



Barstow Area Consortium for Adult Education

Board **MINUTES**

Barstow Community College, Administration Conference Room

Tuesday, May 2, 2023 (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

Meeting URL: <https://barstow-edu.zoom.us/j/87688148022> Meeting ID: 876 8814 8022

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: 2:03 pm

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 type="checkbox"/> Terri Walker
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/>	<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 type="checkbox"/>	<input type="checkbox"/> Katherine Matta
Guests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. [Ⓜ]Approval of Minutes – April 4, 2023

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

2. Public Comment – Public comment will be allowed on any topic relevant to the BACAE. Pursuant to BACAE Policy, comments are limited to 3 minutes per person. Please begin your comment by stating your name.

3. Closed Session – None Requested

4. Guest Speaker – None

5. Consortium Director’s Report

5.1 Director’s Updates

5.2 CAEP Upcoming Deadlines & Other Dates –

- Apr. 30: Student Data due in TOPSPro (Q3)
- May 2: CFAD for 2023-2024 due in NOVA
- June 1: 21/22 and 22/23 Member Expense Report due in NOVA (Q3)
- June 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3)
- June 30: End of Q4
- July 15: Student Data due in TOPSPro (Q4)

- 5.4 Member Program Update: BAS – *Currently there are 264 students enrolled (219 HSD & 48 GED). Last day for the school year will be May 17. At this time there are 50+ students that have earned their HSD/GED and will be participating in the graduation ceremony on May 20, 2023. Guest Speak will be Hasani X.*
- 5.5 Member Program Update: BCC – *BCC graduation will be held on May 19 with over 500 graduates. Next fall the faculty will be back on campus. GED Prep program will continue in the summer term.*
- 5.6 Member Program Update: BVUSD – *Currently there are 15 Adult Ed. students, 11 in the morning ESL class (T, W, TH) and 4 in the HSD afternoon class (T, TH). C. Edwards invited members to attend the Mine Tour near Baker on May 24.*
- 5.7 Member Program Update: SVUSD – *There are 10 Adult Ed. students that have completed HSD graduation requirements. There are 250 students enrolled in Adult Ed. that will continue to work online during the summer.*
- 5.9 BCC Fiscal Agent Report: *All invoices have been processed for the month of April. Outstanding warrants: BUSD (1), BVUSD (2), and SVUSD (1).*
- 5.10 Marketing & Social Media Update: April 2023 by Phoenix Design – *Report reviewed. Board members requested to invite S. Phoenix to a BACAE Board meeting to brainstorm ideas and discuss needs for the 2023-2024 school year.*

6. Discussion Items

- 6.1 Marketing & Social Media Update: April 2023 by Phoenix Design – Report reviewed. Board members requested to invite S. Phoenix to a BACAE Board meeting to brainstorm ideas and discuss needs for the 2023-2024 school year.

7. Action Items -

- 7.1 Approve BACAE carryover percentage to be compliant with AB 1491 beginning with the 2023-2024 fiscal year:
 - S. Godfrey motioned for BACAE and District Members to follow a 20% carryover maximum to be compliant with AB 1491 beginning with the 2023-2024 fiscal year at the end of Q4. Motioned approved by S. Godfrey; 2nd by J. Youskievicz Passed Unanimously

8. Announcements

- 8.1 Conferences/Webinars
 - CASAS National Summer Institute – June 12-15, 2023 - Garden Grove, CA 92840
 - GED National Conference – July 18-20, 2023 - NYC
- 8.2 2022-2023 Board Meeting Dates (2:00 pm – 4:00 pm via Zoom / 1st Tuesday of the Month)

2022-2023
May 2, 2023
June 6, 2023 – Annual Plan
July 2023 - DARK

- 9. Adjournment: Motion to approve by S. Godfrey; 2nd by E. Bagg Passed Unanimously



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

SOCIAL MEDIA REPORT

June 2023

FACEBOOK PAGE SUMMARY



Reach



6,478

[View details](#)



Post engagement



1,021

[View details](#)



