



VISION

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

STEERING MEETING AGENDA: November 29, 2017

- | | |
|-------------|---|
| 2:30-3:00pm | Refreshments
Member & Partner Program Updates
Public Comments |
| 3:00-5:00pm | Committee Business: <ul style="list-style-type: none">- Q1 Fiscal Report- New Fiscal Requirements- Accountability Workgroup Progress- Action Items: Budget Monitoring- Other Workgroup & PLC Progress- AEBG Summit- Reminders |
| 5:00-5:30pm | Networking |

Q1 REPORT: SPENDING

Total \$ Spent by Members: **\$546,440**

Total \$ Allocated to Members in 17-18: **\$3,848,830**

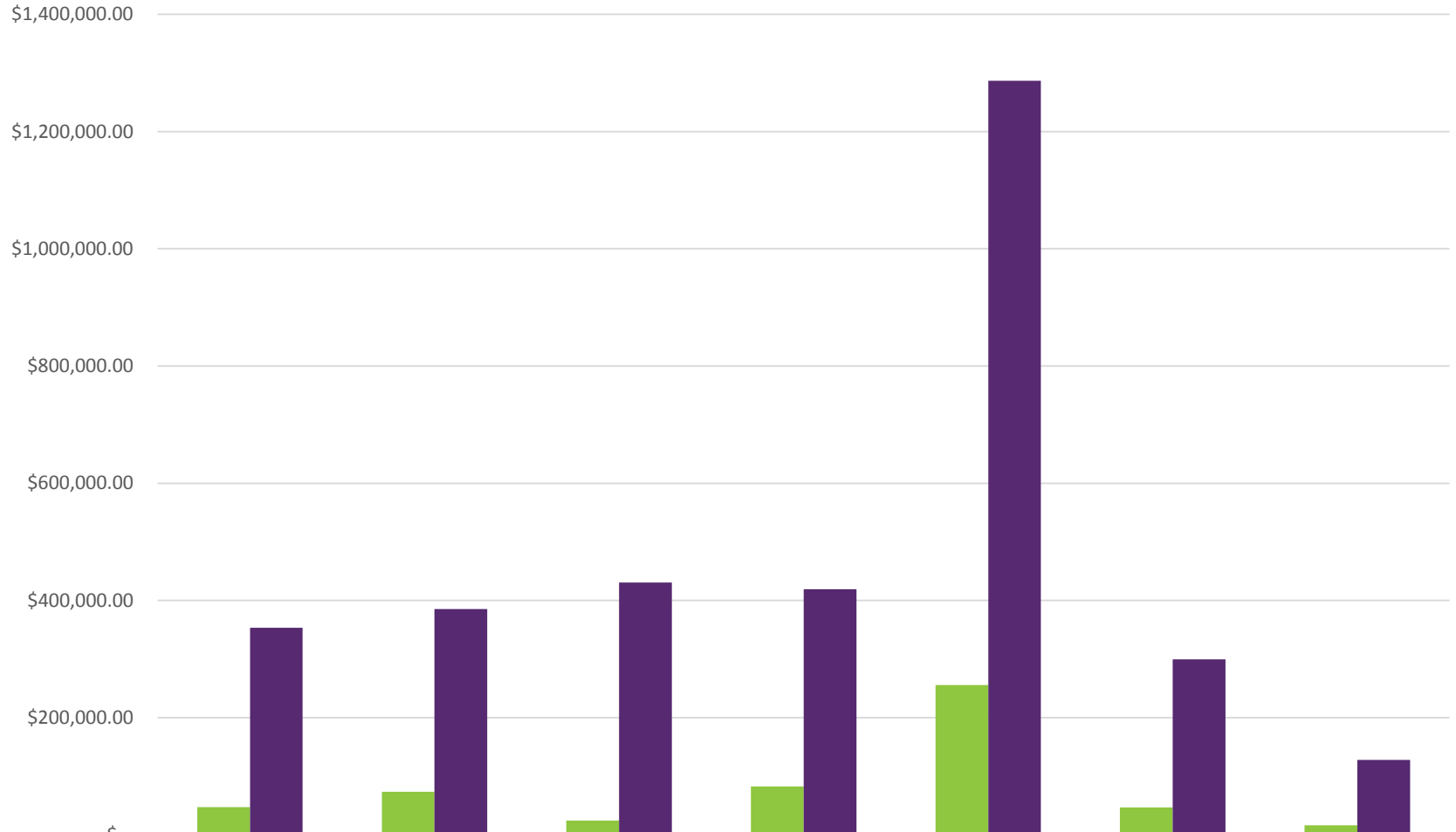
Total % Spent by Members: **14% Spent / 86% Unspent**

