



SALINAS VALLEY ADULT EDUCATION CONSORTIUM

AB104: Adult Education Block Grant

REGULAR STEERING MEETING

April 13, 2016

3:00-5:00 p.m.

Soledad Unified School District

AGENDA

- Introductions
- Decide on logo, vision and mission
- Discuss and decide on governance and administration structures, policies, and procedures
- Review timeline and deliverables due, decide on schedule
- Reminders, updates, and announcements

Vision & Mission

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.

Governance & Administration

Governance and Administration Deliverables **(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 Plan)
- 1.5 Consortium Fiscal Administration Declaration (CFAD)

Consortium Fiscal Administration Declaration (CFAD)

- Indicate chosen fiscal administration model
- Describe approach to managing block grant funds
- Total AEBG funding by member for 2015 - 16 (MOE + Allocations) and 2016 – 17 (Approve Preliminary Allocation Schedule)

Governance & Administration

Review Bylaws Draft and list of discussion and action items

Discuss and vote on:

- Decision-making
- Structure
- Membership
- Designees
- Participation and Member Responsibilities
- Meetings
- Fund Distribution Model
- Funding and Spending
- Reporting and Evaluation

Timeline & Deliverables

April 13:	Regular Steering Meeting
April 15:	Member Q3 Reports Due
May 2:	Governance & Administration Plan Due Preliminary 16-17 Allocation Schedule Due
May 6:	Member Preliminary 16-17 Plans/Budgets Due
May 11:	Regular Steering Meeting
May 15:	15-16 Annual Plan Amendment Due
June:	Initial 16-17 Plan & Budget Review (by State)
July 15:	16-17 Annual Plan Due Three-Year Plan Amendment Due
July 15:	Member FY15-16/Q4 Reports Due
July 31:	15-16 Final Expenditure Report Due
August 1:	15-16 Final Performance & Demographics Report Due

Preliminary 16-17 Funding

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

- Based on 15-16 amounts and original funding formula
- No differentiation between MOE and CF (all coming through the Consortium)
- Members are to receive no less than what they received in 15-16 (combined MOE & CF total) unless otherwise decided by the Consortium.
- New Indirect Cost and Admin Cap guidelines
- **Any decision to change the allocation schedule MUST be unanimous!**
- **Adjustments can be made with sub-contract agreements with members or partners**

Preliminary 16-17 Funding

SVAEC Preliminary Allocations for FY 2016-17

Member	15-16 CF	15-16 MOE	15-16 TOTAL	16-17 (preliminary)
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	\$ 175,620
5% Indirect	\$ 81,138	\$ -	\$ 81,138	\$ 163,707
TOTAL	\$ 1,703,899	\$ 1,733,951	\$ 3,437,850	\$ 3,437,850

16-17 Planning

16-17 Annual Plan and Three-Year Plan Deliverables (Due July 15)

- Updates on regional needs, services, and data
- Reflection on progress made in Year 1: Status and outcomes of key activities, successes, challenges, lessons learned, impact on future
- Year 2 overview: Services to be provided and funding to be utilized (including other non-AEBG adult ed funding sources)
- Year 2 action plan: At least 3-5 key Activities for each Objective, with Timeline, Expected Outcomes, and Assessment Methods
- Assessment and data-tracking plans
- All planning and reporting done by Member, Program Area, Objective, and Expenditure Type
- Planning process: Stakeholder engagement, open and public, etc., and reflection on the State's process

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.

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.

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.

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.

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.

Announcements, Reminders, Final Questions or Discussion

Announcements:

- Additional funding opportunities posted on AEBG website

Reminders:

- Quarter 3 Reports due April 15
- Preliminary 16-17 plan proposals due May 6 (?)
- Submit/revise Member Profiles for website
- Set up and start using CASAS, ASAP 3.0, and Northstar
- Update Professional Development spreadsheet with current requests and actual participation
- PLCs – Meet, work on deliverables, and make provide input for SVAEC 16-17 Annual Plan
- Next Regular Steering Meeting – May 11, 3-5pm, SAS