Link clicks



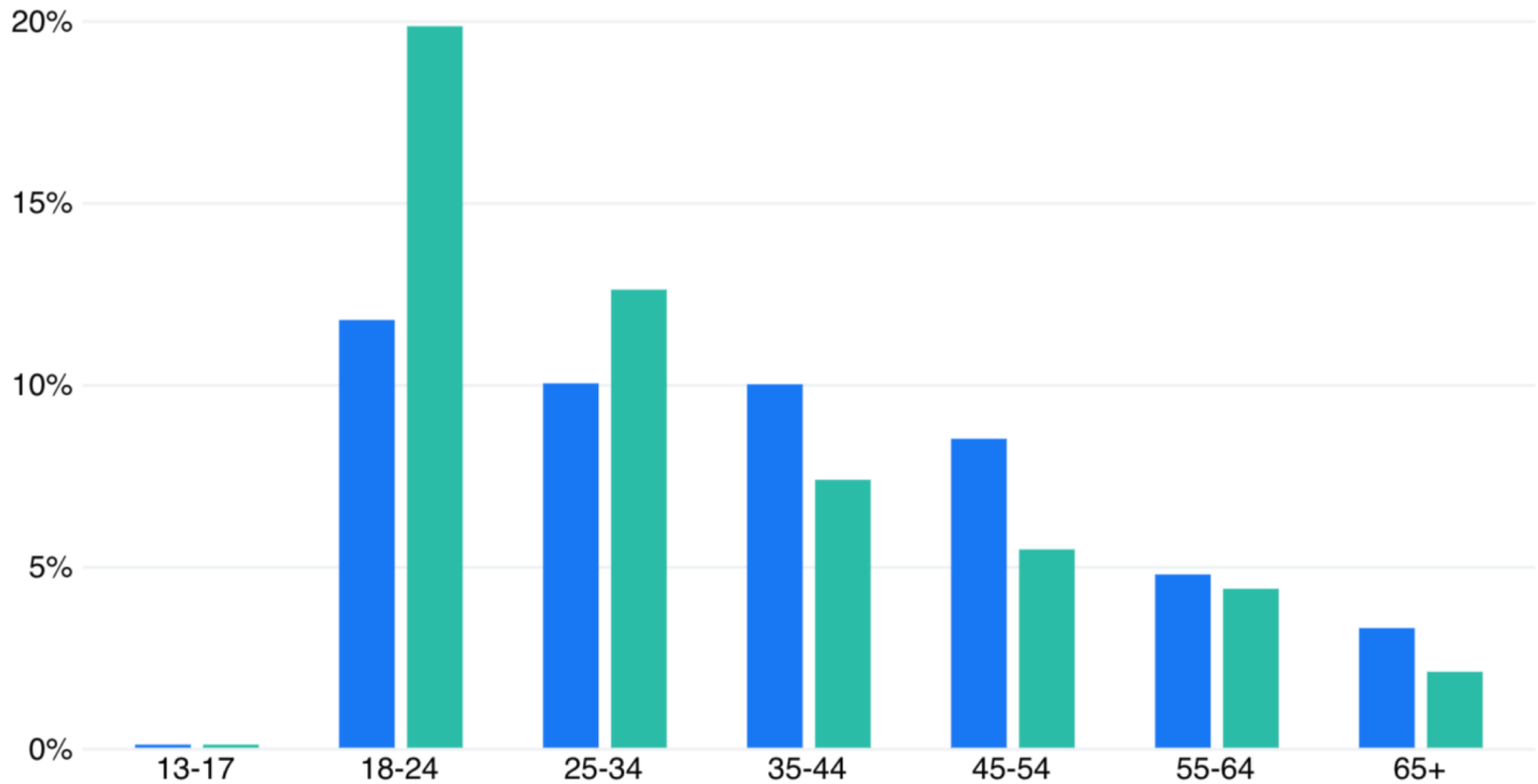
57

[View details](#)