Total Adults Served by Members: **2,093**

Spent per student: **\$261/student**

Q1 REPORT: SPENDING

Q1 YEAR 3 TOTAL SPENDING (all budgets)

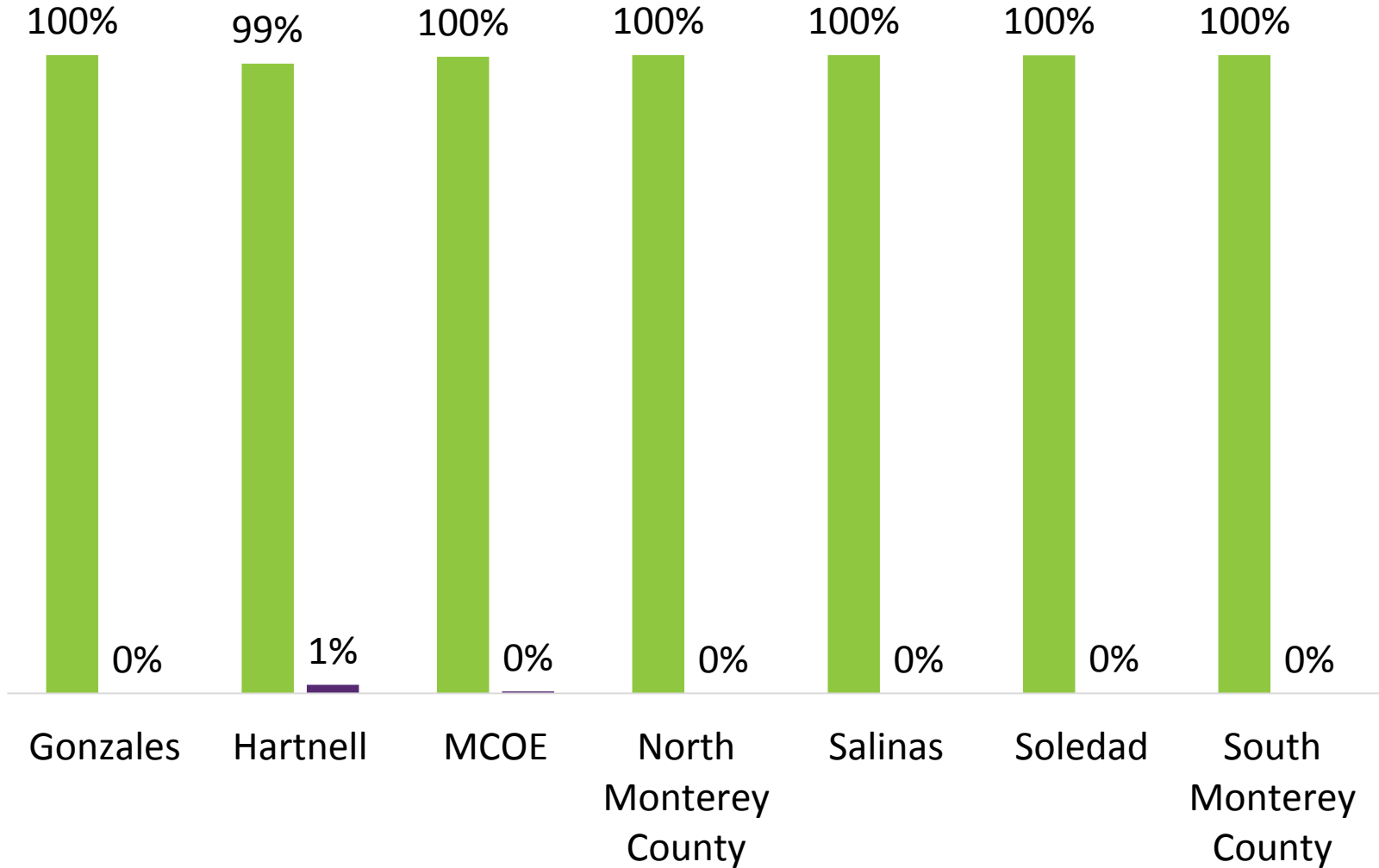


	Gonzales	Hartnell	MCOE	North Monterey County	Salinas	Soledad	South Monterey County
