Will need CFAD Amendment, New Board Vote to accept the funds

M.Rosin Shared, Ca. Governor has to sign by June 30th however they can sign an in-place budget for the summer. Once there is a final number for the allocation there will have to be a board meeting to vote on approving to accept the money. Then there will be allocation amendments done through NOVA, cannot change the CFAD but we can amend it and vote on the changes made.

4.3 TTA Mentor Feedback:

- BCC: Concern that non-credit ESL is not conducting CASAS testing. Is ELS department accepting CAEP funds? Will Ft. Irwin program start again with TABE? E. Rivera to confirm with CASAS that the DIR reflects historic TABE scores and educational functioning level gains/measurable skills gains. See Item 4.7.
- Data: Need a deep dive into CASAS data reporting; data entry not happening at member districts per January training; reflects very poorly on DIRs
- Next Steps:
 1. Deep data dive by each member district: examine student outcomes, persistence, enrollment etc. in CASAS TE, local MIS, LaunchBoard, etc.) – Due June 14 for review at June 15 Board Meeting
 2. Write Consortium level SMART Goal for Program Improvement Plan – Due June 30
E.Rivera shared TTA mentor feedback that we are receiving, Ryan De La Vega stated that the team (CASAS) is meeting today and they are going to determine the timeline and give us new due dates. They will be pushing them back but not sure how far back. The information will be given next week. E. Rivera will be serving as a lead in the process and will be in contact with the coach on a weekly basis, to learn how to be successful. Every Monday is the meeting and everyone is welcome to join in. Three areas having to improve in, Self-assessment, Data Analysis, and the Program Improvement Plan (PIP) each district member has to come up with smart goals to address this area. BCC has a concern regarding ESL not CASAS testing and should it continue CAEP funds. College leadership discussed our work with ESL because of failure of having no to little data in TOPSPro, it was determined in this meeting that BCC will focus on three areas this academic yr. basic skills in the main campus and Ft. Irwin, the entrepreneur center, and CTE new non-credit certificates. ESL will no longer fall under AD Ed. Program due to insufficient data in the last 4 years and for not meeting the CAEP requirements.
J. Youskievicz asked if CASAS took into consideration the current pandemic and how it caused barriers for students to come in and test. E.Rivera stated yes it was taken into consideration and they submitted all the barriers and data they collected of students who did not want to participate due to pandemic, and it had no correlation to ESL who

had 4 years of inconsistent data reporting. M.Rosin states that the State had decided who would receive these funding bases on WIOA.

4.4 ☒Q3 DIR Review

E.Rivera states every district member has completed their DIR

4.5 ☒CAEP Updates (Part of May 18, 2021 Board Packet)

- AB1491: Proposed State Legislation on Unspent Carryover Funds
- April 7, 2021: CAEP State Priorities PPT and Handout
- April 23, 2021: Get Ready for AEP 2021
- April 30, 2021: Understanding and Using the Adult Education Pipeline
- May 7, 2021: SB554
- May 12, 2021: Why Does My Data Look Different
- May 14, 2021: Effective Student Recruitment During COVID-19

M.Rosin states that he has not received an update legislation 1491, to cap carry over of 15%, and we are currently at 40% they want to reduce the carry over amount. But the state did come out with CAEP state priority. 2021-2022 NOVA change they added a section for consortium and member's effectiveness, where they want us to self-assess on a regular basis and should be added in July-August. SB554 is dual enrollment for Adult Ed students in community college, they will be able to take non-credit and college base classes.

4.6 Member Program Update: BAS

M. Colleoc shared they had a drive through graduation with 34 graduates with 3 BUSD board members in attendance. Emails are pouring in for BCC from past students and opening registration towards the end of July and they will also be going back to in person. S.Godfrey thanks M.Colleoc for increasing the Adult Ed. Program and its graduates, also thanking other district members.