Social Media Audience

– Gender and Age –

48.3% Women 51.7% Men

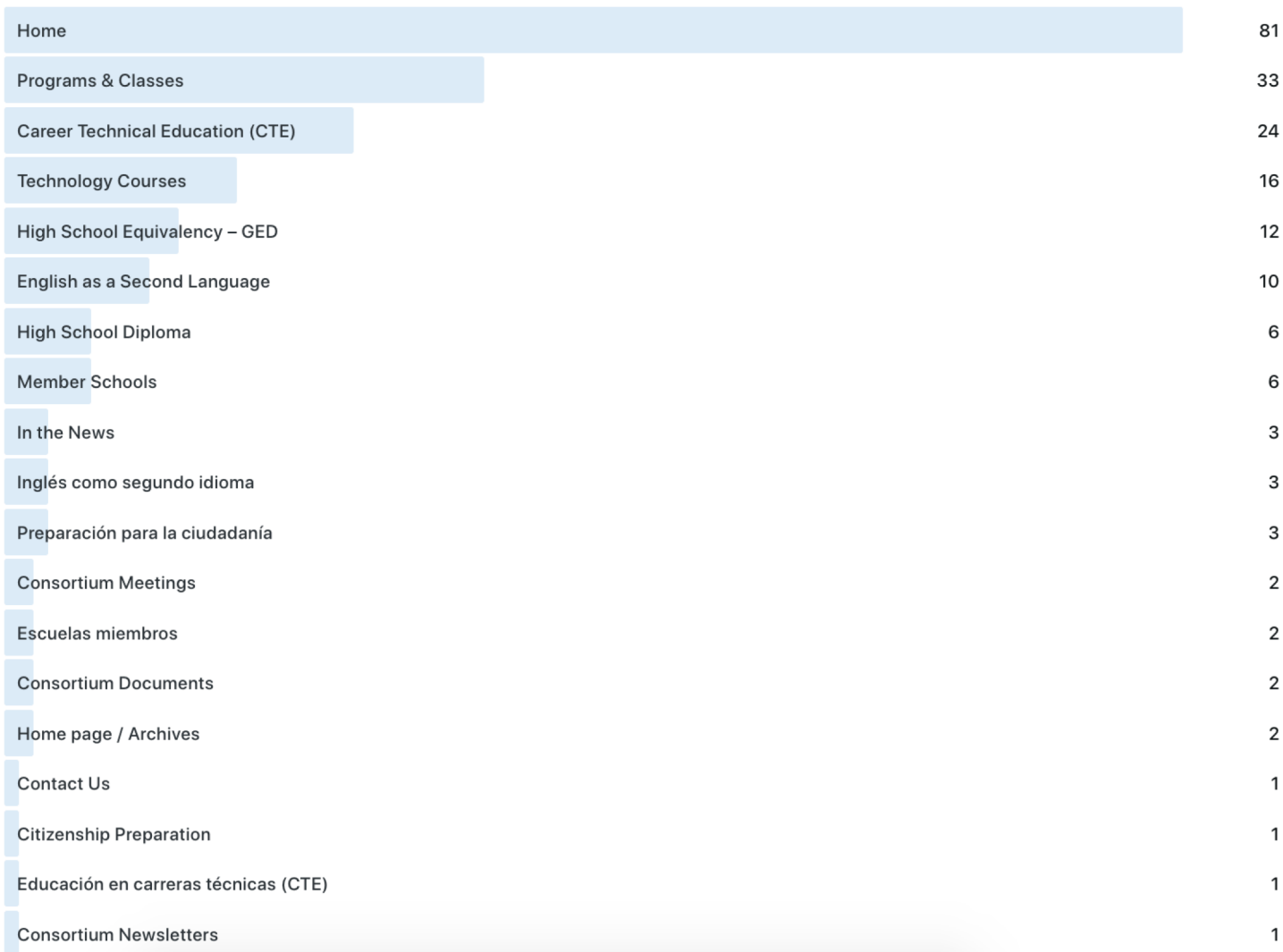


BARSTOW WEBSITE TRAFFIC



May 20, 2023	
Views	27
Visitors	7
Views Per Visitor	3.86

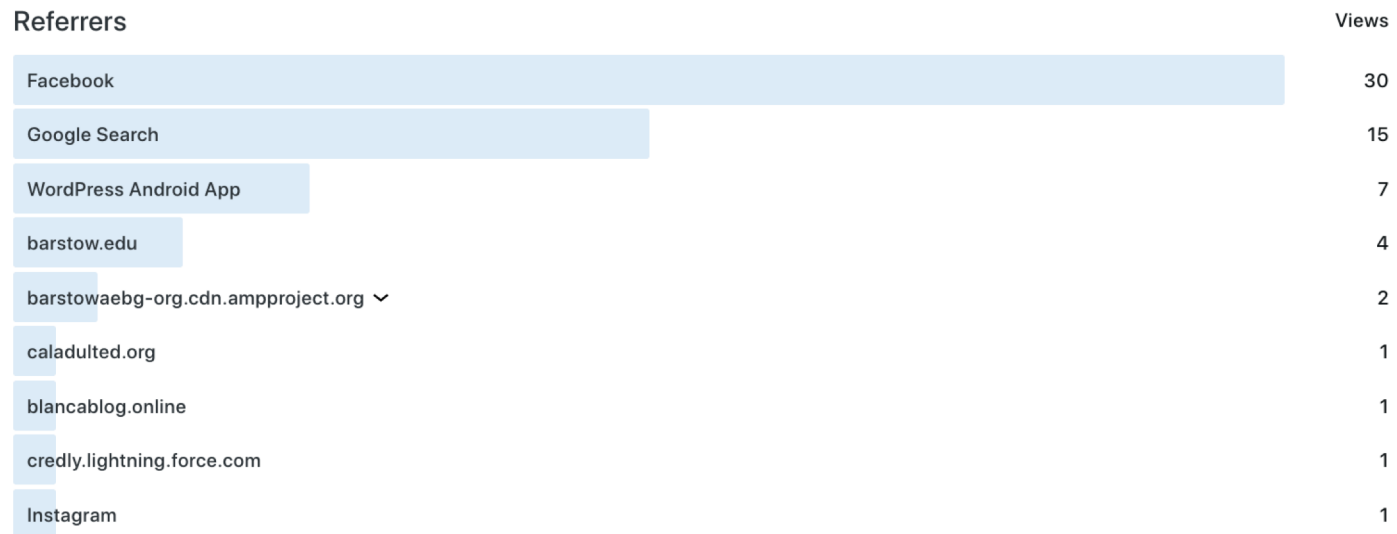
BARSTOW WEBSITE TRAFFIC AND PAGE PER VIEW



A horizontal bar chart with light blue bars representing the number of page views for each category. The categories are listed on the left, and the corresponding page view counts are listed on the right. The bars are ordered from highest to lowest page view count.

Home	81
Programs & Classes	33
Career Technical Education (CTE)	24
Technology Courses	16
High School Equivalency – GED	12
English as a Second Language	10
High School Diploma	6
Member Schools	6
In the News	3
Inglés como segundo idioma	3
Preparación para la ciudadanía	3
Consortium Meetings	2
Escuelas miembros	2
Consortium Documents	2
Home page / Archives	2
Contact Us	1
Citizenship Preparation	1
Educación en carreras técnicas (CTE)	1
Consortium Newsletters	1

BARSTOW WEBSITE LINKS CLICKS



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:

Mitch Rosin

Consortium Role:

Consultant

E-Mail:

Mitch.Rosin2@gmail.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 members. 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), 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?

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 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) 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 Barstow Community College 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. 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 shall be accomplished with a simple majority*

