



Barstow Area Consortium for Adult Education

Board **MINUTES**

Barstow Community College, Administration Conference Room

Tuesday, January 19, 2021 (2:00 p.m. – 4:00 p.m.)

([Ⓜ]Materials in Board Packet)

DUE TO COVID-19, THIS MEETING WILL BE HELD ON ZOOM; THE PUBLIC IS INVITED TO PARTICIPATE

ZOOM URL: <https://cccconfer.zoom.us/j/91080615051>

PLEASE NOTE: Agenda related documents distributed to the BACAE Board for the Board Meeting may be viewed in the President's Office at Barstow Community College, 2700 Barstow Rd, Barstow, CA 92311. Individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating, or documentation in accessible formats, should contact the BACAE Coordinator at erivera@barstow.edu at least two days before the meeting date.

Call to Order: p.m.

Attending:	Voting Member	Voting Member	Attendee
Baker Valley	<input type="checkbox"/> Cecil Edwards	<input type="checkbox"/>	<input type="checkbox"/>
Barstow CC	<input checked="" type="checkbox"/> Eva Bagg	<input type="checkbox"/>	<input checked="" type="checkbox"/> Herbert English
			<input checked="" type="checkbox"/> Pattie Alaimalo
			<input checked="" type="checkbox"/> Terri Walker
Barstow AS	<input checked="" type="checkbox"/> Scott Godfrey	<input type="checkbox"/> Jeff Malan	<input type="checkbox"/> Michelle Colleoc
			<input checked="" type="checkbox"/> Deanna Dibble
Silver Valley	<input checked="" type="checkbox"/> Jeff Youskievicz	<input type="checkbox"/> Brice Scott	<input type="checkbox"/>
Consortium Staff	<input checked="" type="checkbox"/> Elena Rivera	<input checked="" type="checkbox"/> Mitch Rosin	<input checked="" type="checkbox"/> Jackie Diaz

1. [Ⓜ]Approval of Minutes – December 15, 2020

Motion to approve by S. Godfrey; 2nd by J. Youskievicz

2. Public Comment – Public comment will be allowed on any topic relevant to the BACAE. Pursuant to BACAE Policy, comments are limited to 3 minutes per person. Please begin your comment by stating your name.

3. Closed Session – None Requested

4. Consortium Director's Report

4.1 a. CAEP Deadlines – Upcoming

January 2021

- Jan 31: Student Data due in TOPSPro (Q2)

February 2021

- Feb 28: Preliminary allocations for 2021-22 and 2022-23 released by this date.

March 2021

- Mar 1: 18/19 and 19/20 and 20/21 Member Expense Report due in NOVA (Q2)
- Mar 1: Close out of 18/19 Member Funds due in NOVA
- Mar 31: 18/19 and 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q2)
- Mar 31: Close out of 18/19 funds in NOVA certified by Consortia in NOVA
- Mar 31: End of Q3

April 2021

- Apr 30: Student Data due in TOPSPro (Q3)

4.1 b. Governor's Proposed Budget for 2021-22

Governor Newsom released his 2021-2022 proposed budget on Friday, January 8. In the proposed budget is an \$8.1M increase to the CAEP consortia allocation. The 2021-2022 Preliminary CAEP Allocation Schedule will be released by the end of next month as part of the CFAD certification process due on May 2, 2021.

4.2 Consortium Director Updates:

- E. Rivera continues to meet on a weekly basis to support all District member Principals and Coordinator. The collaboration has been fruitful and supportive. The BACAE Working Group met on January 14, 2021, where Mitch Rosin explained the Data Integrity Report from TOPSpro line by line. Our next Working Group session will be February 11 with a focus on Innovation in Adult Education. E. Rivera met with City of Barstow City Manager and Eco. Dev. Administrator and received approval to submit monthly BACAE marketing messages to upload in the local Cable TV Channel 6 Community Access. E. Rivera will be making Adult Ed. announcements during Public Comment at the Barstow City Council meetings. E. Rivera is scheduled to make a 20-minute BACAE presentation at the Barstow City Council in June 2021 to promote the upcoming CTE non-credit certificates that will be offered in the fall (upon approval). The BACAE Stakeholders meeting will be held March 25, 2021 via Zoom. District Members have requested to hold off on sending out the marketing mailer until late spring. Better Barstow Mentors project is on hold due to pandemic. BACAE will host a student workshop on Thursday, February 3, 2021 to promote the Career Institute to share about their paid internship program for adults ages 18 to 24.

4.3 Member Program Update: BAS

- S. Godfrey shared current enrollment is at 281; 189 HSD, 92 GED, 6 students on waitlist (waiting on transcripts). There have been 5 graduates this year at BAS. Enrollment is steady and new student continue to come in. There was a surge of COVID cases over the holidays. The county health dept. is working with BUSD to offer vaccines to the teachers in about two weeks.

4.4 Member Program Update: BCC

- E. Bagg shared the BCC enrollment is down 20%, much in line with most community colleges across the state. BCC has done many things to reach out to students. There is now a mental health counselor, basic needs are being provided and housing assistance through a grant. One area that continues to make progress is conducting Innovation & Entrepreneurship dialogues virtually. The Innovation Entrepreneurship Center is still a part of the plans to establish it on campus that can be a pathway for our Adult Ed. students.

- E. Rivera reported the BCC counseling team are working together to reach out to all K-12 Adult Ed. students to schedule appointments to create a BCC Academic Plan. The BCC AE and TSLC teams have been certified to proctor CASAS testing will be schedule students in February. An ESL campaign on the Spanish radio station will relaunch in February. The BCC AE team has developed an ESL student survey for all students enrolled in 2019 to 2021. A virtual ESL Open House via Zoom has been scheduled for Feb. 19 for potential and current students to learn about BCC programs and services. An MOU with TODEC Legal Services has been drafted to bring immigration & citizenship resources to our BACAE AE students free of charge. Ft. Irwin Education Liaison is collaborating with the BCC Dean of Instruction and staff to address the changing needs of the military basic skills classes. BCC CTE non-credit certificates have been

sent to the Chancellor's office for approval. We expect to offer these certificates in the fall: Trades Technician and Customer Service/Sales.

- 4.5 Member Program Update: BVUSD
- No Report
- 4.6 Member Program Update: SVUSD
- B. Scott share that 84 AE students are enrolled; however, 50 students participate regularly. They continue to administer CASAS on campus. Silver Valley AE has had 4 graduates.
- 4.7 BCC Fiscal Agent Report
P. Alaimalo reported that February invoices were submitted. Baker Valley has December & January checks outstanding.
- 4.8 Marketing & Social Media Update: Phoenix Design

5. Discussion Items – NONE

6. Action Items – NONE

7. Announcements

7.1 Conferences

- February 4, 2021: CAEAA – Virtual
- March 11, 2021: ACCE – Virtual
- March 21 – 24, 2021: COABE – Virtual
- March 3, 2021: CCAOE – Virtual
- April 21 – 23, 2021: CCAE – Virtual
- April 30 – May 1, 2021: Career Non-Credit Education Institute – Virtual
- June 14 – 16, 2021: CASAS – Virtual

7.2 2020-2021 Board Meeting Dates (2:00 pm – 4:00 pm via Zoom / 3rd Tuesday of the Month)