4.7 Member Program Update: BCC

- Leadership meeting held on June 9 included: H. English, J. Rodden, T. Botengan, C. Nasio, E. Rivera, M. Rosin. Concluded that based on data analysis focus for 2021-2022 FY will be:

- Shift funds to support non-credit CTE certification programs
- Restart program at Ft. Irwin
- Support Entrepreneurship Center

E.Rivera shared Jackie, Amy and herself will be attending the CASAS training in the summer. Also, Basic skill classes will be returning to Fort Irwin. J.Rodden states they are reestablishing the SDEV 160 class with three week intensive classes for the summer. In the fall it will increase to four classes and each will be 9 week longs. TABE testing will be used. CTE will be offering three non-credit certificates in Customer Service/Digital Literacy, Trades Tech, and Forklift Operator. E.Bagg shared that the Innovation & Entrepreneur Center is moving forward, currently an architect designer is considering the facilities. Dr. Helga's report is being developed to provide further direction of local needs.

4.8 Member Program Update: BVUSD

C. Edwards shared that they had one graduate in their small student population. Two teachers have resigned and is currently looking to hire to work a schedule of 6pm to 8pm.

4.9 Member Program Update: SVUSD

B.Scott shared that they had 16 graduation and it was an in-person graduation. They combined it with their regular high school student graduates. They ended with a high enrollment, some staff was overwhelmed but it was a learning experience. Still currently working on CASAS testing and preparing for their WASC accreditation to begin.

J.Youskievicz shared that B.Scott did a great job as his first year as principal managing both Adult Ed and regular school and they will be focusing on fully supporting him during the WASC evaluation.

4.10 BCC Fiscal Agent Report

T.Walker shared that there are no fiscal updates. Next disbursement will have include July and August together.

4.11 Marketing & Social Media Update: Phoenix Design (2 months)

5. Discussion Items

5.1 Marketing & Social Media Update: Phoenix Design (2 months)

Annual Plan amendments will be voted at the August board meeting

5.2 Summer Marketing: Mailer, Radio Ads, etc.

5.3 Set TTA SMART Goal

Updated information will be provided by TTA and will be shared with District Members via email

6. Action Items

6.1 Approval of BACAE 2021-2022 MOU

Motion to approve S.Godfrey by 2nd by J.Youskievicz Passed Unanimously

6.2 Approval of Contract for Phoenix Design for the 2021-2022 FY (\$12,000 managed by BCC)

Motion to approve S.Godfrey by 2nd by J.Youskievicz Passed Unanimously

6.3 Vote to amended CFAD per Governor's revised budget

Motion to table S.Godfrey by 2nd by C.Edwards Passed Unanimously

7. Announcements

7.1 Conferences

- CASAS Summer Institute: June 17 – 18; 22 – 23, 2021 – Virtual
- CAEP Annual Summit: October 26-28, 2021 – Virtual

7.2 2020-2021 Board Meeting Dates (2:00 pm – 4:00 pm via Zoom / 3rd Tuesday of the Month)

2021-2022
July – TBD Based on New Budget
August 10 – Vote on Annual Plan
September 21, 2021
October 19, 2021
November 16, 2021
December 21, 2021
January 18, 2022
February 15, 2022
March 15, 2022
April 19, 2022 – CFAD Vote
May 17, 2022
June 21, 2022 – Annual Plan Retreat

8. Adjournment: 3:47 p.m.

Motion to approve J.Youskievicz by 2nd by E.Bagg

Passed Unanimously



2021-22 BACAE Allocation

\$964,209

Agency	2021-22 CFAD	% of Allocation
Baker Valley Adult School TOTAL	\$67,495	7%
Barstow Community College TOTAL	\$318,189	33%
Barstow Adult School TOTAL	\$356,757	37%
Silver Valley Adult School TOTAL	\$221,768	23%
		100%
TOTAL	\$964,209	



California Adult Education Update

Presenters: Carolyn Zachry & Neil Kelly

Presentation

- Federal Update
- State Update
- Strategic Planning
- New Strategic Efforts
- Advancing Adult Education website
- Upcoming Events
- Discussion / Questions



Icebreaker

Put into the chat something you missed from in-person Summer Institutes now that we have gone virtual this year.

