



SALINAS VALLEY ADULT EDUCATION CONSORTIUM

AB104: Adult Education Block Grant

REGULAR STEERING MEETING

March 9, 2016

3:00-5:00 p.m.

Hartnell College Alisal Campus

AGENDA

- Introductions
- 15-16 Budget & Plan Implementation
- 15-16 Reporting
- 16-17 Allocations & Planning
- Marketing & Outreach
- Professional Development and PLCs
- Final Questions, Updates, Announcements, Reminders

15-16 Budget Adjustments: Actions via Electronic Voting

ASAP 3.0

- \$33,150 for new student information system for 5 adult schools
- (\$25,000 originally budgeted; \$8,150 reallocated to Data Systems budget)

Northstar Digital Literacy Assessment

- \$1,200 allocated for annual fee to become Sponsor

Professional Development

- \$20,314 approved for PD activities (requests are being adjusted)
- BACCC AB104, EL Civics, ASAP, OTAN, CATESOL, Math Teachers, CCAE, COABE

Marketing

- \$12,500 approved for marketing projects
- (\$10,000 originally budgeted; \$2,500 reallocated to Marketing budget)

Refreshments

- Language approved for plans and budgets
- \$5pp max for meetings 3 hrs or less; \$7pp max for 4+ hours
- More special events/meetings/trainings
- Estimated \$2,500 per year

Revised 15-16 Budget

| Activity/Expenditure | Original Budget | Revised Budget | YTD Exp | Balance | Projected Overage |
|--|---------------------|---------------------|------------------|---------------------|-------------------|
| Director Salary | \$ 64,500 | \$ 48,159 | \$ 19,491 | \$ 28,668 | \$ 16,341 |
| Assistant Salary | \$ 21,000 | \$ 9,332 | \$ - | \$ 9,332 | \$ 11,668 |
| Director & Assistant Benefits | \$ 38,775 | \$ 25,472 | \$ 8,240 | \$ 17,232 | \$ 13,303 |
| PLCs (Stipends) | \$ 14,400 | \$ 14,400 | | \$ 14,400 | ? |
| Professional Development (Conf&Travel) | \$ 21,588 | \$ 21,588 | \$ 374 | \$ 21,214 | ? |
| Marketing & Outreach | \$ 10,000 | \$ 12,500 | | \$ 12,500 | \$ 0 |
| Data Systems - ASAP 3.0 & Northstar | \$ 25,000 | \$ 34,350 | \$ 34,350 | \$ 0 | \$ 0 |
| Refreshments (Supplies&Materials) | | \$ 2,500 | | \$ 2,500 | ? |
| Unallocated (Supplies&Materials) | \$ 62,926 | \$ 48,576 | | \$ 48,576 | \$ 48,576 |
| Member Allocations | \$ 1,364,572 | \$ 1,364,572 | \$ 986 | \$ 1,363,586 | ? |
| | \$ 1,703,899 | \$ 1,581,449 | \$ 63,441 | \$ 1,518,008 | \$ 89,888 |

Fund Disbursement and Expenditure Reporting

New Requirement:

- Consortium must report member expenditures by major object code/expenditure type
- Need to revise our budget and reporting process
- Members may also claim indirect on consortium funds

Fund Disbursement:

- Invoice MUST include detailed expenditure information to reflect major object code/expenditure type
- Invoice should distinguish between member allocated funds and consortium-wide funds

Reporting:

- Quarterly reports MUST show expenditure program areas AND major object code/expenditure type
- Q3 invoices and reports due April 15

16-17 Funding & Planning

SVAEC Preliminary Allocation for FY 2016-17: \$3,490,139

- Based on 15-16 amounts and original funding formula
- Members are to receive no less than what they received in 15-16 (combined MOE & CF total) unless otherwise decided by the Consortium.
- No delineation between MOE and CF (all coming through the Consortium)
- Must determine our Governance & Administration

16-17 Funding & Planning

SVAEC Preliminary Allocations for FY 2016-17

| <u>Member</u> | <u>15-16 CF</u> | <u>15-16 MOE</u> | <u>15-16 TOTAL</u> | <u>16-17 (preliminary)</u> |
|----------------|---------------------|---------------------|---------------------|----------------------------|
| Gonzales | \$ 149,250 | \$ 106,378 | \$ 255,628 | \$ 255,628 |
| Hartnell | \$ 223,250 | \$ - | \$ 223,250 | \$ 223,250 |
| MCOE | \$ 28,000 | \$ - | \$ 28,000 | \$ 28,000 |
| North Monterey | \$ 206,615 | \$ 247,627 | \$ 454,242 | \$ 454,242 |
| Salinas | \$ 531,000 | \$ 1,185,285 | \$ 1,716,285 | \$ 1,716,285 |
| Soledad | \$ 147,957 | \$ 194,661 | \$ 342,618 | \$ 342,618 |
| South Monterey | \$ 78,500 | \$ - | \$ 78,500 | \$ 78,500 |
| SVAEC | \$ 258,189 | \$ - | \$ 258,189 | \$ 225,419 |
| 5% Indirect | \$ 81,138 | \$ - | \$ 81,138 | \$ 166,197 |
| TOTAL | \$ 1,703,899 | \$ 1,733,951 | \$ 3,437,850 | \$ 3,490,139 |

Planning & Funding Guidelines from the State

The legislation addresses the possibility of a decrease in funding or loss of funding for one or more of the following:

1. The member no longer wishes to provide services consistent with the adult education plan;
2. The member cannot provide services that address the needs identified in the adult education plan;
3. 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 improvements.