2021
February 16, 2021
March 16, 2021
April 20, 2021
May 18, 2021
June 15, 2021

8. Adjournment: 2:48 p.m.

Motion to adjourn by J. Youskievicz; 2nd by S. Godfrey

CAEP Regional Consortium	Preliminary 21-22 Allocation	Preliminary 22-23 Allocation
01 Allan Hancock Community College Consortium	\$1,718,846	\$1,718,846
02 Antelope Valley Regional Adult Education Consortium	\$4,158,560	\$4,158,560
03 Barstow Area Consortium for Adult Education	\$940,578	\$940,578
04 Butte-Glenn Adult Education Consortium	\$2,271,776	\$2,271,776
05 Greater Opportunity Through Adult Learning (Santa Cruz)	\$3,552,261	\$3,552,261
06 Partnership for Adult Academic and Career Education (SE Los Angeles)	\$15,201,423	\$15,201,423
07 Chabot-Las Positas/Mid-Alameda County Consortium	\$9,581,457	\$9,581,457
08 West End Corridor/ Chaffey Regional AE Consortium	\$7,470,957	\$7,470,957
09 Citrus College Adult Education Consortium	\$4,479,478	\$4,479,478
10 Coast Adult Education Consortium	\$7,733,409	\$7,733,409
11 Tri City Adult Education Consortium	\$6,372,509	\$6,372,509
12 Contra Costa Adult Education Consortium	\$15,377,735	\$15,377,735
13 Morongo Basin AEBG Consortium (Copper Mountain)	\$845,126	\$845,126
14 Desert Regional Consortium	\$3,349,074	\$3,349,074
15 South Bay Adult Education Consortium (El Camino)	\$10,627,768	\$10,627,768
16 OnRamp to Employment, Plumas County Adult Education (Feather River)	\$845,126	\$845,126
17 Foothill De Anza/ NSCCSTC	\$8,853,992	\$8,853,992
18 Gavilan Regional Adult Career and Education Services	\$1,496,173	\$1,496,173
19 Glendale Community College District Regional Consortium	\$1,110,467	\$1,110,467
20 San Diego East Region Adult Education (Grossmont-Cuyamaca)	\$8,600,507	\$8,600,507
21 Salinas Valley Adult Education Consortium	\$3,815,713	\$3,815,713
22 Imperial County Adult Education Consortium	\$2,018,921	\$2,018,921
23 Kern AEBG Consortium	\$17,630,370	\$17,630,370
24 Lake Tahoe Adult Education Consortium	\$929,639	\$929,639
25 Lassen County AB86 Consortium	\$976,147	\$976,147
26 Long Beach Adult Education	\$2,482,367	\$2,482,367
27 Los Angeles Regional Adult Education Consortium	\$133,241,741	\$133,241,741
28 Capital Adult Education Regional Consortium	\$12,166,565	\$12,166,565
29 Marin County Adult Education Block Grant Consortium	\$1,527,669	\$1,527,669
30 Mendocino-Lake Consortium	\$1,593,700	\$1,593,700
31 Gateway Adult Education Network (Merced)	\$3,429,788	\$3,429,788
32 Coastal North County Adult Education Consortium (MiraCosta)	\$1,238,144	\$1,238,144
33 Monterey Peninsula Consortium	\$2,635,451	\$2,635,451
34 Mt. San Antonio Regional Consortium for Adult Education	\$36,253,079	\$36,253,079
35 Southwest Riverside County Adult Education Regional Consortium	\$5,024,040	\$5,024,040
36 Napa Valley Adult Education Consortium	\$2,952,143	\$2,952,143
37 North Orange County Regional Consortium for Adult Education (NOCRC)	\$3,994,753	\$3,994,753
38 Southern Alameda County Consortium (Ohlone)	\$4,300,170	\$4,300,170
39 Palo Verde Consortium	\$845,126	\$845,126
40 Education to Career Network of North San Diego County (Palomar/Vista)	\$8,151,386	\$8,151,386
41 Pasadena Area Consortium	\$1,937,442	\$1,937,442
42 Northern Alameda Consortium for Adult Education	\$8,324,845	\$8,324,845
43 Rancho Santiago Adult Education Consortium	\$4,813,872	\$4,813,872
44 North Coast Adult Education Consortium (Redwoods)	\$1,159,216	\$1,159,216
45 Rio Hondo Region Adult Education Consortium	\$14,939,103	\$14,939,103
46 About Students Regional Consortium (Riverside)	\$8,584,071	\$8,584,071
47 Inland Adult Education Consortium (San Bernardino)	\$10,890,742	\$10,890,742
48 San Diego Adult Education Regional Consortium	\$4,859,725	\$4,859,725
49 San Francisco Adult Education Consortium	\$4,006,950	\$4,006,950
50 Delta Sierra Regional Alliance (San Joaquin)	\$8,680,941	\$8,680,941

51 South Bay Consortium for Adult Education (San Jose)	\$18,102,891	\$18,102,891
52 San Luis Obispo County Adult Education Consortium	\$1,454,022	\$1,454,022
53 ACCEL San Mateo County	\$9,963,410	\$9,963,410
54 Santa Barbara AEBG Consortium	\$845,126	\$845,126
55 Santa Clarita Valley Adult Education Consortium	\$1,341,663	\$1,341,663
56 Santa Monica Regional Consortium for Adult Education	\$1,177,645	\$1,177,645
57 Sequoias Adult Education Consortium (SAEC)	\$9,981,199	\$9,981,199
58 Shasta-Tehama-Trinity Adult Education Consortium	\$1,159,642	\$1,159,642
59 Sierra Joint Consortium	\$3,484,006	\$3,484,006
60 Solano Adult Education Consortium	\$4,082,554	\$4,082,554
61 Sonoma County Adult Education Consortium	\$2,633,969	\$2,633,969
62 South Orange County Regional Consortium (SOCRC)	\$5,006,334	\$5,006,334
63 South Bay Adult Education Consortium (Southwestern)	\$15,009,625	\$15,009,625
64 State Center Adult Education Consortium	\$15,615,103	\$15,615,103
65 Ventura County Adult Education Consortium	\$15,733,524	\$15,733,524
66 Victor Valley Adult Education Regional Consortium	\$2,262,349	\$2,262,349
67 West Hills College Consortium	\$1,157,001	\$1,157,001
68 West Kern Consortium	\$845,126	\$845,126
69 Yosemite (Stanislaus Mother Lode) Consortium	\$4,533,422	\$4,533,422
70 North Central Adult Education Consortium (Yuba)	\$3,277,390	\$3,277,390
71 Adult Education Pathways (Siskiyou)	\$984,958	\$984,958
Total	\$ 546,642,000.00	\$ 546,642,000.00

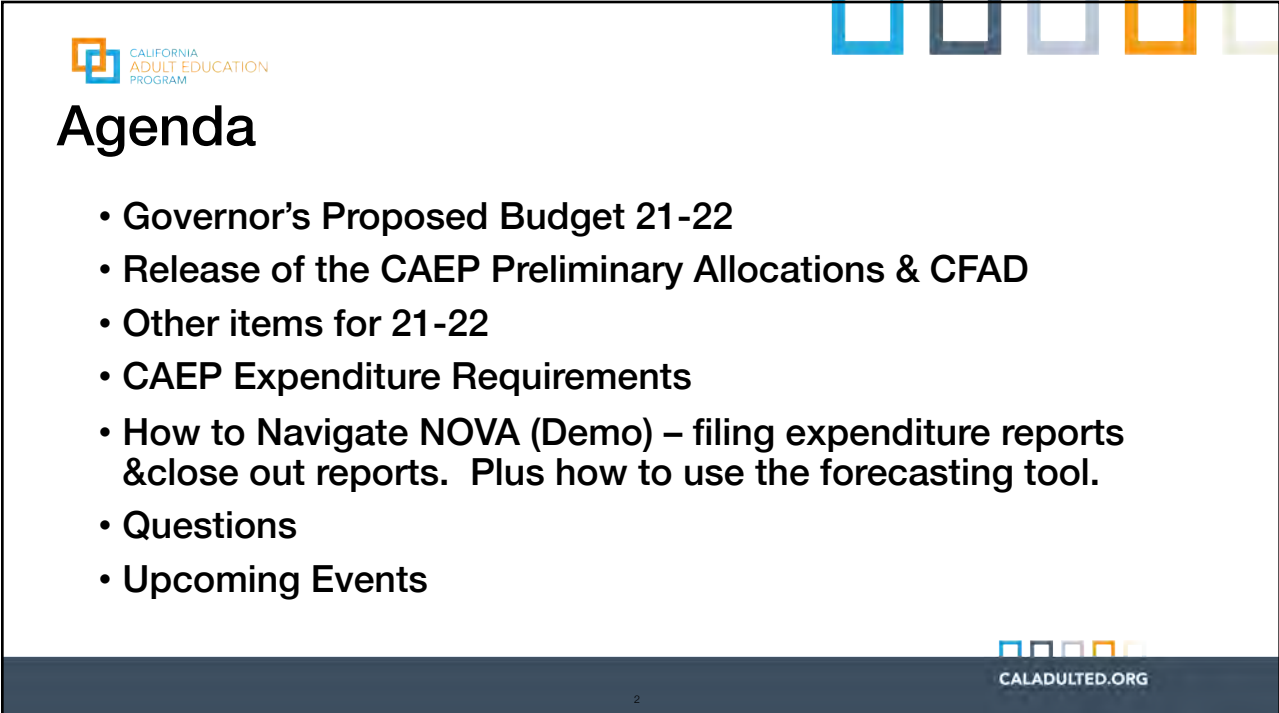



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CAEP Fiscal Update

Neil Kelly – State CAEP Office
Veronica Parker – CAEP TAP


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Agenda

- Governor’s Proposed Budget 21-22
- Release of the CAEP Preliminary Allocations & CFAD
- Other items for 21-22
- CAEP Expenditure Requirements
- How to Navigate NOVA (Demo) – filing expenditure reports & close out reports. Plus how to use the forecasting tool.
- Questions
- Upcoming Events

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Governor's Proposed Budget 2021-22

2020-21 Allocation:	\$538,564,000
Proposed Increase (1.4999%):	<u>\$8,078,000</u>
2021-22 Allocation:	\$546,642,000

All numbers subject to change at the May Revise.

