



REGULAR STEERING MEETING

September 28, 2016

3:00-5:00 p.m.

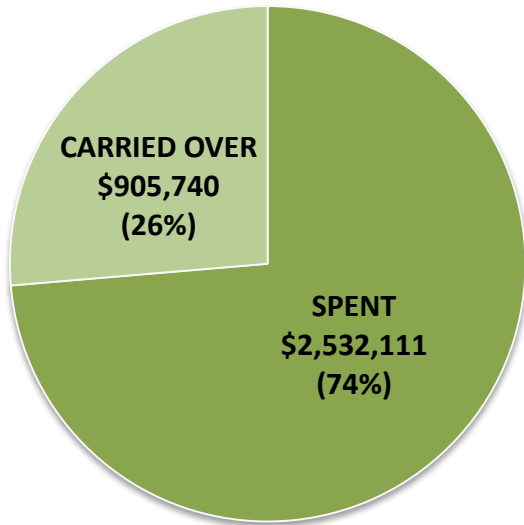
Hartnell College Alisal Campus

AGENDA

- Introductions and Public Comments
- 15-16 Annual Report
- 16-17 Annual Plan and Funding
- Fund Distribution Process
- Data & Accountability Funding and Activities
- Collaborative Activities
- Announcements & Reminders
- Celebrate Adult Education & Family Literacy Week
(celebration after meeting 5-5:30pm)

Program Year 1 (2015-16) Annual Report

TOTAL Consortium Spending & Carryover of 15-16 Funds



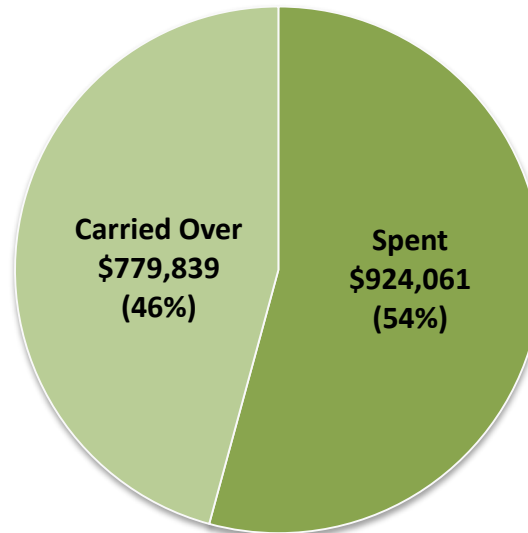
TOTAL ALLOCATED:

\$3,437,850

(CF/non-MOE and MOE)

- TOTAL 15-16 EXPENDITURES
- Total 15-16 CARRYOVER

TOTAL Consortium Spending & Carryover of CF 15-16 Funds



TOTAL ALLOCATED:

\$1,703,899

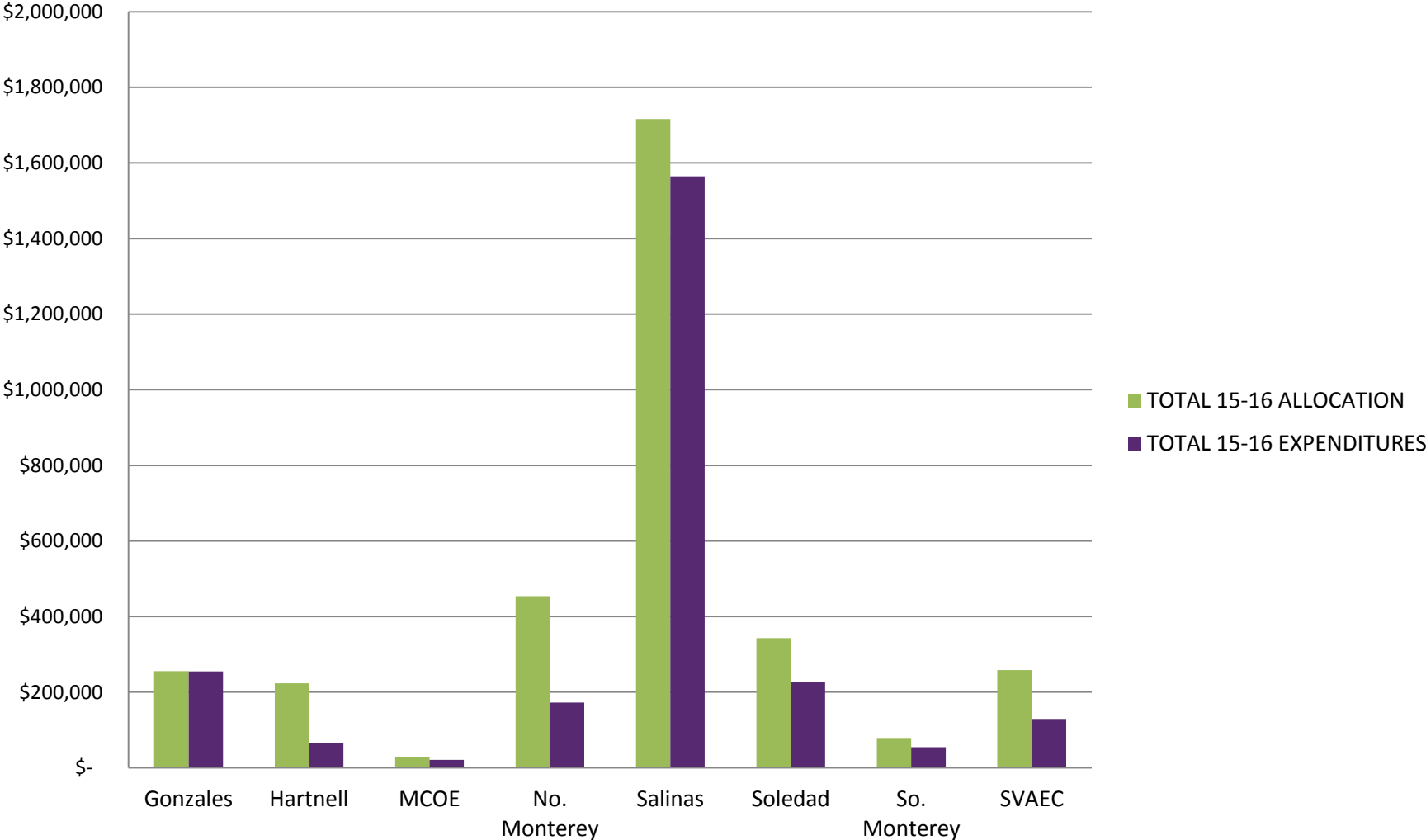
(only funds received by the Consortium; does NOT include MOE)