vote from the Consortium Board.

- *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.

BACAE Member Signature Block

Name:

Scott Godfrey

Consortia Member:

Barstow Unified School District

Email:

scott-godfrey@busdk12.com

Date:

6.17.18

Signature Box:

minp.s.g

Name:

Ronda Tremblay

Consortia Member:

Baker Valley Unified School District

Email:

Date:

5/17/18

Signature Box:

Ronda Tremblay

Name:

Jeffrey Youskievicz

Consortia Member:

Silver City Unified School District


Email:

jyouskievicz@svusd.k12.nj.net

Date:

5/17/18

Signature Box:



Name:

Eva M. Bagg

Consortia Member:

Barstow Community College District


Email:

ebagg@barstow.edu

Date:

5/17/18

Signature Box:



AB 2449 – Revises The Brown Act's Requirements For Public Meeting By Teleconference

CATEGORY: Client Update for Public Agencies, Fire Watch, Law Enforcement Briefing Room, Public Education Matters

CLIENT TYPE: Public Education, Public Employers, Public Safety

DATE: Oct 19, 2022

Prior to the COVID-19 pandemic, the Ralph M. Brown Act had strict requirements for the legislative bodies of local agencies to meet by teleconference. Among other restrictions, all teleconference locations had to be identified in the notice and agenda of the meeting, and each teleconference location had to be accessible to the public. In addition, at least a quorum of the legislative body had to be present within the boundaries of the local agency.