Total Spent	\$47,157.87	\$73,555.46	\$24,574.35	\$82,412.42	\$255,577.63	\$46,627.17	\$16,535.15
Total Remaining	\$353,254.13	\$385,250.96	\$430,321.62	\$419,121.53	\$1,286,781.00	\$299,605.09	\$128,055.02

Q1 REPORT: SPENDING

FY 15-16 Funds

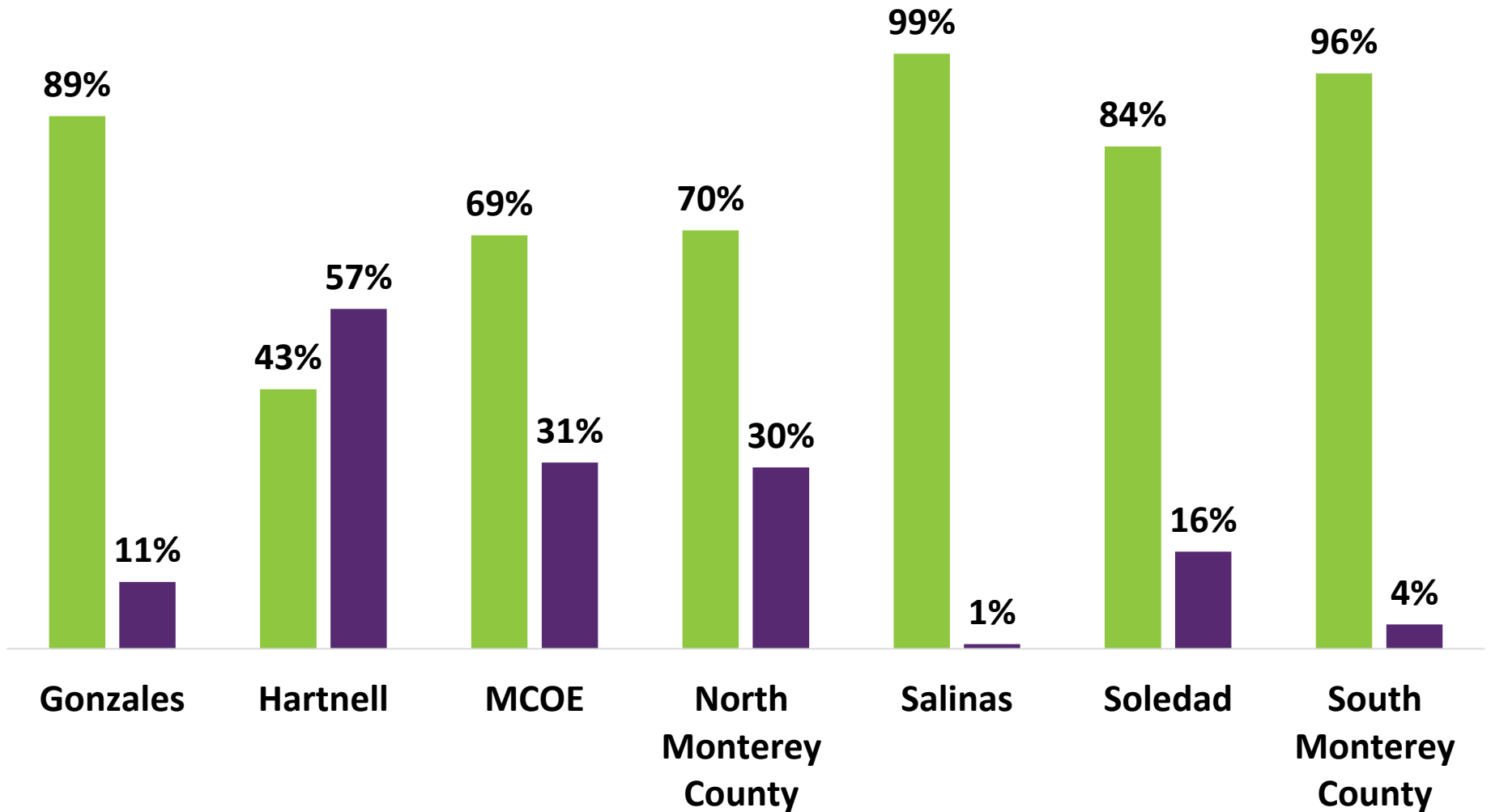
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Q1 REPORT: SPENDING