- 15-16 CF Expenditures
- 15-16 CF Carryover

Program Year 1 (2015-16) Annual Report

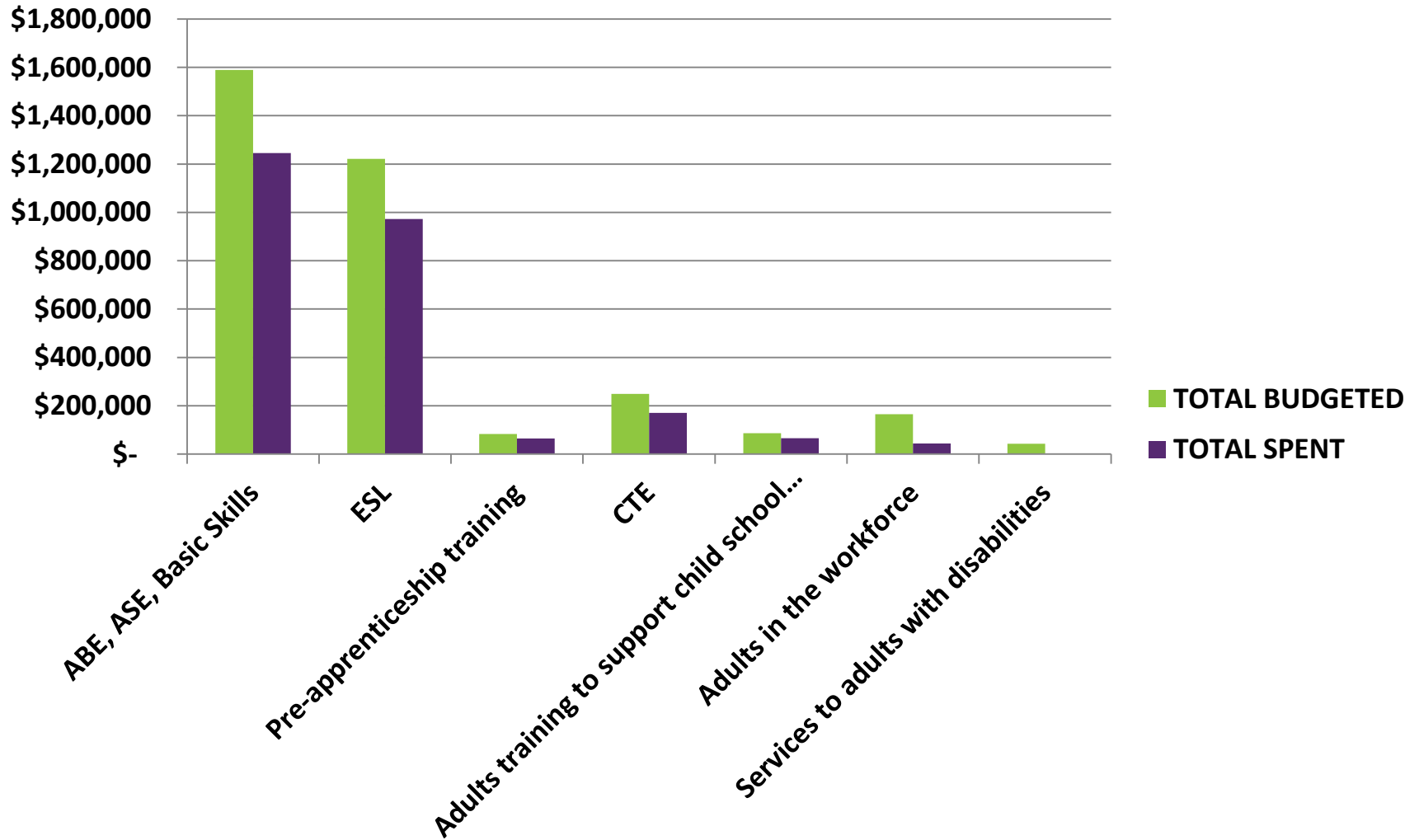
Total SVAEC 15-16 Funding & Spending

Includes CF/non-MOE and MOE Funds



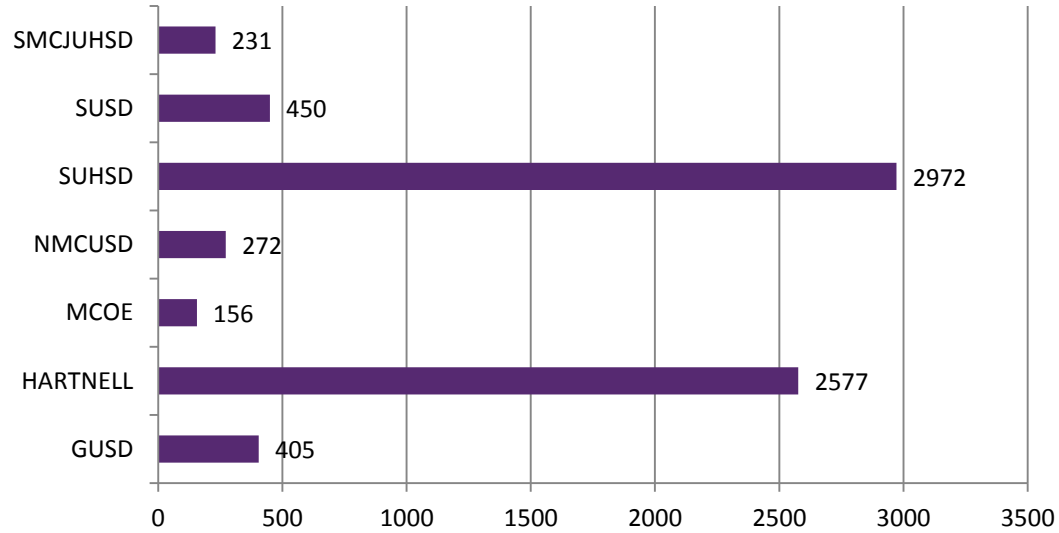
Program Year 1 (2015-16) Annual Report

Consortium spending by Program Area



Program Year 1 (2015-16) Annual Report

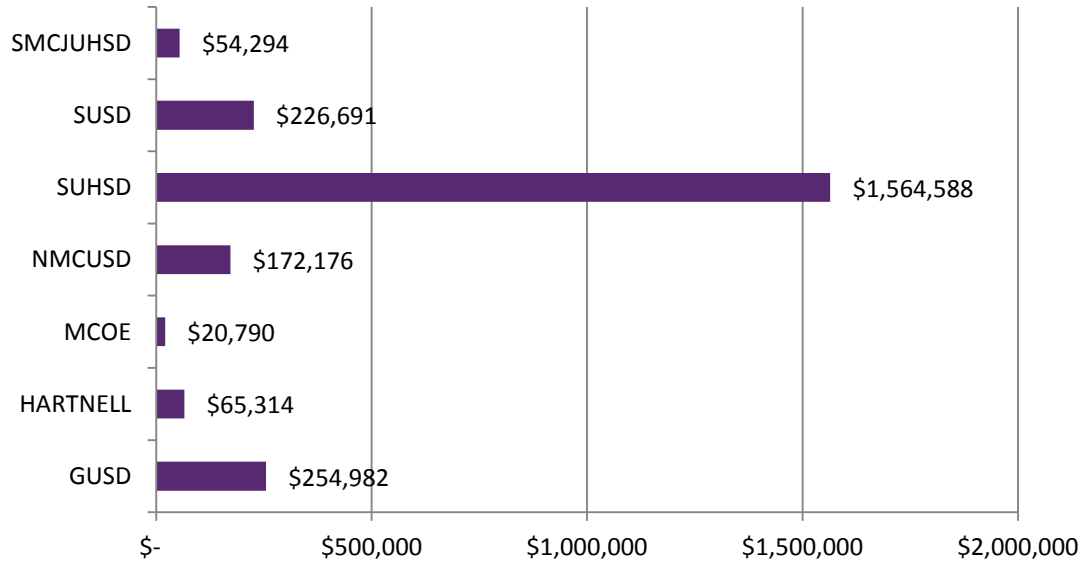
Adults Served



TOTAL SERVED:
8,502

COST PER ADULT:
\$298

Funds Spent



***TOTAL SPENT:**
\$2,532,111

*includes shared and
admin costs



Program Year 1 (2015-16) Annual Report

15-16 Funding and Spending

Member	15-16 CF Allocation	15-16 MOE Allocation	TOTAL 15-16 ALLOCATION	15-16 CF Expenditures	15-16 MOE Expenditures	TOTAL 15-16 EXPEND.	% of Allocation Spent	15-16 CF Carryover	15-16 MOE Carryover	Total 15-16 CARRYOVER
Gonzales	\$ 149,250	\$ 106,378	\$ 255,628	\$ 149,250	\$ 105,732	\$ 254,982	99.75%	\$ -	\$ 646	\$ 646