In March of 2020, the Governor issued an executive order temporarily waiving some of these restrictions. The Legislature followed up the Governor's executive order with AB 361, which provided a statutory exception, authorizing local agencies to use teleconferencing without complying with all of the Brown Act's restrictions in specified circumstances related to public health and safety emergencies. By the terms of AB 2449, this authorization will sunset and expire on January 1, 2024.

AB 2449 does not extend AB 361, which still sunsets on January 1, 2024. Instead, the bill implements another temporary exception authorizing agencies to meet by teleconference without strict compliance with the traditional notice and physical access requirements. Notably, where AB 361 is based on an agency's need for teleconferencing, AB 2449's new framework is based on the circumstances of individual members of the legislative body.

Beginning January 1, 2023, the legislative body of a local agency can use teleconferencing without noticing each teleconference location or making it publicly accessible, provided at least a quorum of the body participates in person at a single physical location that is identified on the agenda, open to the public, and within the boundaries of the agency, and provided that other requirements regarding



accessibility are met. However, an individual member of the legislative body may participate remotely only in one of two circumstances:

1. With “just cause”, the member can participate remotely after giving notice as soon as possible. AB 2449 defines “just cause” as (a) a family childcare or caregiving need; (b) a contagious illness; (c) a need related to a physical or mental disability that is not otherwise accommodated; or (d) travel while on official business. The bill also limits a member to participating remotely under this provision to two meetings per calendar year.
2. In “emergency circumstances,” defined as a physical or family emergency that prevents the member from attending in person, the member can participate remotely by requesting approval to do so from the legislative body. The legislative body may take action on the request as soon as possible, including at the beginning of the meeting, even if there was not sufficient time to place the request formally on the agenda.

Under either circumstance, the member in question must give a general description of the circumstances relating to their need to appear remotely, but need not disclose any medical diagnosis, disability, or other confidential medical information.

In addition, AB 2449 provides that a member cannot participate solely by teleconference under the new teleconference framework for more than 3 consecutive months or more than 20 percent of the agency’s regular meetings (more than two meetings if the agency meets fewer than 10 times per year).

Outside of the limited circumstances authorized by AB 2449 (and until January 2024, AB 361) public meetings can still occur via teleconference if the legislative body complies with the general (pre-pandemic) agenda, notice, and quorum requirements of the Brown Act.

The new statutory authorization expires by its own terms on January 1, 2026. At that point, absent further legislation, the Brown Act’s teleconferencing provisions will revert to essentially the same language as before the pandemic.

(AB 2449 amends Sections 54953 and 54954.2 of the Government Code.)

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Client Update for Public
Agencies, Fire Watch, Law

Client Update for Public
Agencies, Fire Watch, Law

Enforcement Briefing Room,
Public Education Matters

AB 2647 – Changes Requirements For Posting Writings Distributed To A Local Agency Governing Board

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Public Education Matters

SB 1100 – Clarifies The Authority Of Legislative Bodies To Remove Disruptive Individuals From Public Meetings

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MEMORANDUM OF UNDERSTANDING 2023-2024

This Memorandum of Understanding shall stand as evidence that the following districts intend to work together toward the mutual goal of collaborating to meet the goals of the Barstow Area Consortium for Adult Education (BACAE), hereafter referred to as the Consortium, to improve the delivery of adult education in the Barstow Area Consortium for Adult Education. This agreement is entered into between the following School Districts, hereafter referred to as MEMBERS.

- Baker Valley Unified School District
 - Barstow Community College
 - Barstow Unified School District
 - Silver Valley Unified School District
1. Barstow Community College shall serve as the Consortium Fiscal Agent, hereafter referred to as FISCAL AGENT.
 2. Term: The term of this MOU shall become effective as of July 1, 2023 and shall expire June 30, 2024 and shall apply to the 2023-2024 fiscal year (California Adult Education Program Year Six).
 3. Cost of Services: The MEMBER shall be directly apportioned the sum declared in the BACAE Consortium Fiscal Administration Declaration as approved by the Barstow Area Consortium for Adult Education for the current program year and in accordance with Sections 84900-84920 of the California Education Code. Funds provided under this agreement shall be used in accordance with applicable laws and the provisions herein.
 4. Leveraging of Regional Resources: MEMBERS agree to disclose amounts received from other resources that may be used to address the California Adult Education Program areas and objectives. Furthermore, MEMBERS agree to leverage resources, in addition to any CAEP funds they may receive, to enhance the region's adult education delivery system and to do so in a coordinated effort with the Consortium.