FY 16-17 Funds

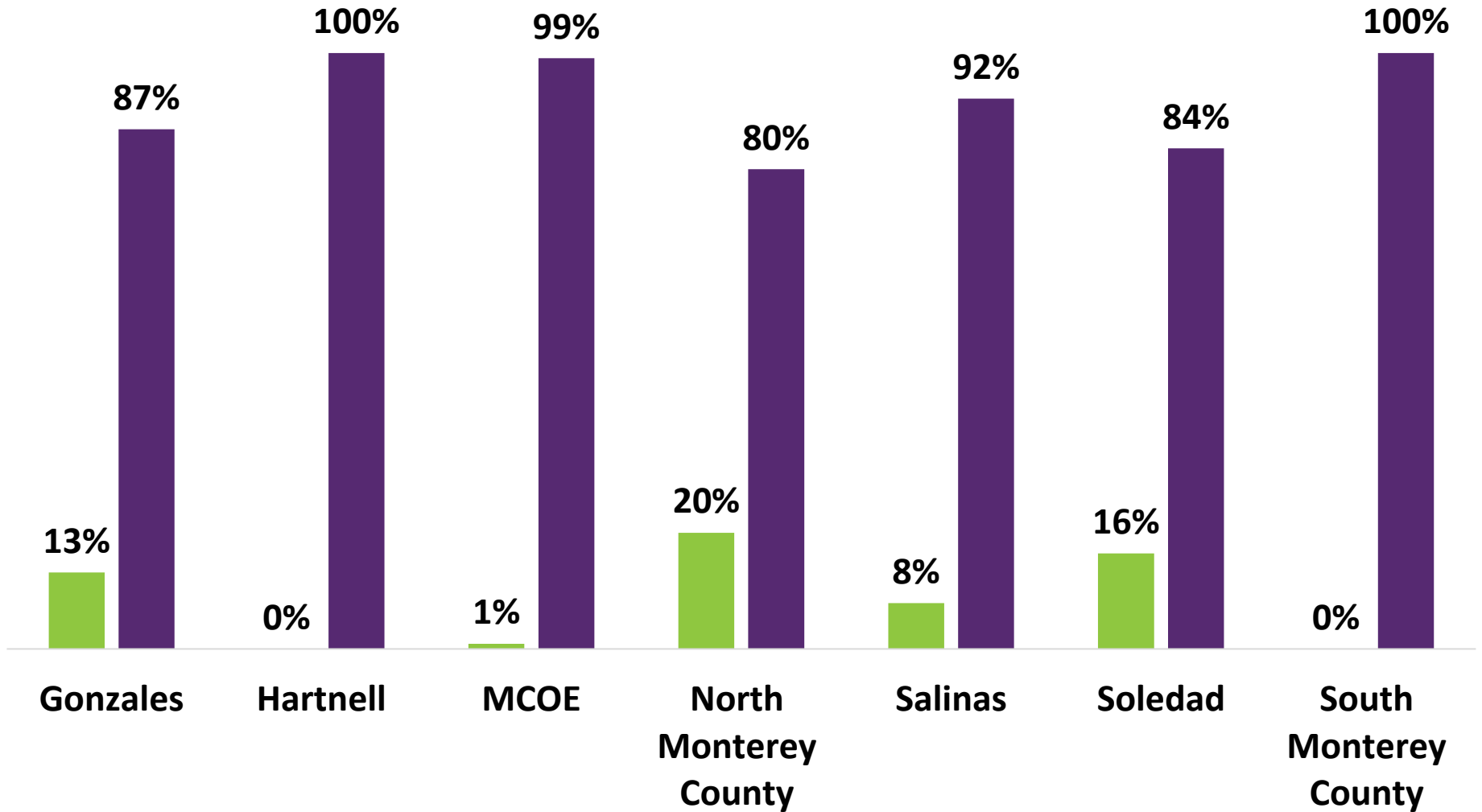
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