Hartnell	\$ 223,250		\$ 223,250	\$ 65,314		\$ 65,314	29.26%	\$ 157,936		\$ 157,936
MCOE	\$ 28,000		\$ 28,000	\$ 20,790		\$ 20,790	74.25%	\$ 7,210		\$ 7,210
No. Monterey	\$ 206,615	\$ 247,627	\$ 454,242	\$ 49,804	\$ 122,372	\$ 172,176	37.90%	\$ 156,811	\$ 125,255	\$ 282,066
Salinas	\$ 531,000	\$ 1,185,285	\$ 1,716,285	\$ 379,303	\$ 1,185,285	\$ 1,564,588	91.16%	\$ 151,697	\$ -	\$ 151,697
Soledad	\$ 147,957	\$ 194,661	\$ 342,618	\$ 32,030	\$ 194,661	\$ 226,691	66.16%	\$ 115,927	\$ -	\$ 115,927
So. Monterey	\$ 78,500		\$ 78,500	\$ 54,294		\$ 54,294	69.16%	\$ 24,206		\$ 24,206
SVAEC	\$ 258,189		\$ 258,189	\$ 129,272		\$ 129,272	50.07%	\$ 128,917		\$ 128,917
5% Admin	\$ 81,138		\$ 81,138	\$ 44,003		\$ 44,003	54.23%	\$ 37,135		\$ 37,135
TOTAL	\$ 1,703,899	\$ 1,733,951	\$ 3,437,850	\$ 924,061	\$ 1,608,050	\$ 2,532,111	73.65%	\$ 779,839	\$ 125,901	\$ 905,740

