



SALINAS VALLEY ADULT EDUCATION CONSORTIUM

Steering Meeting

August 26, 2015

Hartnell College, Alisal Campus, Salinas, CA

AGENDA

I. Current Status: Planning Grant Extension

II. ESL PLC

- A. Objectives and Deliverables
- B. Guidelines and Logistics

III. AB86>AB104 – Overview of new legislation

IV. Consortium Deliverables Timeline

- A. Governance and financial deliverables (see below)
- B. 3-Year Regional Plan and 15-16 Annual Plan & Budget (detailed work plan)

V. Consortium Governance Decisions

- A. Member board-appointed designees
- B. Consortium Point Person/Facilitator role
- C. Governance Plan
 - i. Membership guidelines, decision-making procedures, open & public proceedings, accountability measures

VI. Consortium Financial Decisions

- A. Fund distribution model options
 - i. Appoint a fiscal agent or choose direct distribution?
- B. 15-16 AEBG Fund Distribution Schedule

VII. AEBG Planning Summit in Sacramento

- A. Attendees
- B. Travel logistics and funding

VIII. Other?



**PLANNING FUNDS EXTENSION
THROUGH DECEMBER 2015**

PLANNING FUNDS EXTENSION

Additional funds freed up

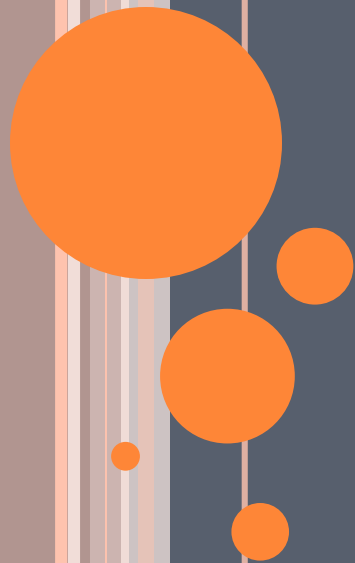
– need to reassign and revise Extension Work Plan & Budget

Options

- Summit travel
- Consortium Plan Workgroup (work on 3-year & annual plans due in Oct.)
- Professional Development
- Basic Skills PLC (use AEBG funds instead)
- Consortium Facilitator position (use AEBG funds instead)

ACTION ITEM: Approve new use(s) of freed-up extension funds





ESL PROFESSIONAL LEARNING COMMUNITY

ESL PLC

ESL PLC part of work plan for planning funds extension

- July 1 – December 31, 2015
- Total amount of funds extended: **\$59,912**
 - Instructor/faculty stipends for ESL PLC participation
 - FT Consortium Director (SUHSD) through August
 - PT Hartnell Planning Coordinator through November

ESL PLC Logistics

- 2 faculty/instructor reps from each member district
- \$1,200 stipends for the first 2 from each member
- More than 2 participants if paid for with alternative funds
- Member districts must have MOU with SUHSD for reimbursement
- Submit invoice by December 31, 2015
- Participants must submit monthly Time & Effort Logs.



ESL PLC

Objectives:

1. Regional educational pathways for adult ESL learners
2. Alignment of adult ESL programs in the region
 - a. Course sequences, curriculum, outcomes, assessments
 - b. Create crosswalks between programs or levels where needed
3. Recommendations to Consortium on strategies to better serve adult ESL learners in the region

Activities and Deliverables (continued on next slide):

- 30-40 hours of time for meetings and independent work
- Monthly Time & Effort Logs
- Updates to SVAEC steering committee on PLC progress



ESL PLC

Activities and Deliverables, continued:

- By the end of December 2015, submit the following:
 - Maps of regional educational pathways for adult ESL learners that include:
 - Aligned curriculum between programs and institutions, particularly adult schools to HC
 - Aligned crosswalks for student assessment and placement, particularly adult schools to HC
 - Make recommendations to the Steering Committee, as needed

The PLC may establish alternative deliverables if requested and approved by the Steering Committee.

