



SALINAS VALLEY ADULT EDUCATION CONSORTIUM

AB104: Adult Education Block Grant

REGULAR STEERING MEETING

February 10, 2016

3:00-5:00 p.m.

North Monterey County Unified School District

AGENDA

- Welcome, Introductions, etc. – 5 minutes
- Consortium Mid-Year Report – 20 minutes
 - Budget Overview
 - Member Progress
 - Reporting Procedures
- Expenditure and Fund Disbursement Questions – 5 minutes
 - Facilities approved
 - Invoice and payment process
- AEBG Statewide Updates – 15 minutes
 - Further guidance coming on student/program assessment and progress reporting
 - 16-17 funding update
 - LAO site
- Consortium Project Updates – 45 minutes
 - Professional Learning Communities
 - Professional Development Activities
 - Marketing & Branding Efforts
 - Software – ASAP, CASAS, Northstar
 - Hiring Update
- Presentation by Francisco Pinedo: OTAN Training Resources – 15 minutes
- Guest Speaker: Annabelle Rodriguez, Dir., Programs & Community Engagement, Action Council – 10 minutes
- Member/partner announcements, updates, reminders, discussion items, networking – 20 minutes

Mid-year Report & Budget Review

Mid-year Report submitted to the State 1/30/16 –

Included Period 1 expenditures and YTD member activities

Period 1 spending:

\$986 – NMCUSD (hired new support staff)

\$7,481 – Interim Director salary & benefits

\$374 – AEBG Reader's Conference in Sacramento

Remaining SVAEC funds:

\$21,214 – Professional Development

\$14,400 – PLCs (teacher stipends)

\$10,000 – Marketing

\$25,000 – Software

\$83,643 – Director salary & benefits (\$59,343 + \$24,300)

\$33,150 – Program Assistant (\$21,000 + \$12,150)

\$62,926 – Unallocated funds (currently under Materials & Supplies)

\$250,333 – TOTAL Remaining for Period 2 (not including member allocations)

Mid-year Report & Budget Review

YTD Member Activities

- Prep for new ESL, HSE, Citizenship, Family Literacy, and Computer classes to begin in Jan and Feb
- Prep for new HiSET testing centers/services starting in Feb
- Development, approval, posting, and hiring new teacher and support staff positions for ESL, HSE, and Citizenship classes
- Estimates for equipment and software, including CASAS, Burlington English, and laptops/Chromebooks
- Estimates for portables and rental space
- Outreach and advertising of new classes, including newspaper ads and radio announcements
- Arrangements for new childcare and transportation services
- Curriculum development for new courses and programs

Next Quarterly Report Due: **April 15**

Spending Guidelines from the State

Members may spend AEBG funds on items as long as:

- The item is in the consortium's 3 year plan.
- The item is budgeted as an objective/activity in the consortium's 15-16 annual plan.
- Members and the public had a chance to review/comment.
- Members gave the final approval of these plans (which included this item).
- The member requesting the item is in good standing with the consortium.

Spending Guidelines from the State

- The AB104 Adult Education Block Grant program does not supersede any current state or federal legislation/ regulations or current collective bargaining agreements.
- AEBG funds can not supplant existing funding or be used to purchase items outside the seven program areas (or to serve non-adult students).
- MOUs may be used to pass through funding to members.
- Non-members can receive AEBG funds through a district or county office fiscal agent. But will need to follow the district fiscal policies and procedures.

16-17 Funding

- By February 28 preliminary allocation schedule - \$500M
- Legislation is clear that members are to receive **no less than what they received in 15-16.**
- Likely no MOE (but members will receive same amount through consortium)
- March-April: Consortia will need to develop their 16-17 AEBG spending plan (activities based on 3 year plan along with current progress).
- Consortia will also need to decide fiscal structures (and any changes) by the end of April for 16-17.
- State will set up apportionment process beginning in May in order to meet legislative delivery dates in June & July.
- Apportionment disbursement will begin in August 2016.

LAO Adult Education Tracker

The Legislative Analysis Office create a web page that tracks AEBG funding, enrollment, and demographic information for each of the 71 consortia participating in the Adult Education Block Grant.

<http://www.lao.ca.gov/Education/WorkforceEd/Consortia>

- Based on AB86 submitted information from December 2014.
- Data is from 12-13 school year – some are estimates.

Need to confirm data for our region!