3



Release of the CAEP Preliminary Allocations & CFAD

- February – Release of CAEP Preliminary Allocations for 2021-22
- March-April – consortia public meetings to decide allocations
- May 2nd – CFAD due in NOVA

4

Other Items for 2021-22

- Member Effectiveness Reminder
- 3 Year Planning
- Governance Certification
- Targeted Technical Assistance

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CAEP Expenditure Requirements



- Planning Process – 3 year plans, annual plans, work plans & budgets
- Fiscal Process – work plans & budgets, quarterly expense reporting.
- Current NOVA cycle – (2018-19) closing out, (2019-20) funds active until 12/31/21, and (2020-21) funds active until 12/31/22.

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CAEP Close Out Process



- Break Down of 36 month Cycle – using 2018-19 funds.
- 2018-19 funds were allocated beginning July 1, 2018.
- CAEP members had until June 30, 2020 to spend (2 years)
- In order to carry-over funds into Year 3 (beginning July 1, 2020) – members had to complete a corrective action plan in NOVA.
- The corrective action plan allows for an extra 6 months (until 12-31-20).



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CAEP Close Out Process (cont.)



- So far – started on July 1, 2018 – with activities ending by 12-31-20 = 30 months.
- Close out process begins 1-1-21.
- Members must enter final 2018-19 close out numbers (along with their Q2 expenditure information) into NOVA by 3-1-21.
- Consortium Director will certify Q2 and the close out for 2018-19 by 3-31-21.



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CAEP Close Out Process (cont.)



- If you are returning CAEP funds....
- April - State CAEP Office will invoice any members that are returning 2018-19 funds to the State General Fund.
- May - Members will remit funds to the State.
- June - State Chancellor's Office and CDE close the books on 2018-19.
- Total time = 36 months.



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FAQs for CAEP Close Outs

Q: My member needs more time to finalize their close out report in NOVA?
What do I do?

A: The consortium has until March 31 to certify Q2 and close outs. Work with your members to provide them additional time, and allow for consortium review & certification within the March 31 deadline.



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FAQs for CAEP Close Outs

Q: My member’s accounting office asked if expenditure close outs include encumbrances rather than expenditures?

A: All CAEP activities related to 2018-19 funds ended on 12/31/20. The close out report must include all confirmed expenditures. We cannot allow for open purchase orders or encumbrances for close out certification. Please have them contact TAP if they have questions.



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2018-19 Close Out




Object Code	Year to Date (YTD) Expenditure	YTD Forecast (% of Project Budget)	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$20,000	\$10,945 (10%)	182.73%	\$109,450	18.27%	\$89,450
2000 - Non-Instructional Salaries	\$91,613	\$122,438 (15%)	74.82%	\$816,250	11.22%	\$724,637
3000 - Employee Benefits	\$34,309	\$30,656 (15%)	111.92%	\$204,375	16.79%	\$170,066
4000 - Supplies and Materials	\$24,998	\$17,562 (10%)	142.35%	\$175,615	14.23%	\$150,617

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2018-19 Close Out




5000 - Other Operating Expenses and Services	\$89,087	\$27,375 (10%)	325.43%	\$273,750	32.54%	\$184,663
6000 - Capital Outlay	\$0	\$11,572 (25%)	0%	\$46,289	0%	\$46,289
7000 - Other Outgo	\$0	\$0 (100%)	100%	\$0	100%	\$0
Indirect Costs	\$13,227	\$8,129 (10%)	162.72%	\$81,286	16.27%	\$68,059
Totals	\$273,234	\$228,676 (13.4%)	119.49%	\$1,707,015	16.01%	\$1,433,781

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2018-19 Close Out



Corrective Action Plan *

Expenditures fall below target. Please provide the action steps that will be taken to address this issue.

The expenditures fell below target in Quarter 2 due to a capital outlay project that has not started yet. We anticipated starting the project during Quarter 2 but due to COVID-19 and re-instated stay-at-home orders, the work has been delayed. If all goes well and the stay-at-home orders remain lifted, the project can start in the third quarter.

Summary of Activities

During Quarter 2, our adult education offered three ESL classes two CTE classes, and transitional services to 1,000 students. Student enrollment is down due to the COVID-19 Pandemic. Plans to boost enrollment include marketing, recruitment, electronic device distribution, and family literacy training in technology for spring semester. Salaries and benefits of classified employees stayed as planned except for a slight reduction as one employee position that was open is still not filled. Salaries and benefits for certificated teachers reduced because part-time teachers' hours reduced because of low enrollment. Supplies,

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2018-19 Close Out

Expenses

Status
Unsubmitted

Submit Q2 Report

All member agencies must submit their Allocation Year Closeout reports for this quarter before they can be considered for certification. Once you click submit, you will be prompted to closeout Allocation Year 2018-19.

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CALIFORNIA ADULT EDUCATION PROGRAM

2018-19 Close Out

Expenses

This is to certify that the Expenditures Report has been prepared in accordance with the applicable State regulations. To the best of my knowledge, the data contained in this report and declarations within the report are true and accurate. Any information that is reported is supported by documentation on file at the District/College.

Cancel Agree & Submit

Veronica Parker

III Programs

P

Consortia & Members

Monitor Reports

Fiscal Reporting

Program Area Reporting

Status
Unsubmitted

Submit Q2 Report

All member agencies must submit their Allocation Year Closeout reports for this quarter before they can be considered for certification. Once you click submit, you will be prompted to closeout Allocation Year 2018-19.

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2018-19 Close Out

Allocation Year 2018-19 Closeout

As indicated in the FIFO dashboard, your member agency expenditures reported within NOVA indicate that you have expended all funds for allocation year 2018-19.

I have reviewed the fiscal reports for my agency and confirmed that all funds for this allocation year have been spent.

By clicking submit I certify that I am closing out all budgets, workplans, and expenditure reporting for this allocation year and will not be able to make any modifications moving forward.

Expenses

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2018-19 Close Out

Expenses

Status

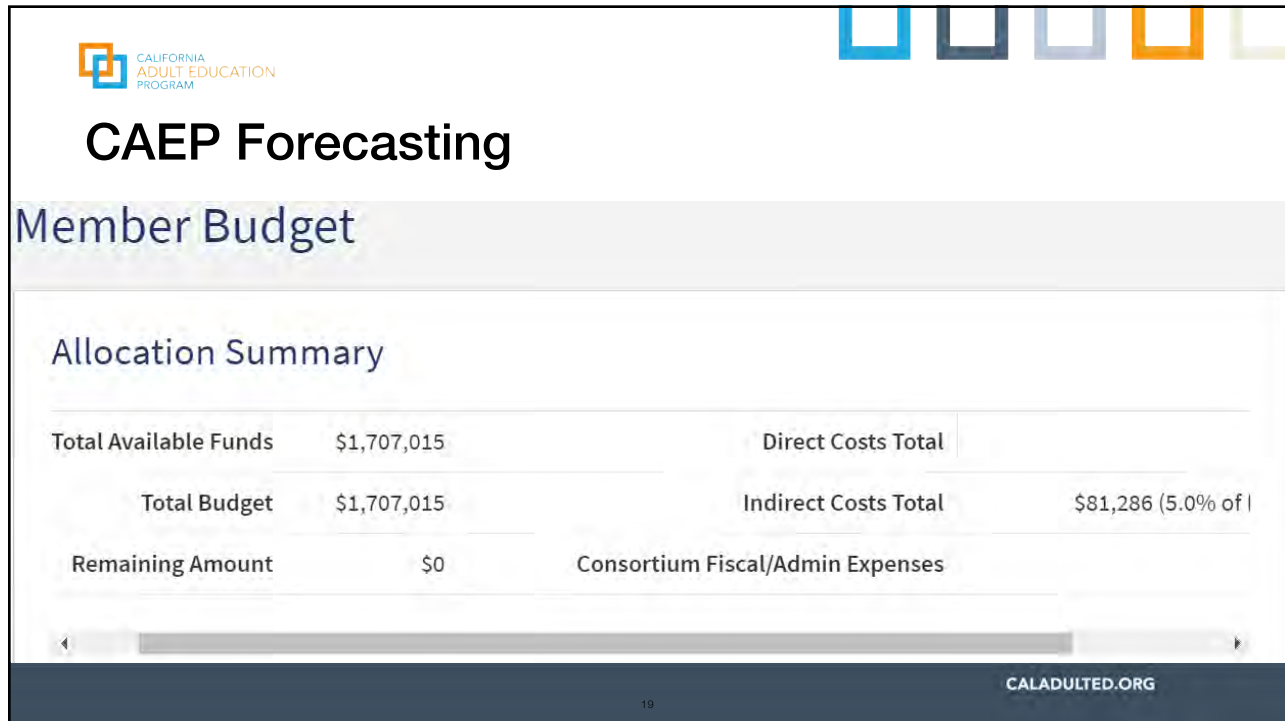
Submitted

Allocation Year Closeout: 2018-19

<p>I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.</p> <p>2018-19 Reverted Funds: \$0</p> <p>2018-19 Status Closed</p>	<p>Submitting Authority Dr. Sofia Ramirez Gelpi Ph.D., Dean, Academic Affairs Margaret Lau, Dean, Academic Affairs Marina Washburn, Director</p>
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CAEP Forecasting