ACTION ITEMS:

- **Approve ESL PLC guidelines and officially inaugurate ESL PLC**
- **Members recruit participants if not already on board**





AB104

Overview of new legislation

AB86 = AB104

AB104, SEC. 39, Art. 9: Adult Education Block Grant

New requirements related to:

- Program Areas
- Governance and membership
- Deliverables
- Funding
- Assessment

State AB86 Workgroup issuing new guidelines and resources

Emphasis on:

- Consortium governance
- Allowability
- Accountability


Templates will be provided for:

- Governance Report
- Annual Plan
- Assessment Plan & Effectiveness Chart



AB104: NEW PROGRAM AREAS

2 new categories added

1. Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate.
 2. Programs for immigrants eligible for educational services in citizenship, ESL, and workforce preparation.
 3. Programs for adults, including, but not limited to, **older adults**, that are **primarily related to entry or reentry into the workforce**.
 4. 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.
 5. Programs for adults with disabilities.
 6. Programs in career technical education that are short term in nature and have high employment potential.
 7. Programs offering pre-apprenticeship training activities conducted in coordination with one or more apprenticeship programs approved by the Department of Apprenticeship Standards for the occupation and geographic area.
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AB104: NEW MEMBERSHIP REQUIREMENTS

Must be invited to join as members:

- Community college districts
- School districts
- County offices of education
- Joint powers authority consisting of community college districts, school districts, county offices of education

Must join if receiving adult ed funds:

- The Adults in Correctional Facilities Program (member programs)
- The federal Adult Education and Family Literacy Act (Title II of the federal Innovation and Opportunity Act)
- The federal Carl D. Perkins Career and Technical Education Act
- Local Control Funding Formula apportionments reserved for students who are 19 years of age or older
- Community college apportionments received for providing instruction in courses in any of the AEBG-funded program areas
- State funds for remedial education and job training services for CalWORKS participants



AB104: NEW MEMBERSHIP REQUIREMENTS

Conditions of membership:

- **Reporting of all funds** available to that member for the purposes of education and workforce services for adults and the uses of those funds
- Representation by an **official designated by the governing board** of the member
- **Participation in all decisions** made by the consortium
- Expenditure of funds according to the Consortium and State-approved **Regional Adult Education Plan**
- **Accurate reporting of expenditures** of AEBG funds

Member funding may be reduced or discontinued if:

- 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.
- 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.



AB104: NEW GOVERNANCE REQUIREMENTS

Approved Consortium Governance Plan and Other Rules & Procedures

- Due October 31st at the latest
- Required for receipt of funds

Open and Public Meetings

- Proposed Consortium decisions will be considered in open, properly noticed public meetings of the consortium at which members of the public may comment.
- The Consortium will provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public.
- Comments submitted by members of the public will be distributed publicly.
- 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, including 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.

All decisions made by the consortium are final.

AB104: NEW GOVERNANCE REQUIREMENTS

Consortium still must determine:

- How will the Consortium arrive at a **decision-making model**?
- How will it assure **all members participate** in any decision made?
- The relative **voting power** of each member
 - 1 member = 1 vote
 - 1 institution = 1 vote (thus giving districts with multiple institutions multiple votes)
 - Other (e.g., votes proportionate to number of adult students served)
- How **decisions will be approved**
 - By majority vote of 51% or 50% +1 vote, or $\frac{2}{3}$ of votes, etc.
 - By consensus
- How many **official designees** may each member have?
- How will **members join, leave, or be dismissed** from the Consortium?
- How will the Consortium assure that proceedings are **open and public** and invite **partner participation**?



AB104: NEW FUNDING REQUIREMENTS

Consortia funding formula still TBD.