Furthermore, PROVIDER MEMBERS with adult schools agree to apply for WIOA Title II: AEFLA grant funds (supplemental funding and to be determined in accordance with WIOA Title II: AEFLA funding award timelines).

5. Eligible Member: A MEMBER is a member in good standing, as defined by California Education Code Sections 84900-84920, of the Consortium and agrees to maintain its membership and participation in the Consortium. Failure to maintain its membership in the consortium and demonstrate effectiveness will result in a loss of funding.
6. General: The Barstow Area Consortium for Adult Education has been formed, in accordance with AB86, Section 76, Article 3, in accordance with AB 104, and Sections 84900-84920 of the California Education Code to develop a regional plan to improve the delivery of adult education and address existing gaps in programs and services. Funds apportioned shall be used only for supporting the following adult education programs designed for adult education students in the following areas:
 - A. Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate.

- B. Programs for immigrants eligible for educational services in citizenship, English as a Second Language, and Workforce Preparation.
 - C. Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce.
 - D. Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
 - E. Programs for adults with disabilities.
 - F. Programs in Career Technical Education that are short term in nature and have high employment potential.
 - G. Programs offering pre-apprenticeship training activities conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area.
7. Mutuality, Shared Leadership, and Collaboration: The Consortium's governance and decision-making processes are based on recognition of and respect for the interrelationships of the districts and their constituent groups. The commitment to this principle is demonstrated in the following ways:
- Members of the Consortium publicly acknowledge the importance of participatory governance and the rewards to all for collaborative participation.
 - Members agree to participate and provide input throughout the implementation process to ensure shared leadership.
8. Member Role and Participation: This principle supports the use of democratic processes to ensure that the voices of all MEMBERS are included. Any MEMBER of the Consortium can bring items and issues to the consortium as a whole. In order for this principle to be fully implemented, all members of the Consortium are asked to fulfill the following responsibilities of Consortium membership:
- Each MEMBER Board of Education/Trustees will designate two voting representatives to the Consortium Board and ensure attendance at and participation in regular Consortium meetings. Each MEMBER district will be allowed one vote. A simple majority of MEMBERS present constitutes a quorum. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.
 - MEMBERS will vote on items concerning fiscal and implementation decisions.
 - Each MEMBER will provide data and information relevant to adult education as needed for the implementation, assessment, and revision of a regional plan and annual plans.
 - Each MEMBER will agree to participate as necessary in the implementation process including participation as needed in sub-groups and or committees.
 - MEMBERS agree that in the interest of the Consortium and key stakeholders they will function as a team member with other MEMBERS of the group, follow through on tasks, report meeting outcomes back to key stakeholders within their organizations, work toward common understanding and consensus in an atmosphere of respect, support the implementation of recommendations once group consensus is reached, and welcome change and innovation.
9. Community Partnerships: Partner organizations identified by the Consortium through an application process will be invited to participate in Consortium meetings and

activities. They are recognized as valuable stakeholders and partners in the implementation of educational services for adults.