Member Budget

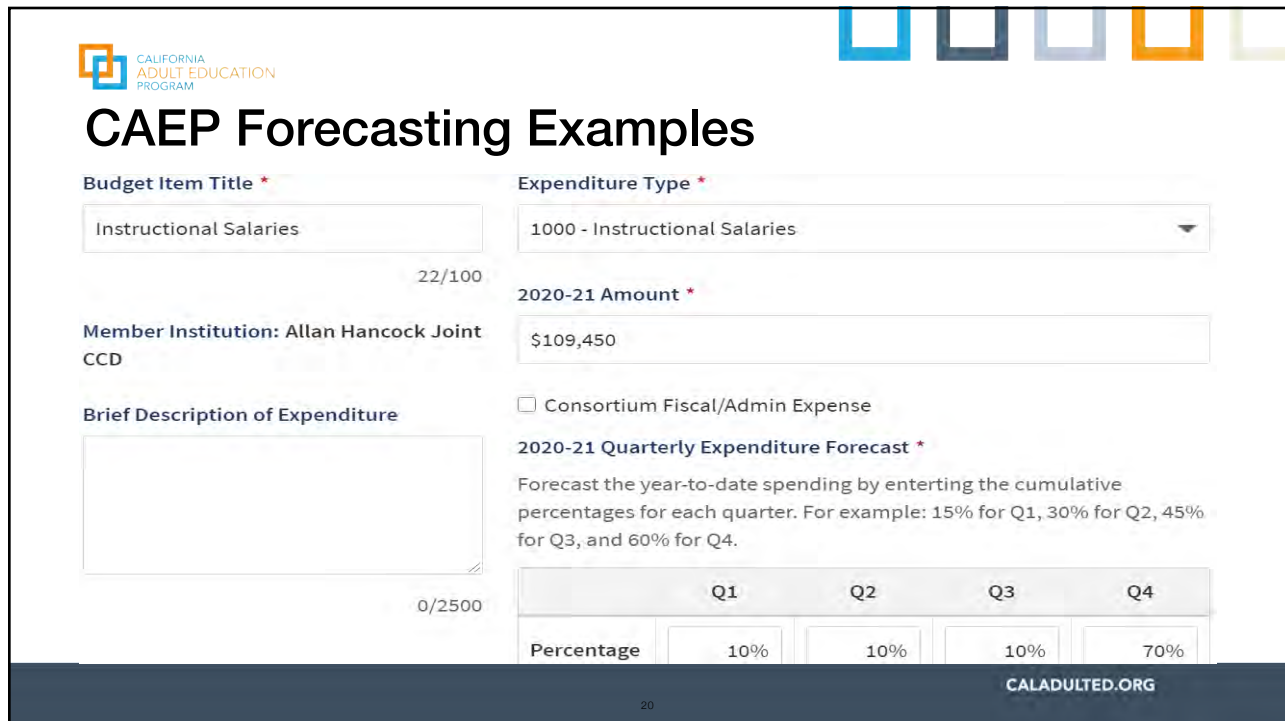
Allocation Summary

Total Available Funds	\$1,707,015	Direct Costs Total	
Total Budget	\$1,707,015	Indirect Costs Total	\$81,286 (5.0% of I
Remaining Amount	\$0	Consortium Fiscal/Admin Expenses	

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CAEP Forecasting Examples

Budget Item Title *
 22/100

Expenditure Type *

Member Institution: Allan Hancock Joint CCD
 2020-21 Amount *

Brief Description of Expenditure
 0/2500

Consortium Fiscal/Admin Expense

2020-21 Quarterly Expenditure Forecast *
 Forecast the year-to-date spending by entering the cumulative percentages for each quarter. For example: 15% for Q1, 30% for Q2, 45% for Q3, and 60% for Q4.

	Q1	Q2	Q3	Q4
Percentage	10%	10%	10%	70%

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CALIFORNIA ADULT EDUCATION PROGRAM

CAEP Forecasting Examples

Member Institution: Allan Hancock Joint CCD

\$109,450

Consortium Fiscal/Admin Expense

2020-21 Quarterly Expenditure Forecast *

Forecast the year-to-date spending by entering the cumulative percentages for each quarter. For example: 15% for Q1, 30% for Q2, 45% for Q3, and 60% for Q4.

	Q1	Q2	Q3	Q4
Percentage	15%	30%	45%	60%
Dollars	\$16,418	\$32,835	\$49,253	\$65,670

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Upcoming Adult Education Events


- 2/24/21: ICAN Webinar
- 3/11/21: CAEP Transitions Brief and Program Showcase
- 3/18/21: Immigrant Integration Research Brief and Showcase
- 3/25/21: CASAS I³ Reports
- To come...
 - Quarterly Consortium Director/Lead Workgroup Meetings
 - State Priority Webinars
 - Three Year Planning Guidance Webinars

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Wrap Up and Questions



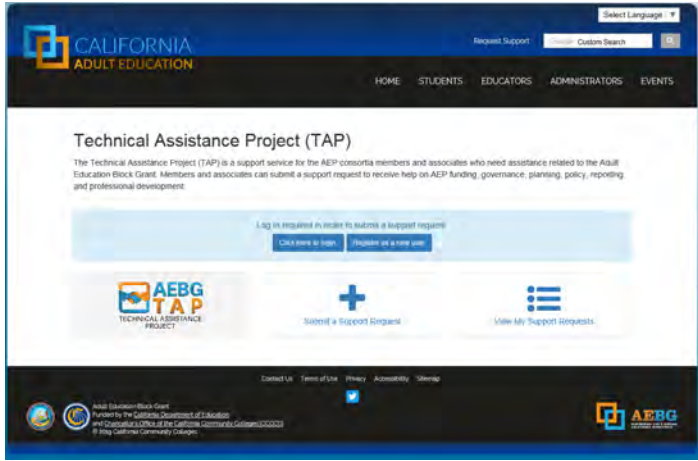
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Request Support from CAEP TAP



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December 11, 2017

To: Capital Adult Education Program (CAEP) Consortium Directors and Members

From: Capital Adult Education Program Office

Subject: Fiscal Year 2018–19 CAEP Program Fees Policy

This memorandum is to advise local recipients of the Capital Adult Education Program (CAEP) program fees policy that take effect July 1, 2018.

CAEP Fees Policy

No tuition may be charged or collected in the following CAEP program areas by either community colleges or K12 adult schools:

- Adult Elementary and Secondary Basic Skills, including programs leading to a highschool diploma or its equivalent,
- Programs for immigrants eligible for educational services in citizenship, ESL and workforce preparation,
- Adults, including but not limited to older adults, designed to develop knowledge and skills to help elementary and secondary school children succeed academically in school
- Programs for adults with disabilities

CTE Programs: For the purposes of this portion of the policy, career and technical education (CTE) programs include the following: 1) Short term CTE with high employment potential; 2) Adults, including but NOT limited to older adults, entering or re-entering the workforce; and 3) Pre- apprenticeship conducted in coordination with one or more DAS approved apprenticeship programs.

- **Community college noncredit CTE programs:** No tuition may be charged or collected by for career and technical education programs as prohibited by statute in California Education Code. (This include Short Term CTE, Workforce Entry/Reentry, and Pre-Apprenticeship).
- **K12 adult schools:** Career and technical education programs offered by K12 adult schools are considered part of the CAEP program, but K12 adult school providers are allowed to charge fees for these programs. K12 adult CTE programs are subject to all state requirements under CAEP including course approval, credentialing, and student

data reporting. The K12 adult CTE student fee structure must be included in the consortia annual plan.

Policy Reminders:

Note 1: This recommendation in no way infringes on K-12 adult school or community college community services that is governed by existing state regulations and education code.

Note 2: The State will encourage the blending and leveraging of other fund sources with CAEP – such as on the K-12 side (LCFF apportionment), and on the college side (Community College apportionment) in addition to the many other adult education member & partner resources (like WIOA Title I Individual Training Accounts (ITAs)). With the exception of K-12 adult school CTE (workforce entry/reentry and pre-apprenticeship) course offerings, no other CAEP program areas may charge fees, or leverage/braid fees.