Program Year 1 (2015-16) Annual Report

HIGHLIGHTS FROM YEAR 1

South Monterey County district provided AE for the first time since 2008, and in 4 months served 231 adult learners with 4 new ESL classes and 1 new HSE class!

Soledad Adult School offered HSD/HSE instruction and HiSET testing for the first time in 4 years and saw 20 adult learners obtain their HSD and 41 students pass the HiSET exam!

Gonzales Adult School also became a HiSET testing center!

Gonzales Adult School started a robust Family Literacy and Parent Education Series which served 122 individuals!

Salinas Adult School created a brand new Adult School Counselor position!

Gonzales and Salinas Adult Schools acquired portables to be used exclusively for AE programs & services!

3 adult schools began offering new EL Civics and Citizenship Prep instruction!

Monterey County Office of Education's Alternative Education Office began an intensive career development and CTE training program for their 18+ youth, including training for career pathways in Diesel Mechanics, Aviation, and Information Technology!

All Members acquired new curriculum and/or technology to enhance instruction and to incorporate digital literacy into their programs!

Hartnell College developed and offered a free, 3-level workshop series for computer instruction in Spanish, which served 57 participants from HEP, Salinas Adult School, and the community!

Program Year 2 (2016-17) Funding

3 Budgets, 3 Plans

15-16 Carryover (non-MOE and MOE)	\$905,740
16-17 New Funds (all through Consortium)	\$3,490,139
One-time Data & Accountability (D&A plus extra AEBG 15-16 funds)	\$281,054
TOTAL	\$4,676,933

Program Year 2 (2016-17) Plan

- All activities proposed by Members were approved by the Consortium
- Still awaiting approval of our plan by the State
- See Activities Tables from Annual Plan
- Notify Kristen of changes so an amendment may be made
- Must discuss and approve the use of Shared Funds

Program Year 2 (2016-17) Plan

SHARED/GENERAL/COMMON FUNDS

<u>Expenditure</u>	<u>Cost</u>
Director Salary	\$ 87,158
Director Benefits	\$ 22,240
PA Salary	\$ 28,622
PA Benefits	\$ 17,386
PLC Stipends	\$ 35,000
Collaborative PD	\$ 15,000
Other Travel & Conference	\$ 10,000
Advertising/Marketing	\$ 15,000
Meetings	\$ 1,500
Events	\$ 1,500
Other?	\$ 120,930
TOTAL	\$ 354,336

Carry over from 15-16	\$ 128,917
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New 16-17 funds	\$ 225,419
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Total available funds in 16-17	\$ 354,336
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Fund Distribution - Background

- In 15-16, SVAEC used the Reimbursement Model for fund distribution; Members submitted invoices to be reimbursed with their own allocations and shared funds
- In April 2016, at urging of State, SVAEC voted to use Pass-Through Model in 16-17, agreeing that new 16-17 funds would be distributed quarterly per a fixed distribution schedule, without any invoices being submitted, but with quarterly reporting requirements (Note: 15-16 funds would continue to be disbursed by invoice)
- Fiscal Agent's new Interim Controller and Grants Accounting Manager met with the SVAEC Director in July, and concern was expressed about using a strict Pass-Through Model, considering:
 - **Members' transparency and accountability**
 - **Consortium's ability to be flexible and adaptable with funding**
 - **Consistency of process from one year to another**
 - **Fiscal Agent's liability**

Fund Distribution – Revise Process

New recommendation for modifications to Pass-Through Process or return to Reimbursement Model.