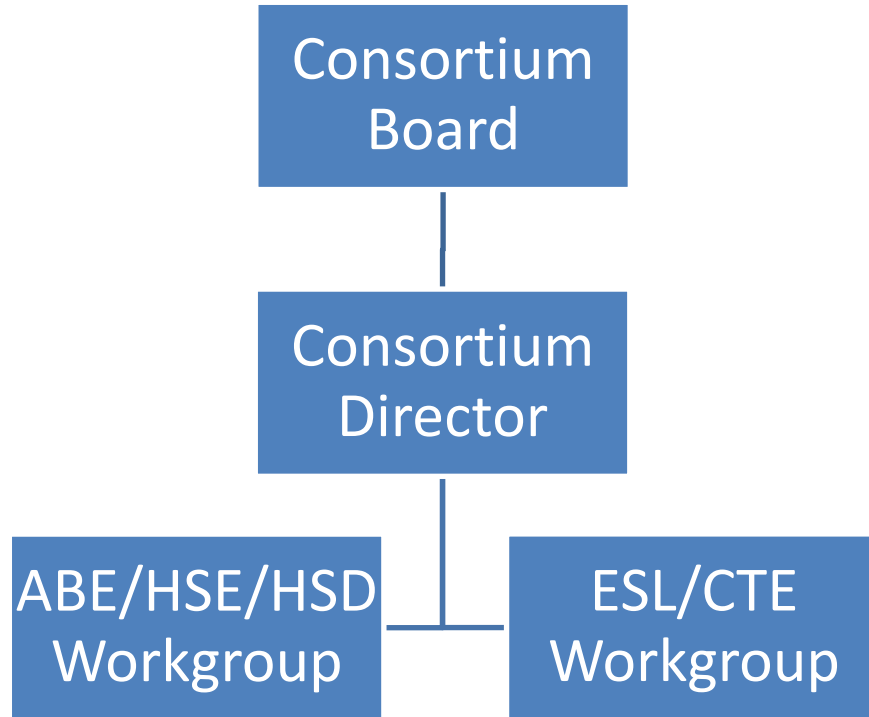
10. Committees: The Consortium Board may create committees or workgroups as needed. In addition to the Consortium Board, two workgroups, based on current program areas, are hereby established. The two workgroups include: ABE/HSE/HSD and ESL/CTE. These workgroups are comprised of and open to educators, industry experts, partner representatives, and other representatives from all stakeholders with an in interest in promoting adult education efforts in the region.
11. Transparency: The Consortium values transparency and strives to maintain an open and honest approach to decision-making, operations and communication. Everyone who will be impacted by a decision is encouraged to be involved in shaping the recommendation. The commitment to this principle is demonstrated by adherence to the Brown Act.
12. Fiscal Administration of Consortium: BACAE utilizes a fiscal agent funding model in accordance with Sections 84900-84920 of the California Education Code. Each year the BACAE Board takes public action to approve the Consortium Fiscal Administration Declaration which declares direct funding levels received by MEMBERS on a yearly basis.

Fiscal Agent Role and Responsibilities: The Fiscal Agent (FA) will be identified to the State as the fiscal coordinator on behalf of the Barstow Area Consortium for Adult Education for the Adult Education Block Grant. The Fiscal Agent shall be responsible for the submission of the Consortium Fiscal Administration Declaration (CFAD) to the California Community College Chancellor's Office according to an allocation schedule recommended by the Consortium Director and approved by the Consortium Board. The Fiscal Agent shall not amend the CFAD approved by the Consortium Board. The Fiscal Agent will be responsible for:

- Acting as the employer of record for consortium staff.
- Dispersal of monthly CAEP funding to MEMBERS.
- Contracting and coordinating with MEMBER districts to maintain the governance structure and systems of the Consortium.
- Fiscal reporting to the State as required by the Adult Education Block Grant.
- Compliance with State requirements for administration of the Adult Education Block Grant

The Fiscal Agent shall receive in its allocation and hold separate from its regular adult education program, and from other funds, \$30,000.00 for the costs of managing the consortium and for pan-consortium activities managed by the Consortium Director. The Consortium Director shall determine the annual budget for this amount in accordance with the BACAE Regional Plan, the BACAE Annual Plans and applicable laws.

13. Organizational Structure and Staffing:



Consortium Director: The Consortium Director is hired and supervised by the Fiscal Agent based upon the recommendation of the Consortium Board. The Consortium Director reports to Consortium Board and has day-to-day responsibilities for the organization, including carrying out the organization’s goals and policies. The Consortium Director will manage all board meetings, report on the progress of the organization, answer questions of the Board members and carry out the duties described in the job description. The board can designate other duties, as necessary.