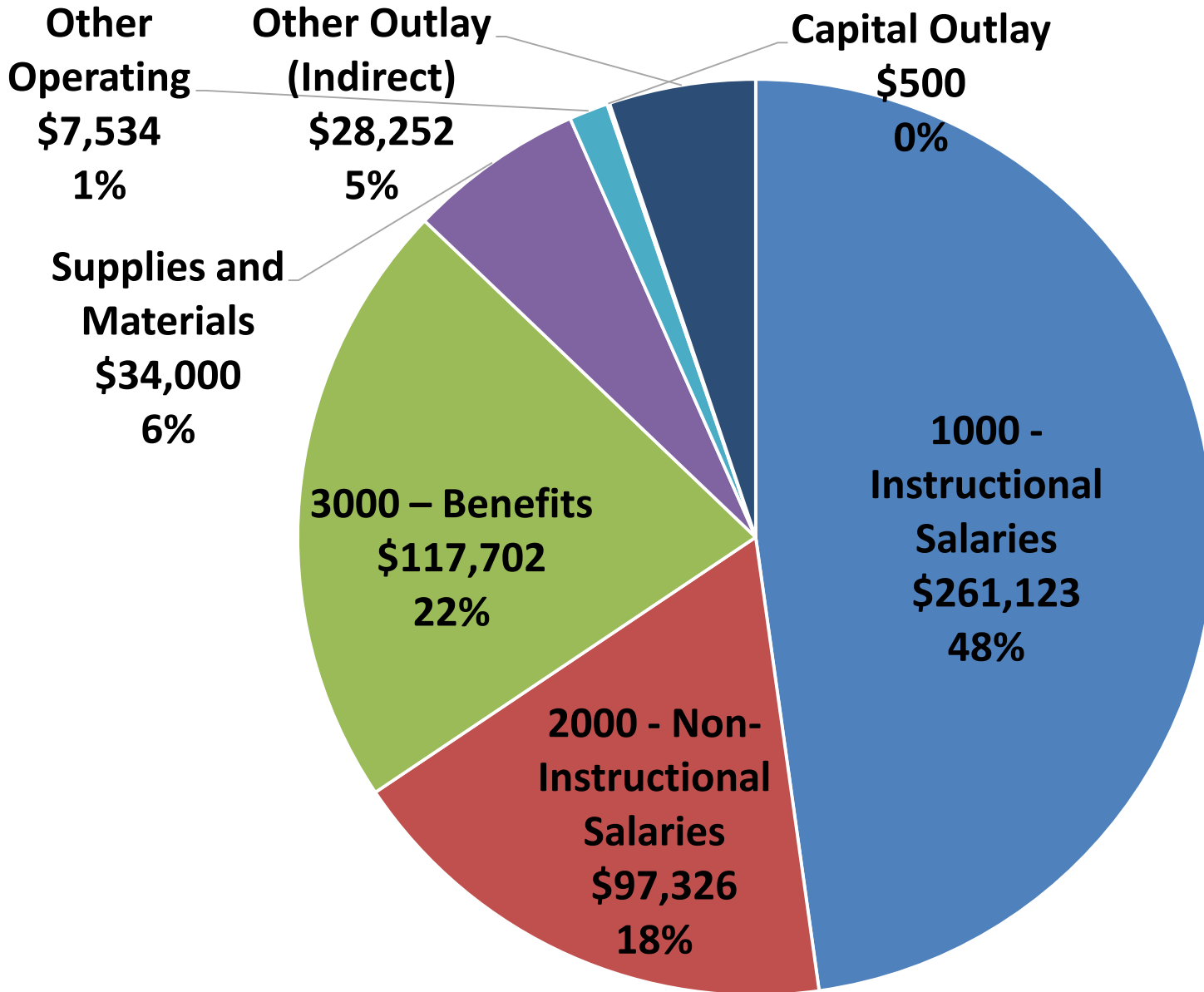
Q1 REPORT: SPENDING