For questions related to CAEP Program Fees Policy and/or technical assistance on professional development topics, please contact the CAEP Technical Assistance Project (CAEP TAP) by phone at 1-888-827-2324 or by e-mail at tap@caldulted.org.

Sincerely,

Carolyn Zachry, Ed.D
California Department of Education
Adult Education Block Grant Office



Javier Romero
California Community Colleges Chancellor's Office
Adult Education Block Grant Office



Enclosure: Resources Related to the CAEP Program Fees Policy



RESOURCES RELATED TO THE CAEP PROGRAM FEES POLICY

1. SB-173 Education funding: adult education (Liu)
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201320140SB173
2. CDE Management Bulletin: Workforce Innovation and Opportunity Act, Title II: Adult Education and Family Literacy Act Grant Funding
<https://www.cde.ca.gov/sp/ae/ga/mb18-01.asp>
3. Community Colleges Student Fee Handbook
<https://www.cccco.edu/Search-Results?search=student%20fee%20handbook>

CAEP Program Fees Background

Aligning fees in CAEP is problematic because of the inconsistency in the policies guiding the two systems and the need to properly evaluate adult education related expenses. The fee structures of the CDE and the Chancellor's Office are mandated by separate education code and policy regulations. Currently, community colleges charge fees for credit courses, but community colleges do not charge for noncredit adult education courses (though in some cases, noncredit students are responsible for other costs, such as books and supplies). K12 adult schools cannot charge fees for English as a Second Language (ESL), Adult Basic Education (ABE), and Adult Secondary Education (ASE), but it is not clear in the other CAEP program areas whether education code is in effect or not. The new CAEP Program Fees Policy will align existing education code between the K12 adult education system, and the community college noncredit system.

AB86 Workgroup Review of Fees Policy

In 2015, the AB 86 Cabinet and Work Group examined the issues involved in developing a uniform policy for the AB 86 program areas. The two principal options identified were, first, fees could be eliminated for all AB 86 adult education courses, ensuring formal consistency across all programs, reducing confusion and financial barriers to access. The major concern raised to this option is that some programs would then have insufficient funding to continue. Alternatively, programs could continue to have the option to charge fees, but fee levels would be made consistent across the state and/or other criteria established for fee levels, ensuring that they are fair and reasonable. The fees would leverage state funding and might ensure that students are less likely to drop a course. This option raises the concern that adult education courses might become inaccessible to the lowest-income students.

Given the complexity of the issues, the CDE and Chancellor's Office recommended that the Legislature consider the trade-offs and make the determination whether to eliminate fees or

establish guidelines for charging fees, which ensures that there are no financial barriers to students being able to access adult education services; there is consistency across programs, courses, and providers; and there is adequate reimbursement for program costs.

AB104 Maintenance of Effort Certification Process

For the initial implementation of AB104, and the California Adult Education Program (CAEP), the CDE and the Chancellor's Office established base funding for K-12 adult schools, known as Maintenance of Effort (MOE). The majority (67%) of the CAEP base allocation is made up of Maintenance of Effort (MOE) as certified by K-12 and County Offices of Education (COEs). The MOE certification process was based on the certification of 2012-2013 adult education related expenses in the ten adult education program areas as submitted by K-12 districts and COEs. This 12/13 certification was used to form the K-12/COE base for the MOE. The MOE funding amount does not change unless funding is reduced based on the criteria as specified in AB104 legislation (84914 (b)). However, this MOE Certification Process did not allow K-12 Districts to report program fees collected during 2012-2013 program year. The result was that millions of dollars of adult education related expenses were not certified, and many K-12 adult schools received significantly less than their actual adult education related expenses. Because the 12/13 certification established base funding for K-12 adult schools, the ones that survived on program fees were given a lower base funding amount.

CAEP Data and Accountability Ad-hoc team Recommendation on Fees Policy

In the summer of 2017, the CAEP leadership convened a series of field teams to address the complexities of establishing consistent, statewide data on populations that had previously not been fully included in agency accountability systems. A subgroup of these field teams became the CAEP Fees Ad-Hoc Team. The team recommended policy was approved by CAEP Leadership, and will be enacted at the beginning of the 2018-2019 program year. The CAEP Office will publish the CAEP fees policy during the current program year (17-18) so that CAEP members can prepare for implementation in 2018-2019. In addition, starting in 2018-19, the State's CAEP Financial System NOVA,, will begin tracking program fees collected as well as those fund sources leveraged for CAEP purposes. The data collected will be analyzed to examine the connection between student persistence and fees as well as other related topics.

CAEAA February 4, 2021



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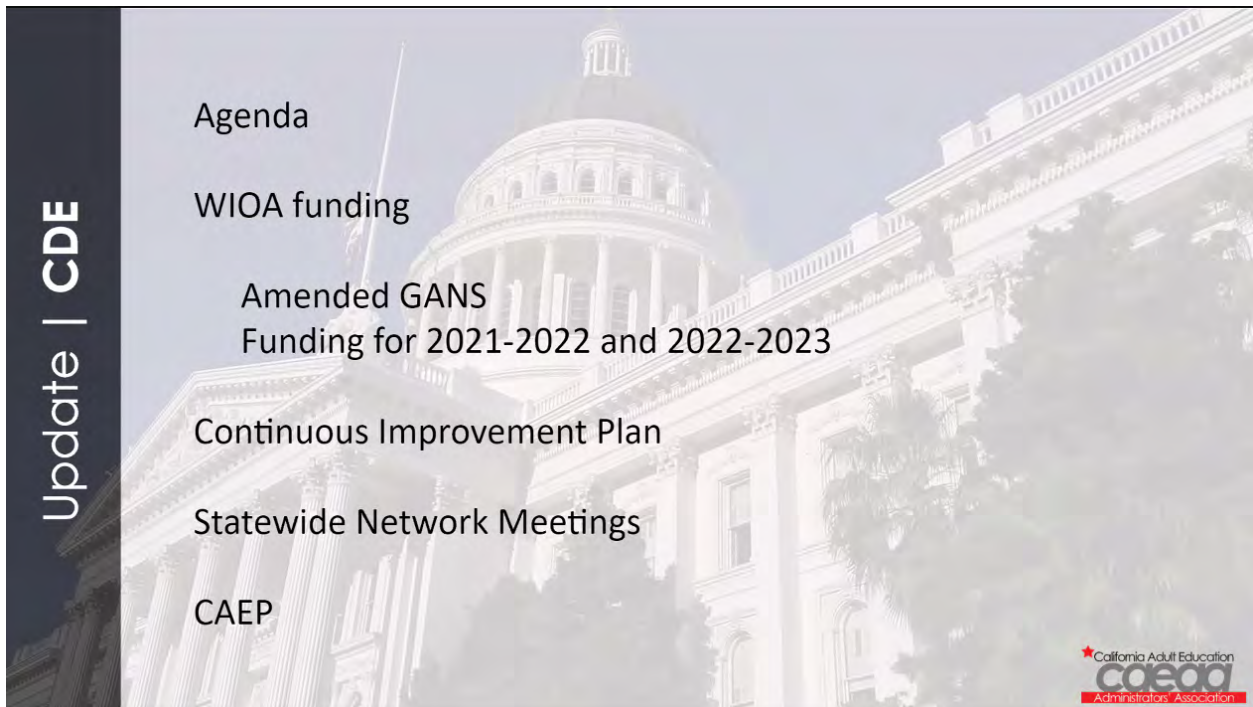
24th Annual State Conference | Zoom
February 4, 2021



Update | **California
Department of
Education (CDE)**

Carolyn Zachry, Ed.D.
State Director and Education Administrator
Adult Education Office
Career and College Transition Division
California Department of Education

California Adult Education
CAEAD
Administrators' Association



Update | **CDE**

Agenda

- WIOA funding
 - Amended GANS
 - Funding for 2021-2022 and 2022-2023
- Continuous Improvement Plan
- Statewide Network Meetings
- CAEP

California Adult Education
CAEAD
Administrators' Association

WIOA funding

Amended GANS

Funding for 2021-2022 and 2022-2023



Amended GANS in early March

Budget revision needed after receipt

\$2M increase to CA from WIOA (\$18M nationally)

Looking at disbursement formulas; participants could be an option

No waiver for outcome data; exploring options for extending date for expending monies

Update | CDE

Continuous Improvement Plan(CIP)



Working to bring together multiple plans into one CIP

Developing SMART goals and Action Plans for 2021-2022

No self-study as per WASC, but CIP could be part of WASC as a value add

Statewide Network Meetings



Designed for sharing information from CDE; facilitate local discussions
First Tuesday of every month @ 1:00 pm

Embrace the success of the past year:

- Remote testing
- Digital literacy skills
- Online instruction
- Meeting the needs of more students

Think about how to expand what we have learned in the past year to continue to support our learners in a new digital environment

Carolyn part of OCTAE meetings 2x annually that explores options for funded agencies

Q: Is there a plan to attract more students for online learning, rather than going back to face-to-face instruction:

A: Carolyn checking on allowability of funds to be spent on this type of initiative.