Federal Update



- Federal WIOA Title II Adult Education programs
- COVID Funding for K-12 Districts & Adult Schools
- The American Jobs Plan
- Discretionary Funding for Adult Ed to College Bridge Programs
- Rethink Adult Education – 2nd Round Finalists



Poll

Of the federal efforts mentioned, which one do you think will most benefit your agency?

State Update



The 21-22 State Budget Bill Highlights:

- Continued funding the CAEP at prior year's level
- Plus a COLA of 4.05% for the California Adult Education Program
- \$1M in technical assistance for the CAEP (*New!*)
- Change in funding disbursement – CAEP will flow directly to the respective State agency based on prior year split. Currently, the ratio / split is 77% (CDE), and 23% (the Chancellor's Office).
- Ongoing \$5M in data and accountability funding.





Poll

Of all the State budget items, which one are you most excited about?



CAEP State Priorities



Equity



Leadership



Learner Transition



Marketing



Program Development /
Curriculum / Classroom



Program Evaluation



Technology & Distance
Learning



Equity

Leadership

Learner Transition

Marketing

Program Development/Curriculum

Program Evaluation

Technology and Distance Learning



CAEP State Priorities Defined

Equity - Equity is about being fair and impartial with learners, partners, and the communities we serve. Programs aligned to this area may focus on methods for building cultural awareness and responsiveness, addressing equity in the classroom, addressing the achievement gap, or creating access, success, and transfer opportunities for historically disadvantage populations.

Leadership – Leadership deals with important things leaders need to know about successfully managing a consortium or managing an adult education K-12 Adult or non-credit agency. Programs aligned to this area might focus on regional and local policies, developing systems, supervision and management of staff, organizational change, leveraging resources, or capacity building.

Learner Transition – Moving learners along in educational, career, or other paths is one measure of how we determine success. Programs aligned to this area may focus on college and career pathways, transition supports, or counseling and support services. Some examples include short-term CTE, integrated education and training, pre-apprenticeship, bridges and boot camps, and mirrored courses.



Poll

In what statewide priority area do you find yourself needing more professional development and technical assistance?



Strategic Planning

- WIOA II – Continuous Improvement Process
- State CAEP – 3 year Planning Process
- Common Elements – Needs Assessment, Review your data, use SMART performance goals, goal settings, and regular monitoring.



Break Out

In your long range planning efforts – what is the biggest need? What keeps you up at night?

New Strategic Efforts

- Ramping up Short-Term CTE training
- Integrated Education and Training (IET) & IELCE
- Transition Specialists / Student Supports
- Immigrant Integration Efforts
- Dual Enrollment (adult ed / credit college coursework)
- CalASSIST / WIOA Co-enrollment
- Bridges, Boot Camps, & Mirrored Classes
- Pre-apprenticeship, Apprenticeship, and Work-based Learning (earn & learn models)





Break Out

In your group, please share what strategic efforts you are planning to roll out next program year. What will be your major focus?

Advancing CA Adult Education website

- The Advancing CA Adult Education website highlights innovative, emerging, and model adult education programs throughout California.
- Model programs are reviewed and added to the website via a nomination process and are awarded annually at the CAEP Summit.
- The website is also a source for current research and practice aligned to the state priorities
- Practitioners are also invited to connect with colleagues eager to share about their program successes either individually or via online communities of practice.

<https://caladulthood.org/Practice>





Poll

Do you plan to submit a model practice as part of the Advancing CA Adult Education nomination process?

Upcoming Events

- CAEP Member Effectiveness – June 25th @12noon (Carolyn Zachry & Neil Kelly)
- CA State Budget Update – July 9th @12noon (Carolyn Zachry & Neil Kelly)
- Various other webinars (too many to list) – check the CAEP website under events.
- CAEP Director’s Event – virtual – September 24th (all day)
- CAEP Virtual Summit – October 26-October 28 (all day events)



**REIMAGINING
ADULT EDUCATION**
CAEP SUMMIT
2021

Same Foundation, New Way Forward.
Recovery. Equity. Transition.