FY 17-18 ALLOCATION

■ % Spent ■ % Remaining



Q1 REPORT: SPENDING

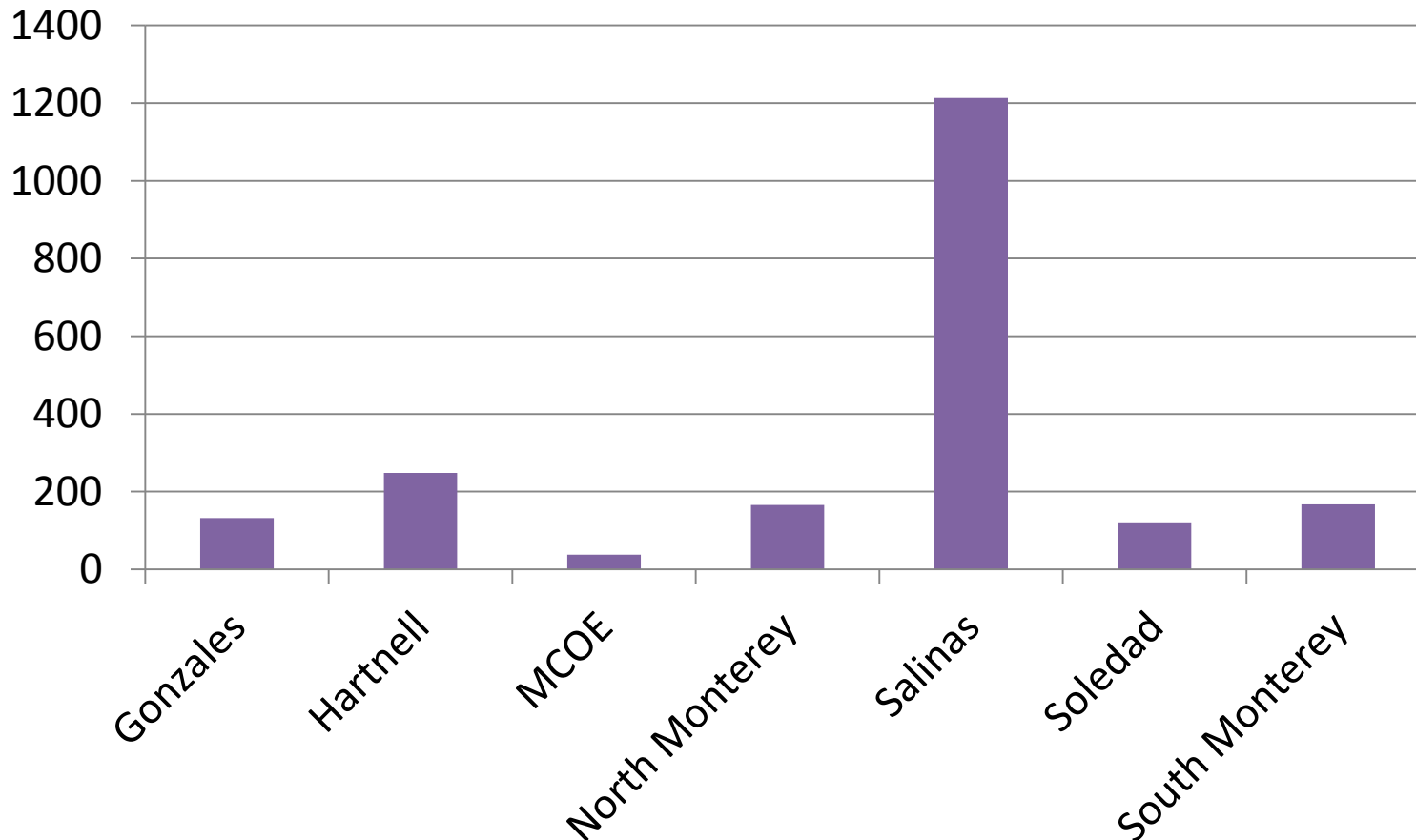


Q1 REPORT: STUDENT DATA - ENROLLMENT

Total Adults Served (instruction & support): **2,083**

Total Students Served (1+ hr instruction): **1,693**

Total Students Served (12+ hrs instruction): **390**



FISCAL UPDATES

- New fiscal system called NOVA
 - DEADLINE: All Member Districts must upload their own budgets (16-17 and 17-18) in NOVA by **December 15!**
 - Expenditure reporting in NOVA will begin in January or February
 - Expenditures will only be reported by expenditure type, not program area or objective
 - Activities will also be reported in NOVA by program area and objective
 - 15-16 carryover will still be reported in old system by fiscal agent
- Consortium Fiscal Trainings on **Friday, December 1** and **Monday, January 8**

FISCAL UPDATES

- Must decide if we want to continue to track by program area at consortium level for planning purposes
- Encouraging “First In, First Out”
- REMINDER: The \$12,500 16-17 carryover distributed to each Member should be included in your 16-17 carryover budgets, NOT your 17-18 budgets
- Should have all received statements for distribution of funds (17-18 via pass through and carryover via reimbursement)
- DEADLINE: Submit any plan or budget changes to Kristen by **December 8!**