Formula based on each region's adult education need, determined by regional factors:

- Adult population
- Employment
- Immigration
- Educational attainment
- Adult literacy

2 options for distribution of funds:

- Fiscal agent/fund administrator model
- Direct distribution model
- State must be notified as soon as possible in order to allocate funds

Consortium must approve a fund distribution schedule that includes:

- Amount to be distributed to each member
- Narrative justifying how the planned allocations are consistent with the Regional Adult Education Plan

Funding for 15-16:

- MOE funds for K-12 districts – August 2015
- Remaining funds for consortia – October 2015



AB104: NEW ASSESSMENT REQUIREMENTS

Consortium must report on behalf of each member:

- All adult education funds received (from all sources)
- Use of AEBG funds and corresponding outcomes
- Student data and assessment of student progress

Measures of Effectiveness:

- Number of adults served by consortium
- Number of adults served that:
 - Improved literacy skills
 - Completed of HSD or equivalent
 - Completed postsecondary certificates, degrees, or training programs
 - Placement into jobs
 - Improved wages

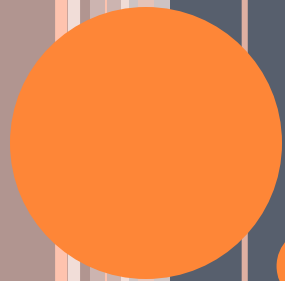
The State will be providing more guidelines, tools, and resources for collection and analysis of data for Consortium, program, and student assessment.



AB104: NEW DELIVERABLES

- Governance plan, including structure, membership, decision-making, and other rules and regulations (report template provided)
- Evidence of member designee board approval
- 3-year plan and annual plans (templates will be provided)
- FY15-16 work plan and budget
- FY15-16 fund distribution schedule
- Reports of other sources of AE funding
- Assessment plan and effectiveness chart (templates will be provided)
- Crosswalks for student assessment and placement





CONSORTIUM DELIVERABLES

Discussion, Decisions, Actions



TIMELINE FOR DELIVERABLES COMPLETION

Member Designees

- Proof of member board approval by 10/30
- At least show that it's on an upcoming board meeting agenda

Governance Plan

- Discussion and Preliminary Decisions – 8/26 Steering Meeting
- Final Approval – 9/23 Steering Meeting

Fund Distribution Model

- Discussion – 8/26 Steering Meeting
- Final Approval – 9/23 Steering Meeting

Other AE Funding Reporting

- Report to SUHSD by ???

Regional Plans & Budgets

- Discussion – 9/23 Steering Meeting
- Final Approval – 10/7 Steering Meeting

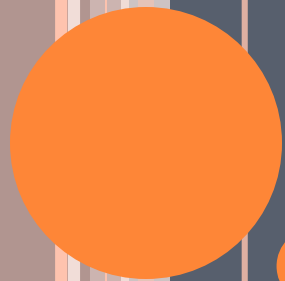
Fund Distribution Schedule

- Discussion – 9/23 Steering Meeting
- Final Approval – 10/7 Steering Meeting

Assessment Plan

- October-December






CONSORTIUM GOVERNANCE

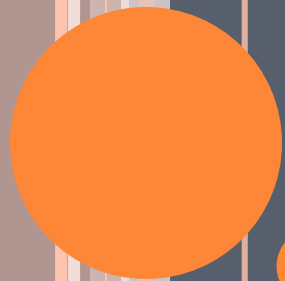
Discussion, Decisions, Actions



GOVERNANCE PLAN

Discuss and Decide

1. How will we arrive at a decision-making model?
 2. How will we assure all members participate in any decision made?
 3. What will the relative voting power of each member be?
 - a. 1 member = 1 vote
 - b. 1 institution = 1 vote (thus giving districts with multiple institutions multiple votes)
 - c. Other (e.g., votes proportionate to number of adult students served)
 4. How will decisions be approved?
 - a. By majority vote of 51% or 50% +1 vote, or $\frac{2}{3}$ of votes, etc.
 - b. By consensus
 5. How many official designees may each member have?
 6. How will members join, leave, or be dismissed from the Consortium?
 7. How will we assure that proceedings are open and public and invite partner participation?
 8. Other?
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CONSORTIUM FINANCE