CAEP SUMMIT 2021
Join Us on the vFAIRS Platform!

OCTOBER 26-28



Have you submitted your proposal yet? Do you have questions about the proposal submission process or proposal topics? Contact the CAEP Summit 2021 Planning Committee at tap@caladulthood.org to receive answers to your questions.



Chat

Put in the chat what existing professional development opportunities are you excited about or PD that you would like the State to offer (or offer more of)?



Wrap Up and Questions





Request Support from CAEP TAP

Technical Assistance Project (TAP)

The Technical Assistance Project (TAP) is a support service for the AEP consortia members and associates who need assistance related to the Adult Education Block Grant. Members and associates can submit a support request to receive help on AEP funding, governance, planning, policy, reporting and professional development.

Log In required in order to submit a support request.

[Click here to login.](#)

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BARSTOW
AREA
CONSORTIUM
FOR **ADULT** **EDUCATION**

SOCIAL MEDIA REPORT

Aug 2021

FACEBOOK PAGE SUMMARY

Page Views

July 8 - August 4

38

Total Page Views ▲ 31%

Post Reach

July 8 - August 4

1,691

People Reached ▲ 145%

Post Engagement

July 8 - August 4

74

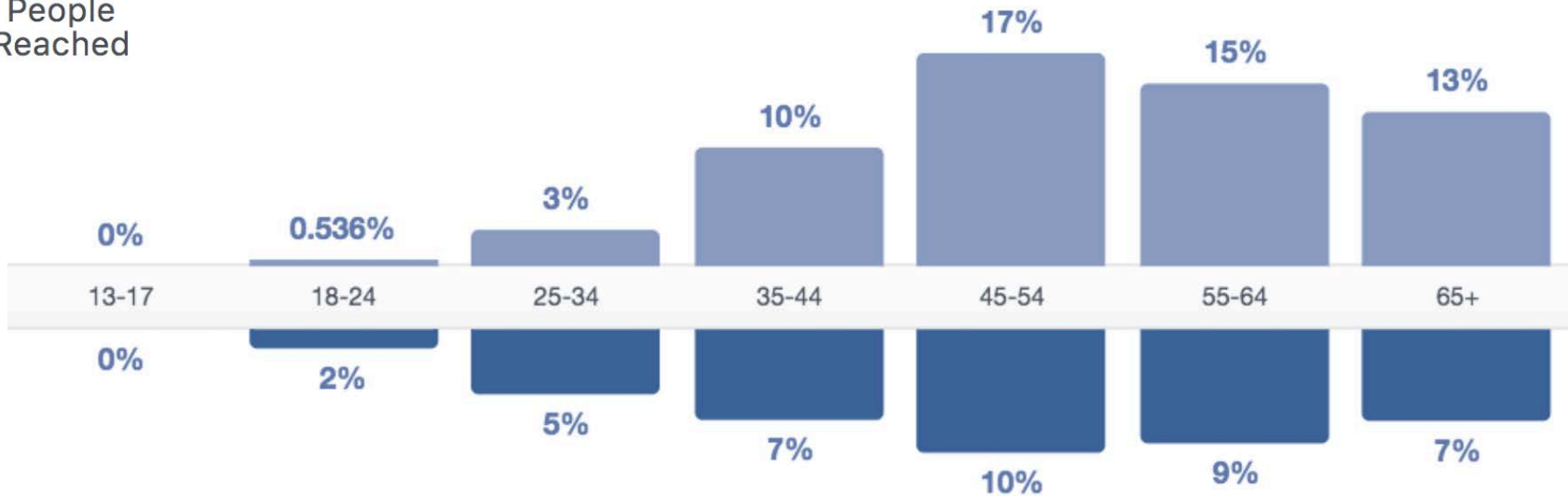
Post Engagement ▲ 131%