Dawn Koepke: Legislative Priorities & Strategy Overview



2021 State Preview

- Ongoing COVID-19 Concerns, Impacts
- FY 21-22 Budget Surplus, Outyear Deficits Projected
- 2021 Legislative Session Underway (Dec. 7th, Jan. 11th)
 - Budgetary Hearings Underway, Likely Decisions in Two Phases
 - Public Access & In Person Access Remains Impacted
 - Policy Bill Load Uncertainty
- Legislature Must Pass Balanced Budget by June 15th
 - 2020 Priority Carryover – COVID-19 Impacts/Response/Vaccines, Homelessness, Evictions, Wildfire/Emergency Response
- Multiple Special Elections in 2021
- Legislative Adjournment mid-September 2021

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Government Relations

California Adult Education
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Administrators' Association

Ongoing concerns about COVID-19. Predictions of tough budget times were not correct. Access to members is still prohibited due to the pandemic, but work-arounds are being used to connect with legislators virtually

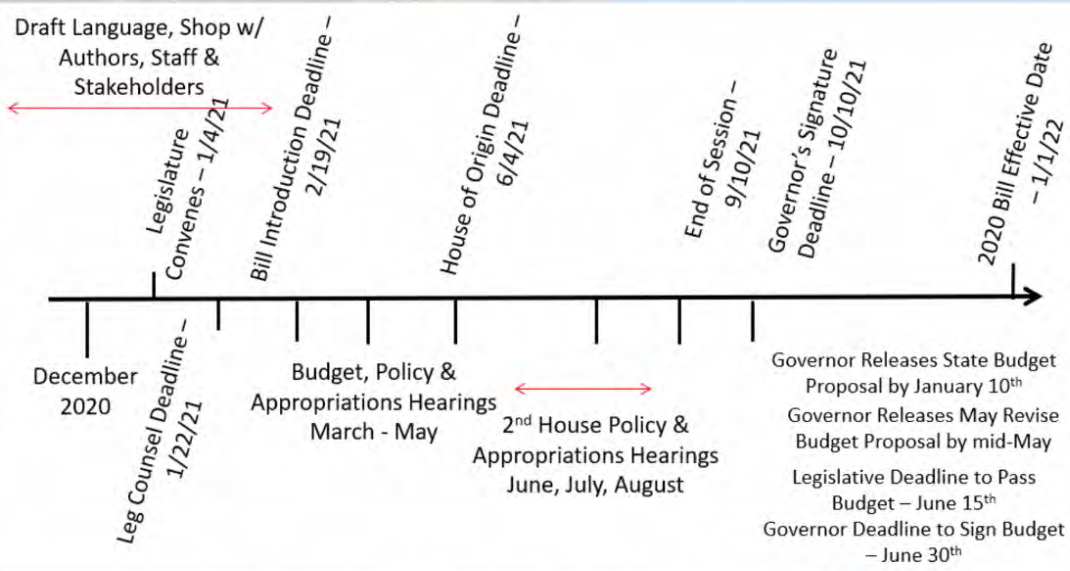
State has a surplus for the 2021-2022 FY as well as for the 2022-2023, but expect deficits for 2023-2024

Legislative session is underway; bare bones swearing in ceremony for members; Jan 11 members returned to session, which is late and due to the COVID surge

Budget hearings underway in a 2 phase approach; looking at increased budgetary support for reopening schools

Policy bills are limited due to social distancing requirements and the need for public hearings; Issues include homelessness, wildfires and other key issues

Session Timeline



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FY 21-22 Budget

- COLA @ 1.5% for CAEP (~Increase of \$8.1 M)
- \$1M CAEP Technical Assistance Funding
- \$23.2 M GF FY 21-22, \$18 M Ongoing GF for IT Support/Supplies/Bandwidth for ABE, HSE & CC Courses in Jails/Prisons
- Higher education Workforce Investments, COVID-19 Recovery
 - Appears to be Tied to CC/Higher Ed Prop 98 Share, Inquiring...

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Unexpected COLA for adult education; but this amount is insufficient based on upcoming collective bargaining agreements for district staff and faculty; focus is on increasing

General Fund has allocations for jail education

Higher Education is tied to Prop 98; working to have access to those funds for adult ed

ASK – Maintain AE Funding & COLA

- During last recession, Adult Education demand increased due to people becoming unemployed and seeking to retrain and improve their skills in order to get back to work quickly.
 - Unfortunately, increased demand was met with a significant decrease in supply as local districts, given “categorical flexibility,” reduced Adult Education services to adults in order to protect programs for kids.
 - While current stagnant funding isn’t sufficient to meet growing need, it’s critical to maintain – if not grow – current funding amid the COVID-19 pandemic to avoid further erosion of Adult Schools in California.
 - Appreciate COLA in the Governor’s FY 21-22 January budget proposal - urge the Legislature to continue to include it in its final budget allocation and consider an increased rate to avoid cuts.
- ***ASK – Maintain current funding for the CA Adult Education Program and include the proposed FY 21-22 COLA in the final budget.***
 - ***Advocacy also occurring to raise concerns with the COLA level, insufficiency to cover increasing costs...***

Goal: Maintain adult education funding at current levels

Raising concerns about insufficient COLA with Office of Budget and Finance; but carryover being held by various consortia is causing problems in this discussion; advocating increase to COLA

Some districts are negotiating as much as 3.8% increase through collective bargaining agreements

ASK – Address Funding Distribution & Timing

- Year over year as a result of process issues between CDE and the Community College Chancellor's office, Adult Schools have not received their CAEP funding until more than half way through the school year.
- While school districts have been willing to float Adult Schools, as school district budgets tighten amid the COVID-19 pandemic they've been clear this cannot continue and Adult Schools will be left without access to funding they are allocated July 1st each year based on budget and consortium plans.
- ***ASK - In accordance with funding decisions made by consortia in their plans, establish a line item in the CDE budget to distribute Adult School funding directly to adult schools as provided in the CAEP regional plans.***

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Goal: Address the timing of funds being released due to delays of the Interagency Agreement process for fund transfer; these delays are not necessary

Working to add line item in budget to directly disburse funding to K-12 schools, rather than through interagency agreement

Aware that many K-12 adult school programs are not able to float programs while waiting for funds

ASK – Develop Carryover Criteria for CAEP Funding

- Each year, consortia must certify expenditures for the prior school year by October 31st
 - Beginning in FY 21-22, 15% consortium carryover cap in any given year
 - Any consortium carrying over more than 15% of its annual allocation will have allocation reduced by the amount exceeding 15% carry over in the following year
 - Unspent consortium dollars will be made available for one-time expenses in other regions and/or technical assistance.
 - Technical assistance will be provided to any consortium with excess carryover in order to ensure needs of the region are addressed in future years.
- **ASK** – To ensure CAEP carryover funds have an established plan for expenditure, the Legislature should establish clear criteria to guide acceptable levels and reasons for carryover to ensure funding is directed to addressing needs and gaps in service to the greatest extent possible.

Goal: Carryover is hindering the push for more funding in adult education; there are valid reasons for carryover, but these are preventing securing additional funding

Currently \$100M is sitting in provider accounts across the state

Some districts have as much as 300% of their annual allocation sitting in the back

ASK – Education Code Updates

- K12 Adult Education has changed significantly since its inception, but the Education Code has not been updated to reflect the current system and delivery of services in conjunction with its partners.
- **ASK – Update and align Education Code for K12 Adult Schools to better reflect the current system and program delivery under the CA Adult Education Program (CAEP).**

***Being pursued via Policy Omnibus/Cleanup Bill w/ Asm Education Cmte.*

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Goal: Update Ed Code to more closely align to CAEP

Working to address irrelevant Ed Code that wasn't updated with AB104

Working with LAO to address these issues

2021 Strategy

- Increased Local Grassroots Advocacy
 - Legislator & Staff Education – New & Returning Members
 - Relationship Building – Key Contact Development – Be a Champion!
 - Tying in Local Advocacy w/ State Level Advocacy
 - Local Meetings
 - February/March & April/May – Submit Scheduling Requests TODAY!
 - Utilizing Key Messaging
 - Supporting the Most Marginalized, Impacted Adults & Families
 - COVID-19 Recovery Tool
- State Level Coordination & Lobbying
 - Material Development – Talking Points, Ignite Letter, More to come...
 - Stakeholder Meeting Series, Fall 2020
 - 2021 Early Legislator, Staff, DOF, Potential Ally Engagement, etc.
 - Direct Lobbying – Budget & Policy

MKA MCHUGH KOEPKE & ASSOCIATES
 California Adult Education Administrators' Association

Strong push for local advocacy through legislators; many in the legislature are new this year, and the need to educate them is high

People with personal relationships with legislators need to take the lead to educate the members; there are 120 legislators and any and all connections are valuable

Request a 2-phase approach to meet with legislators Feb/March and again in April/May as the budget process moves ahead; talking points have been provided via CAEAA and CCAE; sample letters forthcoming

Q: Can a school go over 15% or is that a proposed set amount of carryover?