Option 1: Return to Reimbursement Model

- At least quarterly invoicing, but recommend monthly
- Expenditure and activity reports would be required quarterly, but less extensive due to documentation already provided with invoices

Option 2: Revised Pass-Through Model

- Fixed monthly disbursement schedule (15th of each month)
- At least quarterly reporting requirements, with same supporting documentation requirements as invoices to show evidence of expenditures, as well as activity reports
- Stipulation that if a Member falls behind in reporting or submits incomplete reports, disbursements may be paused/withheld by Fiscal Agent until rectified

Fund Distribution

Monthly distribution schedule, if Pass-Through employed

Monthly Disbursements	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
Gonzales	21,306	21,302	21,302	21,302	21,302	21,302
MCOE	2,337	2,333	2,333	2,333	2,333	2,333
North Monterey	37,859	37,853	37,853	37,853	37,853	37,853
Salinas	143,021	143,024	143,024	143,024	143,024	143,024
Soledad	28,557	28,551	28,551	28,551	28,551	28,551
South Monterey	6,542	6,542	6,542	6,542	6,542	6,542
Hartnell	18,605	18,605	18,605	18,605	18,605	18,605
SVAEC	18,785	18,785	18,785	18,785	18,785	18,785

Fund Distribution

Further Discussion & Decisions Needed:

- Fund distribution process (or can we decide today?)
- Potential fund reallocation process

Note: Any decision to change the Consortium's allocation schedule must be unanimous

Call a Special Steering Meeting?

Or address at next Regular Steering Meeting?

Data & Accountability

D&A Allocation: \$281,054 (\$228,765 + \$52,289)

- The funding will be used to resolve AEBG data collection needs required by AB104, foster regional and local system integration, coordinate regional intake, assessment, and referral, align efforts under the Workforce Innovation and Opportunity Act, and ultimately connect to a state level AEBG Data System
- Budget and work plans due by December 20, 2016
- Funding is good through December 31, 2017 with a final expenditure report due in January 2018 and close out report in February 2018
- Budgets, expenditures, and progress will be reported, using a separate code (6392)
- Must report a “Practice with Promise”

Data & Accountability

Objectives

- Respond to the short term data reporting needs required by AB104
- Foster regional and local system integration efforts pertaining to assessment and intake of adult students
- Support data sharing efforts to bolster performance accountability and program evaluation while leveraging broader statewide efforts to build a federated and aligned workforce and education performance accountability system

Guidelines

- Must be aligned with the consortium's D&A work plan, which must align with the 3-year and annual plans
- Allowable Uses are the same as those for other AEBG funds

Data & Accountability

D&A Projects

- **Collaborative BACCC Data Project:** Contribute towards an initial region-wide investment of \$100,000 to employ a consultant to research options and facilitate consortia members through a process of reviewing local data systems, collecting and tracking local data, and determining whether we wish to join together to develop a common system. Commit to sharing our information and appointing 1-2 data experts to represent our consortium.
- **WestEd Adult Ed Dashboard:** No financial commitment. Participate in work to develop and ultimately utilize an AE LaunchBoard Data Dashboard/Tab as a mechanism for rolling up local data and aggregating that data for purposes of program improvement and accountability.
- **Update your district's data on [Google Drive!](#)**

Data & Accountability

○ New SVAEC D&A Workgroup

- Determine the data needs and solutions for our consortium (at a much more in-depth level than we have been)
- Help the SVAEC determine common definitions and guidelines for data collection and tracking to align across districts
- Ensure the current data is accurate, including that collected using ASAP and CASAS (make sure tools are used correctly)
- Develop a common student intake form
- Identify a tool for bridging all regional adult ed providers' data (beyond the alignment of the 5 adult schools), and serving as a resource of data knowledge for the consortium.
- At least 1 member of this team should also serve as a representative to the BACCC Data Project

Collaborative Activities & Events

- **Professional Learning Communities**
 - Objectives and activities in 16-17
- **Regional Professional Development**
 - Fall training date and topics
 - ASAP and CASAS
- **Travel & Conference**
 - AEBG Summit, CATESOL, ACTE
- **Community Partner Networking Event**
 - November 30 after Steering Meeting?
- **Marketing**
- **Potential activities to serve adults with disabilities**
 - Hartnell LD Specialist Services and Trainings
 - Project Search

Questions, Announcements, Reminders, Updates



HAPPY NATIONAL ADULT EDUCATION & FAMILY LITERACY WEEK!!!!
PLEASE STAY FOR THE CELEBRATION!