Professional Development

SVAEC Professional Development Fund Requests (Summary & Balance Sheet)					
Total available SVAEC PD Funds for 15-16:			\$21,588		
Total requested YTD:			\$960		
Total expended YTD:			\$140		
Balance:			\$21,448		
Variance (% spent):			99%		
<u>AB104 Bay Area CCC Meeting (Jan. 27, San Jose)</u>				-	-
Attendee	Member District	Total Funds Requested	SVAEC Fund Request Approved?	Confirm Attendance (after event)	Total Expended (after activity)
Zahi Atallah	Hartnell	\$70			
Emily Tsai	NoMoCo	\$70		x	
Sue Landesman	Salinas	\$70		x	\$70
Roxanna Argueta	Soledad	\$70		x	
Francisco Pinedo	Soledad	\$70		x	\$70
Kristen Arps	SVAEC	\$70		x	
TOTAL		\$420			\$140
<u>EL Civics & Citizenship Conference (Feb. 26, Concord)</u>				-	-
Attendee	Member District	Total Funds Requested	SVAEC Fund Request Approved?	Confirm Attendance (after event)	Total Expended (after activity)
Ana Mendoza	Gonzales	\$135			
Emily Tsai	NoMoCo	\$135			
Tom Lawson	Salinas	\$135			
Ann McDowell	Salinas	\$135			
Francisco Pinedo	Soledad	N/A	N/A		
TOTAL		\$540			\$0

Professional Development

Members – Submit requests for Period 2

Activity	Program Area	REGISTRATION	CONFIRMED	HOTEL	MILEAGE	MEALS	TOTAL
OTAN Symposium 3/11 - 3/12		\$25 registration					
Robert Gomez	ESL		yes	2 rooms	2 cars	40 per day	
Kim Roy	HSD		maybe		284 miles	1 1/2 days	
Mary Haas	HSD		yes				
Yvonne Petersen	HSE/CCP		maybe				
Total		\$100		\$300	\$306	\$240	\$946
CATESOL - 4/16/2016		about \$70		one day			
Edward Brown	ESL		yes		1 car	40 per day	
Jaimee De Pompeo	ESL		yes				
Janae Silva	ESL		yes		208 miles	1 day	
Robert Paden	ESL		maybe				
Total		\$210			\$112	\$120	\$442
CCAE 4/22 - 4/23		\$445 registration					
Tim Amaral	HSE		yes	6 rooms	4 cars	\$40 per day	
Cristina Cabrera	HSE - Span		yes			1 1/2 days	
Kim Roy	HSD		maybe		184 miles		
Maria Luz Acevedo	HSE - Span		yes				
Sue Landesman	PS		yes				
Tom Lawson	PS		yes				
Edward Brown	ESL		yes				
Janae Silva	ESL		yes				
Robert Paden	ESL		maybe				
Robert Gomez	ESL		yes				
Yvonne Petersen (Friday)	HSE/CCP		yes				
Total		\$5,170		\$1,080	\$397	\$700	\$7,347
TOTAL							\$8,735

Visioning, Branding, Marketing

Marketing firm chosen: **Full Steam Marketing & Design**

Projects/Deliverables: **\$12,150 TOTAL**

- Branding/Logo/Style Guide = \$2,500
- Website = \$8,450 (translation included)
- Brochure = \$1,200 (translation included)

Next Steps:

- Develop site map and content for website
- Gather member info/content to post on website and in brochures
- Provide input on branding and logo
- Develop and approve Vision, Mission, and Values
- Small team to be involved in these marketing projects?

Visioning, Branding, Marketing

SVAEC Website Components

- Welcome page
- Interactive regional asset map
- List of members with location and program/service info
- Links to other partners and regional resources
- Vision, Mission, Values, Objectives
- Success stories, testimonials
- Online inventories for adults to determine pathways
- Submit an inquiry option - Bilingual
- Pages geared toward community and industry partners, with ideas of how we can collaborate
- Partner letters of support
- Regional Plans – 3-year and annual
- Meeting and event schedule/calendar
- Resources for members: Meeting agendas and minutes, reporting schedule and templates, professional development info, fund request forms, member designee list, member allocation info, workgroup/PLC resources

Visioning, Branding, Marketing

VISION

All underserved adults in the Salinas Valley will receive equitable access to the education, training, guidance, and support needed to set and achieve their educational and career goals.

MISSION

The Salinas Valley Adult Education Consortium fosters the expansion, improvement, and accessibility of adult education services in the region.