Planning & Funding Guidelines from the State

Decision making procedures are specified in AB104 that ensure that all of the following conditions are satisfied:

- All members shall participate in any decision made by the consortium.
- A proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment.
- The consortium has provided the public with adequate notice of a proposed decision and considered any comments submitted by members of the public, and any comments submitted by members of the public have been distributed publicly.
- A decision is final.

Funding & 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.

Funding & Spending Guidelines from the State

- The AEBG program does not supersede any current state or federal legislation / regulations or current collective bargaining agreements.
- AEBG funds cannot supplant existing funding or be used to purchase items outside the seven program areas (or to serve non-adult students).
- Non-members can receive AEBG funds through a member district, but will need to follow the district fiscal policies and procedures.
- Fiscal agents and members must work out funding flow.
- MOUs may be used to pass through funding to members.

Funding & Spending Guidelines from the State

- Ultimately, AB104 regional consortia members are responsible for allocation decisions. The responsibility cannot be delegated.
- Members may be audited by the California Department of Audits, the California Department of Education, the Chancellor's Office, or other government agencies with a lawful interest in the expenditure of funds.
- Expenditures deemed unreasonable and/or unjustifiable will be withheld in future funding distributions or allocations.

Deliverables Timeline

To ensure Consortia may focus on implementation plans, the AEBG Office is segmenting the current process into **three** discrete submissions:

| Activity | Date |
|---|--------|
| Part I: Governance and Administration (incl. Consortium Fiscal Administration Declaration) | May 2 |
| Part II: Annual Plan and Report of Expenditures | July |
| Part III: Demographics and Performance Measures | August |

16-17 Planning Process and Timeline

Part I: Governance and Administration (Due May 2)

Annual update of administration information and governance policies. Currently, there are five sections, all of which may be completed online:

- 1.1 General Consortium Information
- 1.2 Consortium Membership Updates
- 1.3 Administrative / Member Contacts
- 1.4 Rules and Procedures (Governance)
- 1.5 Consortium Fiscal Administration Declaration

Consortium Fiscal Administration Declaration

- Indicate intention to have Fiscal Agent or not
- Describe approach to managing block grant funds
- Total AEBG funding by member for 2015 - 16 (MOE + Allocations) and 2016 - 17

16-17 Planning Process and Timeline

| Milestones | Date* |
|---|------------------------|
| Preliminary Year 2 Consortium Allocations Posted | March 4, 2016 |
| Year 2 Annual Plan Guidance Released | March 11, 2016 |
| Year 2 Application Window Opens | March 11, 2016 |
| Year 2 Consortium Plans Due to AEBG Office (Part I: Governance and Administration) | May 2, 2016 |
| AEBG Office Review / Approvals <i>- Initial Review / Approval - Allocations</i> <i>- Review / Outreach on Narrative Components (as needed)</i> | May - June 2016 |
| Part II: Annual Plan (16-17) and Report of Expenditures (15-16) | July 2016 |
| Final Allocation Schedule Posted <i>15 days after signing of the state budget</i> | July 15, 2016 |
| Part III: Demographics and Performance Measures Reporting (15-16) | August 2016 |
| Funds Apportioned / Scheduled with Controllers <i>No more than 30 days after approval of final allocation schedule; est. 3 - 4 weeks to process</i> | August 15, 2016 |

SVAEC 16-17 Planning Process and Timeline

March 9: Regular Steering Meeting

Submit initial proposals/requests? Governance meeting first?

April 13: Regular Steering Meeting

Retreat/Special Meeting on Governance, Planning, and Funding?

May 2: **Governance & Administration Plan Due –**
Including initial 16-17 Consortium member allocations!

May 11: Regular Steering Meeting – *Review and Discuss Plan Draft?*

Special Meeting in May or June to finalize/approve Plan & Budget?

May-June: **Initial 16-17 Plan & Budget Review (by State)**

July: **16-17 Plan Due**

July: **15-16 Final Expenditure Report Due**

August: **15-16 Final Performance & Demographics Report Due**

Marketing & Outreach

Stakeholder Outreach and Involvement

New Trailer Bill Language: “(E) The consortium has considered input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision.”

- **Community Meetings?**
- **Advisory Council?**
- **Needs Assessments?**
- **Other ideas?**

Marketing Projects Underway

- Member Profiles
- Meeting with Full Steam on 3/10 at 11am

Professional Development

Submit/revise activities for member district in Google Sheet

Out-of-state travel:

- Form for State approval
- Interest in COABE in Texas April 10-13?

Schedule of upcoming activities:

OTAN Technology & Distance Learning Symposium (3/11-12)

Commission on ABE (4/10-13)

Council of Math Teachers (4/13-16)

CATESOL Regional (4/16)

CA Council for AE (4/21-23)

CASAS Local Training???

CASAS Summer Institute (6/21-23)

CHECK OUT CALPRO for great PD! (www.calpro-online.org)

Announcements, Reminders, Final Questions or Discussion

Announcements:

- Additional funding opportunities posted on AEBG website

Reminders:

- Set up ASAP 3.0 accounts and Northstar accounts
- Make CASAS purchases
- Submit Professional Development requests by member, not individual
- PLC participants – Start/continue meeting, get EWAs done with your districts
- Submit/revise Member Profiles for website
- Next Regular Steering Meeting – April 13, 3-5pm, in Soledad
- Quarter 3 Reports due April 15
- Make sure you'll be able to access 15-16 funds after June 30