A: Not all schools have the same needs. There are instances where adult schools or colleges may need to carry over more than 15%, but the key element is having a plan to utilize those funds. Securing additional classroom space is a reasonable reason to hold funds, but there needs to be a plan. Funds can't just sit in an account. If there is a plan, but can't expend the funds, these agencies need to revisit their funding at a regional/consortium level.

Q: Why 15%, where does that number come from?

A: Negotiated percentage with ACCE, ACSA, CASBO, CCAE, CAEAA. California SACS manual recommends 2 months of funds to be held in reserve for agencies. 15% represents an average of 2 months of funding. Similar to having reserves in personal life for emergencies. But, there needs to be accountability if schools are holding funds beyond that amount. This is a local decision, but locals also need to be held accountable. State and locals should know the plan.

Q: How can we work together with other agencies?

A: Working on partnership building at the state level. Not always on the same page for policies, but keeping each other informed is critical. Colleague organizations may not sign on (Ed Code cleanup), but need to keep each other informed. Everyone has a lot on their plates, but need to be consistent with partner organization check-ins.

Q: Is there any specific guidance for opening adult schools?

A: Following higher education guidance that governs the community colleges. Some adult programs live in the K-12 space, but better to align to community college guidelines for opening. Also, need to coordinate with county health departments. Noted that many districts mandate the adult school opening requirements, but those decisions are being made for children and not adults.

A: Huntington Beach has held off on bringing adults back for in-person instruction based on COVID transmissions being different for adults than children. Superintendent has agreed to this strategy.

A: Collective bargaining agreements often dictate school reopening; can also depend on certificated or classified status.

California Adult Education Program Update

Neil Kelly
CAEP Operations Oversight
California Community College Chancellor's Office

California Adult Education
CAEAA
Administrators' Association

Agenda

- **Governor's Proposed Budget**
- **Member Effectiveness Guidance**
- **Communities of Practice & More**
- **3 Year Planning / Goal Setting / Targets**

California Adult Education
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Governor's Proposed Budget 21-22

- 2020-21 Allocation: \$538,564,000
- Proposed Increase (1.4999%): \$8,078,000
- 2021-22 Allocation: \$546,642,000
- *All numbers subject to change at the May Revise*

Actual COLA increase is just under 1.5%

Prepare for changes in May and possibly beyond; revised CFAD process to be expected

Governor's Proposed Budget 21-22

- 2021-22 Total : \$546,642,000
- + Data & Acct. : \$5,000,000
- + Increase to D/A: \$1,000,000
- **Grand Total in Budget : \$552,642,000**

* \$552,642,000 is the line item for adult education in the Governor's proposed budget.

2021-2022 Allocation Process

- February – Release of CAEP Preliminary Allocations for 2021-2022
- March - April – public meetings to decide allocations
- May 2nd – CFAD due in NOVA
- May Revise
- June – Governor’s Budget Signed
- August – Release of funds

Member Effectiveness

- CAEP Reminder Memo on Member Requirements (minimum threshold).
- Process will go into effect for the 21-22 program year.
- Requirements are the assurances that members certify as part of the CFAD process.
- We encourage consortia to continue exploring how to define member effectiveness (see afternoon session).

July 1, 2021: state will release minimum requirements for member effectiveness

CFAD signature/certification includes confirmation of minimum requirements

Member Effectiveness (cont.)

- **NOVA will create member reports for consortium directors for follow-up.**
- **CAEP TAP and the State CAEP Office will track member deliverables (NOVA reports, and CASAS data reporting).**
- **Process includes reminders, outreach to consortia directors, offers of technical assistance, and if all else fails – ineffective member status.**
- **Aligns with CAEP education code on reducing a member's funding for being ineffective.**

This process is being formalized for 2021-2022

Communities of Practice & More

- **Coming soon in 2021 – Communities of Practice**
- **CAEP TAP will release Summit recordings and research briefs.**
- **Available for stakeholder discussions – News & Review Publications**

New COP website and peer learning at local level will be established; will be locally driven, not state heavy hand driven

3-Year Planning

- **Guidance on 3-Year Planning will roll later this Spring/Summer**
- **New plans will be due June 2022**
- **3-year plans will be entered into NOVA – aligns with the consortium annual plan, member work plans & budgets.**
- **3-year plans will also include member level goal setting and targets (aligning with the WIOA II continuous improvement plan (CIP)).**

3-Year Planning (cont.)

- **Plans & targets will be updated annually (part of the annual plan process).**
- **21-22 will also include a Governance Certification Process due with the CFAD in May 2022.**

May 2022 will add a governance document certification that requires an annual review of this document; more information coming next school year (Fall 2021); part of CFAD certification