14. Allowable Expenses: Funds may only be expended on allowable costs as defined in AB86, AB104, Sections 84900-84920 of the California Education Code, and in accordance with the Barstow Area Consortium for Adult Education Regional Plan (Consortium Three Year Plan) and the Barstow Area Consortium for Adult Education Annual Plan for the 2022-2023 program year. Failure to comply with the provisions of this MOU, applicable laws, and the Consortium Plans may result in the reduction of funding to the MEMBER, loss of funding to the MEMBER, and/or the reallocation of a portion or all of the MEMBER’S funds to other BACAE MEMBERS. A reduction, loss, or reallocation of funding shall affect only the current fiscal year unless a permanent reduction, loss, or reallocation is determined appropriate by the BACAE Board. All changes to MEMBER allocations and funding levels will be made in accordance with applicable law and the BACAE Governance policies and procedures. Indirect costs may not be collected by the MEMBER.

15. Records and Audit: In accordance with the Adult Education Block Grant, the BACAE Regional Plan, and the BACAE Annual Plan for the 2023-2024 program year, the MEMBER agrees to provide fiscal records and measures of effectiveness performance

data to the FISCAL AGENT on a quarterly basis. Both FISCAL AGENT and MEMBERS shall maintain complete and accurate records with respect to the services rendered and the costs incurred under this agreement.

16. Compliance with Law: All parties shall provide services in accordance with applicable Federal, State, and local laws, regulations and directives. With respect to employees, parties shall comply with all laws and regulations pertaining to wages and hours, state and federal income tax, unemployment insurance, Social Security, disability insurance, worker's compensation insurance, and discrimination in employment.
17. Indemnification: FISCAL AGENT and MEMBERS shall hold each other harmless, defend and indemnify their respective agents, officers and employees from and against any liability, claims, actions, costs, damages or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of the FISCAL AGENT or MEMBERS or their agents, officers and employees under this agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer—employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts of omissions occurring under this Agreement or any extension of this Agreement.
18. Amendments: This agreement may be amended by mutual agreement in writing by the parties.
19. Termination: Termination of this agreement can only be completed if in compliance with state laws and policies.

Barstow Community College

Barstow Area Consortium for Adult Education Memorandum of Understanding
Signature Page

Barstow Community College approves the Barstow Area Consortium for Adult Education Memorandum of Understanding for the 2023-2024 fiscal year.

Eva Bagg, Superintendent/President
Barstow Community College

Date

Barstow Unified School District

Barstow Area Consortium for Adult Education Memorandum of Understanding
Signature Page

Barstow Unified School District approves the Barstow Area Consortium for Adult Education Memorandum of Understanding for the 2023-2024 fiscal year.

Scott Godfrey, Assistant Superintendent
Barstow Unified School District

Date

Baker Valley Unified School District

Barstow Area Consortium for Adult Education Memorandum of Understanding
Signature Page

Baker Valley Unified School District approves the Barstow Area Consortium for Adult Education Memorandum of Understanding for the 2023-2024 fiscal year.

Cecil Edwards, Superintendent
Baker Valley Unified School District

Date

Silver Valley Unified School District

Barstow Area Consortium for Adult Education Memorandum of Understanding
Signature Page

Silver Valley Unified School District approves the Barstow Area Consortium for Adult Education Memorandum of Understanding for the 2023-2024 fiscal year.

Jeff Youskievicz, Assistant Superintendent
Silver Valley Unified School District

Date



June 2, 2023

Dear Ms. Rivera,

Phoenix Design, LLC, is pleased to submit the following revised bid for the current Phoenix Design 12-month contract for website maintenance and social media management for the Barstow Area Consortium for Adult Education. Based on your criteria, the below scope of work/cost proposal covers the materials you requested:

Scope of Work:

Marketing Collateral	Unit Price	Quantity	Sub Total
Posting to and Monitoring of Facebook Page	\$275.00	12	\$3,300.00
Posting to and Monitoring of Instagram Page	\$275.00	12	\$3,300.00
Design & Deploy Monthly Pop-Up Ads	\$280.00	12	\$3,360.00
Annual WordPress Renewal & Management Fee	\$500.00	1	\$500.00
Post Monthly Board Agendas, Minutes, Packets	\$100.00	12	\$1,200.00
Monthly Social Media Board Report	\$70.00	12	\$840.00
TOTAL*			\$12,500.00

*To be billed at \$1,000 per month for 12 months.

Plus a one time \$500.00 Annual WordPress Renewal & Management Fee.

Respectfully Submitted,
Phoenix Design, LLC
FEIN: 46-2685438

Accepted by: Dr. Eva Bagg, President, Barstow Community College _____