Discussion, Decisions, Actions



2015-16 FUNDING

Consortium 15-16 Funding Timeline:

- K-12 districts receive MOE funds in August
- Consortium funding formula and allocations should be made known by August 31st
- Funds should be distributed by October 31st

Must have submitted and received approval of the following in order to receive funds:

- Fund distribution model
- 15-16 Annual Plan and Budget
- 15-16 Fund Distribution Schedule



2015-16 FUNDING

MOE Funding

Local Educational Agencies	District Type	2015-16 MOE Funding
Salinas Union High	HIGH	1,185,285
North Monterey County Unified	UNIFIED	247,627
Soledad Unified	UNIFIED	194,661
Gonzales Unified	UNIFIED	106,378
South Monterey County Joint Union High	HIGH	-

Consortium Funding

- Funding formula still unknown.
- Based on region's need. Variables include regional:
 - Adult population
 - Employment
 - Immigration
 - Educational attainment
 - Adult literacy data
- Amount of funds to be distributed to the 70 consortia:
\$163,132,133 (\$500M - \$336,867,867 in MOE paid to K-12)



FUND DISTRIBUTION MODEL DECISION

Discuss and Decide from 2 options:

- Fiscal Agent/Fund Administrator
- Direct distribution to members by the State
- (or 3rd option – remain undecided at this time)

Fund Administrator option:

- Primary duties:
 - Distributes AEBG funds to members.
 - Implements fiscal decisions made by Consortium members.
 - Fiscal reporting and related fiscal data collection.
 - Certifies that expenditures have been made and reports prepared in accordance with applicable Federal, State, and Consortium regulations and approved plans.
- Is not a decision-making or governance role; has no voting power nor authority to approve expenses applied against the grant.
- If at the same institution as the Consortium Facilitator, roles/responsibilities and funding must be clearly delineated.
- See FA role description handout



FUND DISTRIBUTION MODEL DECISION

Direct Distribution option:

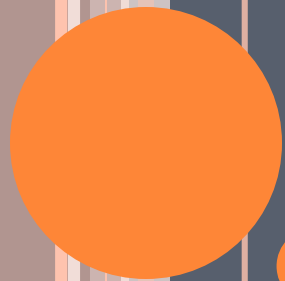
- No fiscal agent to distribute funds
- State distributes directly to each member according to the Consortium and State-approved distribution schedule.
- Reporting must still be done as a Consortium (not individually)
 - Someone must be responsible for collecting, certifying, and reporting member data
 - Can even be a contractor, e.g. accounting firm

Note: With both models, it is assumed that the Consortium Facilitator will work with the Fiscal Agent or Reporting Agent to assure all information is reported completely, accurately, and in a timely matter.

ACTION ITEM:

Decide on model today, or wait until next meeting for final vote?





SUMMIT IN SACRAMENTO

AEBG PLANNING SUMMIT

AEBG Planning Summit in Sacramento:

- September 24th-25th, 2015
 - 9:30-5:00 on Thursday
 - 8:30-12:00 on Friday
- 5 members from each consortium; wide representation
- Members responsible for travel expenses

ACTION ITEM: Choose 5 attendees





WRAP-UP

Other items for discussion?

Questions?

Review of action items and deadlines

REVIEW OF ACTION ITEMS & DEADLINES

- **ESL PLC Participants – Agreements ASAP**
- **Member Designees – board approval by 10/30 (but ASAP)**
- **Governance Plan – by 9/23 Steering Meeting**
- **Fund Distribution Model – by 9/23 Steering Meeting**
- **Other AE Funding Reporting – by ???**
- **Regional Plans & Budgets – by 10/7 Steering Meeting**
- **Fund Distribution Schedule – by 10/7 Steering Meeting**
- **ESL PLC MOUs – by October**
- **Assessment Plan – by December**