Governance Structure: Workgroups



ACCOUNTABILITY WORKGROUP

- Budget Monitoring
- Current Program Evaluation
- New Program Proposal Evaluation
- Additional Funding Request Evaluation

BUDGET MONITORING

- New Tools:
 - NOVA for State Reporting
 - SmartSheets for Member and Consortium tracking and quarterly reporting
 - Training in both on 12/1 and 1/8 – bring laptops!

- Invoices will still be necessary for reimbursement of carryover or shared funds (invoices may submitted monthly or quarterly)

- Action Items to approve:
 - Expenditure Targets (overall and by type)
 - Continued reporting by program area or not

BUDGET MONITORING

ACTION ITEM: Members must meet expenditure targets for carryover and new funds or be flagged for review (and possible intervention, including redistribution). Some leniency will be given for spending for new positions, PD that takes place at the end of the year, and capital projects that are often delayed.

Expenditure Targets

	Qtr 1 – Sept 30	Qtr 2 – Dec 31	Qtr 3 – Mar 30	Qtr 4 – June 30
16-17 Carryover Funds Expenditure Target	50%	75%	100%	
17-18 Fund Expenditure Target	15%	35%	70%	90%

BUDGET MONITORING

ACTION ITEM: Should Members still be required to track/report by program area – for consortium planning purposes – or should it be optional?