Visioning, Branding, Marketing

VALUES

- Student-centered, Students First
- Community-centered
- Collaboration
- Alignment, Seamless, Coordinated
- Respect
- Inclusion, Support of all stakeholders
- Right to education/access to education is a fundamental right for everyone
- Integrity and Quality (standards, high quality instruction, meaningful skills/certificates/outcomes, practical, valuable skills, realistic and viable solutions)
- Industry-aligned
- Serving needs of Salinas Valley - not just labor market, also individuals
- Strong partnerships without barriers
- Transparency and accountability
- Communication
- Growth mindset, Transformation
- Data-driven, evidence-based, responsive to changes
- Culturally responsive
- Active participation, fully engaged members and partners

Food Expenditures

Adding language to annual plan and budget under “Supplies & Materials”

- \$5/person for 2 hour meetings? (approx. \$100/Steering Meeting)
- \$7/person for 4+ hour meetings?
- Might be more for special events or PD activities?
- Can be more if a member district’s policies are different?

Text from AEBG Allowable Uses Guide:

“Food and Beverages - funds can be used to provide food or non-alcoholic beverages for students or staff, provided that there is no local board policy prohibiting these costs. Food and beverage costs must be for activities or functions consistent with the objectives of the AEBG 3 year Consortia Plan and the Annual Plan. Funds cannot be used to pay for general activities such as open houses or other events not directly related to AEBG.”

Software Acquisition Updates/Resources

ASAP 3.0 – It's here! Adult schools need to...

- Review contract
- Submit info to set up account
- Set and participate in kickoff call
- Attend an ASAP User Meeting
- Begin migrating data

CASAS – Purchase now!

Northstar Digital Literacy Assessment –

- Each member can apply for own account

K16 Bridge – Ready to integrate with ASAP 3.0!

Lexia/Reading Plus – Interest?

Period 2 Consortium Activities, Requested Funds, Proposed Budget Revisions

Professional Development:

- Requests are being submitted and projections are being made.
- No proposed budget revision at this time.

PLCs:

- ESL PLC continuing, Basic Skills PLC beginning, CTE PLC might begin now rather than waiting until 16-17.
- No proposed budget revision at this time.

Marketing:

- Full Steam Marketing proposal totals \$12,150
- Reallocate \$2,150 from unallocated funds?

Software:

- ASAP 3.0 acquisition will cost \$33,150
- Northstar will cost \$1,200
- Reallocate \$9,350 from unallocated funds?

Calendar

- Hold a special governance-related meeting in order to:
 - Vote on vision, mission, values statements
 - Finalize and approve bylaws or charter
 - Determine process for 16-17 plan and budget development and fund allocation/disbursement
- Rotating Steering Meetings – volunteers to host in March and May?

FEBRUARY

IMPORTANT DATES

10-Feb	Regular Steering Meeting
12-Feb	Deadline to register for CASAS Summer Institute (June 21-23)
14-Feb	Deadline to register for CA Council for Adult Ed State Conference (April 21-23)
24-Feb	Regional CASAS meeting with Jay Wright
26-Feb	EL Civics & Citizenship Conference at Mt. Diablo
28-Feb	State should provide preliminary 16-17 consortia allocation schedule

ACTIVITIES

Finalize Consortium governance procedures

Members continue activity implementation and assessment

ESL and Basic Skills PLCs continue

Marketing and outreach efforts continue

Begin 16-17 planning

Announcements, Reminders, Final Discussion

Announcements:

- Gonzales Parent Education Series beginning (evenings)
- Soledad and Gonzales Adult Schools have begun offering HiSET testing
- Some members still seeking HSE instructors
- Friday 2/12 is deadline to register for CASAS Summer Institute
- Sunday 2/14 is deadline to register for CCAE Conference
- CASAS Network Meeting – Feb. 24, 9-12, Salinas Adult School
- EL Civics & Citizenship Conference – Feb. 26, 8-3:30, Mt. Diablo College
- Hartnell Curriculum Institute – March 4, 8-1:30, Seaside – Must get commitment by Feb. 18 from AE participants for an AE session to be offered!
- ASAP Users Conference – March 9, Newark

Reminders:

- Set up ASAP 3.0 accounts and Northstar accounts
- Submit Professional Development requests by member
- PLC participants – Start meeting, get EWAs done with your districts
- Next Regular Steering Meeting – March 9, 3-5pm