Social Media Audience

– Gender and Age –

Women

58%
People Reached



Men

41%
People Reached

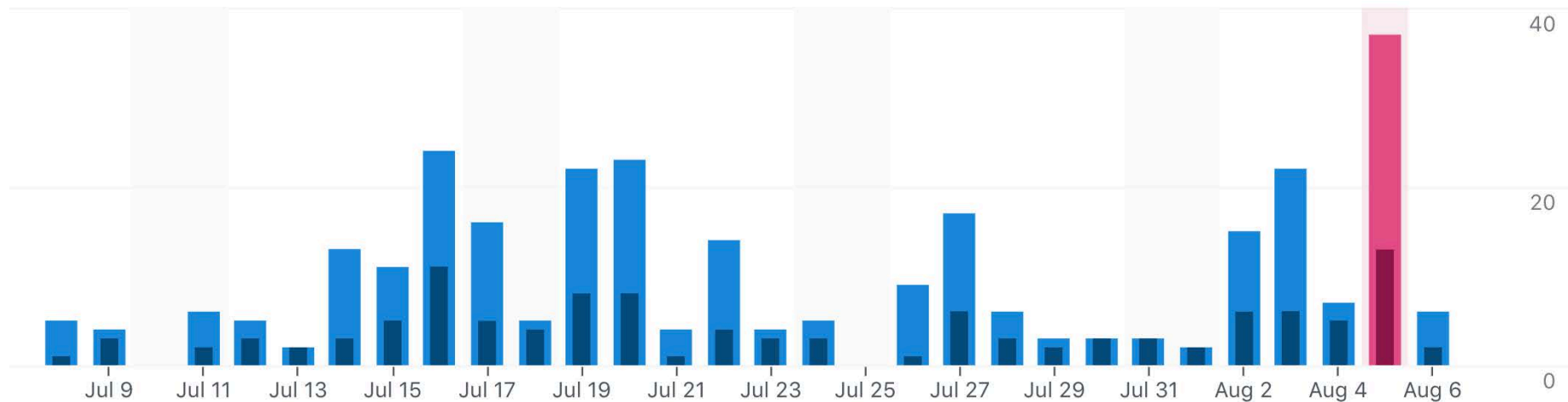
Social Media Audience

– Language Group –

Language	People Reac...
English (US)	1,560
Spanish	373
Spanish (Spain)	33
English (UK)	27
French (France)	5
Vietnamese	3
Arabic	3

Portuguese (Brazil)	2
Korean	2
Simplified Chinese (Chi...	2
Thai	1
Khmer	1
Malay	1

BARSTOW WEBSITE TRAFFIC



AUGUST 5, 2021

👁️ VIEWS 37

👤 VISITORS 13

> VIEWS PER VISITOR 2.85




















BARSTOW WEBSITE TRAFFIC AND PAGE PER VIEW

Stats for 30 days ending August 6, 2021 (Summarized)

Title	Views		
Home	99	Home page / Archives	5
Programs & Classes	51	Inglés como segundo idioma	5
High School Equivalency – GED	36	English as a Second Language	5
Contact Us	22	Member Schools	4
Career Technical Education (CTE)	20	Escuelas miembros	3
Technology Courses	12	Contáctenos	2
High School Diploma	10	Casa	2
Consortium Meetings	7	Consortium Documents	2
Citizenship Preparation	7	Consortium Newsletters	1

BARSTOW WEBSITE LINKS CLICKS

Stats for 30 days ending August 6, 2021 (Summarized)

Referrer	Views
  Facebook	41
  Search Engines	30
 barstow.k12.ca.us 	18
 WordPress Android App	7
 barstow.edu 	7
 busdk12.com 	6
 oexls.enarchea.com 	1
 botw.gxcb.net 	1
 dbxft.hsoutdoor.com 	1
 info.com/serp?q=ged+online+program&segment=info 	1