CURRENT PROGRAM EVALUATION

○ Tools:

- Rubric for program evaluation
- Peer-to-Peer Observation Tool

○ Process:

- Primary purposes are program improvement and oversight.
- Not punitive, although programs may be flagged for review and possible intervention (case-by-case).
- Rubric is for overall program evaluation, looking at compliance, spending, and outcomes.
- Peer-to-Peer Observation is for program improvement and professional development. Teachers will be compensated. Not a teacher performance evaluation!

NEW PROGRAM/ACTIVITY PROPOSAL EVALUATION

○ Tools:

- Proposal form
- Rubric for evaluation (may or may not determine funding amount)

○ Process:

- Available funding for new programs – “Incentive Funding” – will be separate from the baseline funding determined by the funding formula. Proposed amount for Incentive Funding is 6% of total SVAEC allocation (approximately \$210,000).
- Proposals are for NEW programs/activities only; not for expansion or improvement of current services.

NEW PROGRAM/ACTIVITY PROPOSAL EVALUATION

- Process, continued:
 - Programs that serve priority program areas, populations, geographic areas, or industry sectors will score higher.
 - There may be up to 3 years of funding awarded, but with a graduated/tiered funding schedule, and a viable sustainability plan.
 - Committee of 1 person per district will conduct evaluation. Still need to determine if same committee conducting evaluation will decide on funding or not.
 - Still need to determine how to decide how much will be awarded per proposal.
- Timeline: A spring deadline will be set for proposal submissions, with award decisions made by end of May.

ADDITIONAL FUNDING REQUEST EVALUATION

○ Tools:

- A rubric, request form, and evaluation committee similar to those used for new program proposals will be used.

○ Process:

- If Members need additional funding to expand or improve current services, they may apply and may be awarded if there are extra funds available, either from unspent Shared Funds or reallocated Member Allocations.
- When extra funds become available, all Members will be notified and given a deadline to apply for them.
- May consider having a waiting list or queue of priority projects that can be established at any time and funded in order as funds become available.

PLANNING WORKGROUP

- Still need to convene entire group
- Developing a funding formula
- Will start planning in Jan/Feb
- State announced that the next 3-Year Plan will be due Spring 2019 – an additional year for planning!
- Still must submit an Annual Plan in August

Data Workgroup

Project Updates

- Student Data
- Regional Research:
 - Community Needs Assessment (**PROCTORS NEEDED**)
 - Environmental Scan
- Research on Transitions for Adults with Disabilities in Monterey County

General Updates

- Still considering an inter-agency student data & case management system (CommunityPro)
- Working on revised budget and timeline since D&A fund expiration date extended until December 2018

ESL PLC

- Held meetings in October and November; next one in January
- Currently working on:
 - Creating common framework based on CCRS and ELPS to align standards, levels, curriculum, and completion/acceleration practices across districts
 - Explore additional assessment tools
 - Bridge course development
 - Sharing curriculum, best practices, resources
- Please encourage your teachers to participate! Stipends are available!

AEBG SUMMIT

- 7 spots were given to our Consortium
- Send 1 person from each Member District and start a waiting list
- Still waiting for PINs
- Carpool

Upcoming Events

- 12/1: Consortium Fiscal Training (1-3pm) – *Bring laptops!*
 - 12/4: Consortium Holiday PD Shareout (3-5pm)
 - 12/6: Data Workgroup Meeting (3-4:30pm)
 - 12/7: Planning Workgroup Meeting (3:30-5:00pm)
 - 1/8: Consortium Fiscal Training (1-3pm) – *Bring laptops!*
 - 2/28: Regular Steering Committee Meeting (2:30-5:30pm)
- ❖ Need to reschedule the Community Partner Event (February?)

Upcoming Deadlines

- 12/8: Budget or Plan changes to Director
 - 12/15: Member Budgets uploaded in NOVA
 - 1/15: Q2 Invoices & Expenditure Reports due to Fiscal Agent
 - 1/30: P1 Progress Reports due to Director
 - 1/30: P1 Student Data Reports due
- ❖ P1 Expenditures will be due in NOVA sometime in January or February



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