Questions

COMPLAINTS
COMMENTS
COMPLIMENTS





BARSTOW
AREA
CONSORTIUM
FOR **A**DULT **E**DUICATION

SOCIAL MEDIA REPORT

Feb 2021

FACEBOOK PAGE SUMMARY

Page Views

January 14 - February 10

88

Total Page Views ▲9%

Post Reach

January 14 - February 10

5,542

People Reached ▼11%

Post Engagement

January 14 - February 10

251

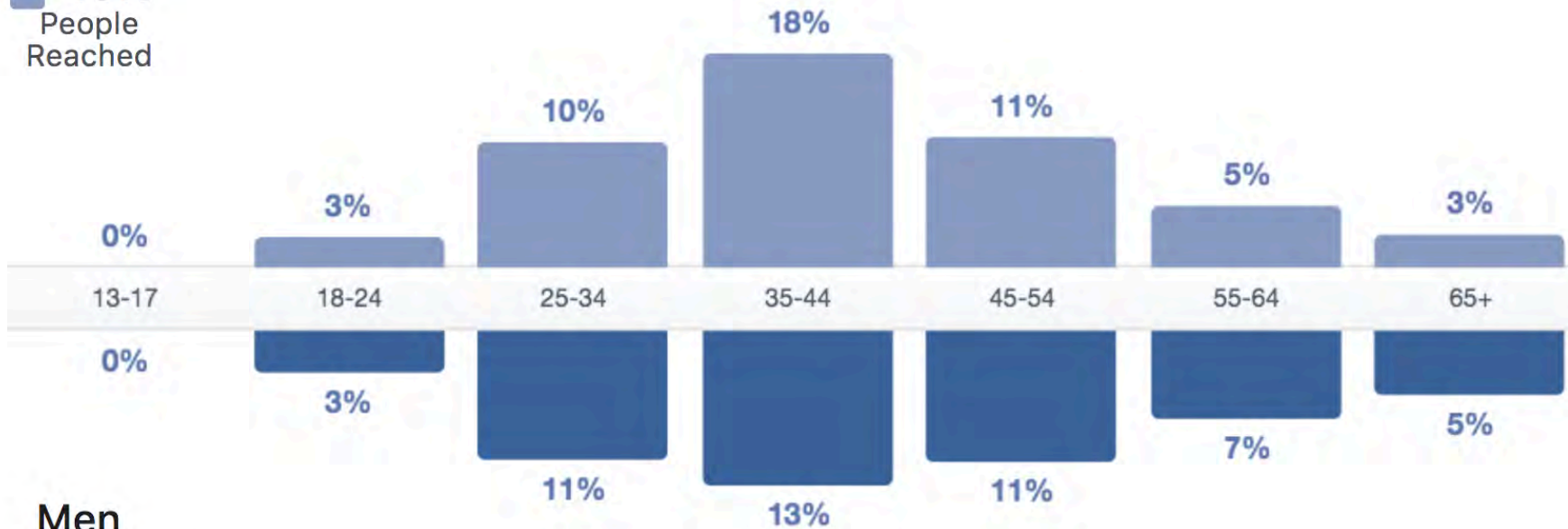
Post Engagement ▼33%

Social Media Audience

– Gender and Age –

Women

49%
People Reached



Men

50%
People Reached

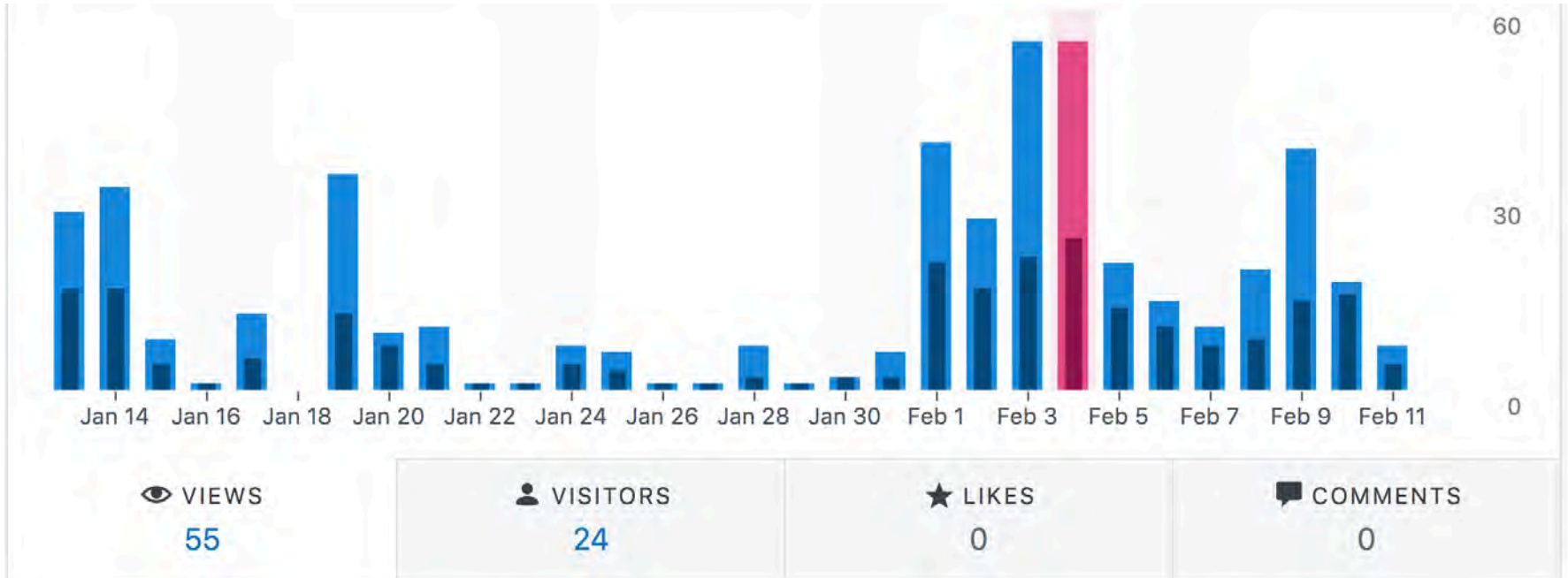
Social Media Audience

– Language Group –

Language	People Reac...
English (US)	3,962
Spanish	1,293
Spanish (Spain)	119
English (UK)	68
French (France)	17
Portuguese (Brazil)	5
Arabic	5
Korean	3

Indonesian	2
Vietnamese	2
German	2
Thai	1
Malay	1
Simplified Chinese (Chi...	1
Khmer	1

BARSTOW WEBSITE TRAFFIC



FEBRUARY 4, 2021

Views	55
Visitors	24
Views per Visitor	2.29









BARSTOW WEBSITE TRAFFIC AND PAGE PER VIEW

Stats for 30 days ending February 11, 2021
(Summarized)

Title	Views		
Home	198	Inglés como segundo idioma	7
Programs & Classes	60	High School Diploma	7
Contact Us	56	Member Schools	5
Consortium Meetings	33	Preparación para la ciudadanía	5
Career Technical Education (CTE)	23	Citizenship Preparation	5
Technology Courses	18	Casa	3
High School Equivalency – GED	18	PROGRAMAS Y CLASES	2
Consortium Documents	14	Home page / Archives	1
English as a Second Language	9	Consortium Newsletters	1
		Educación en carreras técnicas (CTE)	1

BARSTOW WEBSITE LINKS CLICKS

Stats for 30 days ending February 11, 2021 (Summarized)

Link	Clicks
 docs.google.com/forms/d/e/1FAIpQLSf52ENWtz-MKjMm5Jm9v	37
 www.barstow.k12.ca.us	13
 www.barstow.edu	13
 aec.svusdk12.net	3
 baker.k12.ca.us	2
 sbcovid19.com	1
  facebook.com/BarstowAEBG/	1

CAEP Data Integrity

01/12/2021

11:59:02

Page 1 of 2

AEBGDI

Program Year: 2020-2021 **Member:** 134 - Baker Valley Unified School District
Agency: 1040 - Baker Valley Unified School District (BVUSD) **Consortium:** 03 - Barstow Area Consortium for Adult Education

Summary Information	
Students in the Services Section	23
Students not enrolled in the 7 CAEP programs	0
Marked Literacy Gains Outcome but did not have CAEP program	0
Marked HSD/HSE Outcome but did not have CAEP Program	0
Marked Post-Secondary Outcome for CAEP but did not have CAEP Program	0
Marked Employment Outcome but did not have CAEP Program	0
Marked Wages Outcome but did not have CAEP Program	0
Marked Transition Outcome but did not have CAEP Program	0
Students enrolled in the 7 CAEP programs	23
Students Concurrently Enrolled in High School/K12	1
Students eligible for Data Integrity	22

Item Description	Item Count	Item Percent
01 Missing Birthdate or outside 16-110	7	31.82 %
02 Less than 12 Hours of Instruction	20	90.91 %
02a Zero or Empty Hours of Instruction	5	22.73 %
02b Total hours between 1-11 hours	15	68.18 %
03 No Highest Year of School/Degree Earned	13	59.09 %
03a No Highest Year of School	12	54.55 %
03b No Highest Degree Earned	9	40.91 %
04 No Gender	0	0.00 %
05 No Race/Ethnicity	7	31.82 %
06 Total Reported Labor Force Status	14	63.64 %
06a Total 'Employed'	14	63.64 %
06b Total 'Employed with notice'	0	0.00 %
06c Total 'Unemployed'	0	0.00 %
06d Total 'Not in Labor Force'	0	0.00 %
06e Total missing Labor Force Status	8	36.36 %
08 No valid pretest	6	27.27 %
09 Valid pretest with no post-test	16	72.73 %
09a Valid pretest with no post-test or HSE/HSD	16	72.73 %
09b No post-test and pretest below ASE High	14	63.64 %
09c Valid pretest with no post-test or MSG	16	72.73 %
10a Learners with a pre-/post-test pair	0	0.00 %
10b Learners with a pre-/post-test pair, but have not completed a level	0	0.00 %
11a Achieved Educational Functional Level Gain with pre- and post-testing	0	0.00 %
11b Achieved Educational Functional Level Gain with High School credits earned	0	0.00 %
11c Achieved Educational Functional Level Gain with Post-Secondary Outcome	0	0.00 %
12a Passed HSE	0	0.00 %
12b Passed HSE but instructional program not HSE	0	0.00 %
12c Passed HSE but Highest Degree Earned is HSE or higher	0	0.00 %
13a Earned HS diploma	0	0.00 %
13b Earned HS diploma but instructional program not HS diploma	0	0.00 %
15a Learners with 90-97 days between Dates of Service	0	0.00 %
15b Learners with 83-89 days between Dates of Service	0	0.00 %
16 Learners enrolled in Integrated Education and Training (IET)	0	0.00 %
17 No Primary Goal	8	36.36 %
18 No Secondary Goal	14	63.64 %
19 Learners with at least one Barrier to Employment	13	59.09 %
19a Learners with Multiple Barriers to Employment	13	59.09 %
19b Learners with No Barriers to Employment	9	40.91 %
20 Learners Co-enrolled in WIOA Titles I, III, or IV	0	0.00 %
21 Learners with a pretest in the conservative estimate range	0	0.00 %

CAEP Data Integrity

01/12/2021
11:59:02

Page 2 of 2
AEBGDI

Program Year: 2020-2021 **Member:** 134 - Baker Valley Unified School District
Agency: 1040 - Baker Valley Unified School District (BVUSD) **Consortium:** 03 - Barstow Area Consortium for Adult Education

Item Description	Item Count	Item Percent
22a Learners with a pre-/post-test pair but less than 40 hours of instruction	0	0.00 %
22b Learners without a pre-/post-test pair but more than 40 hours of instruction	0	0.00 %
22c Learners without a pre-/post-test pair but more than 70 hours of instruction	0	0.00 %
23a Achieved CAEP Outcome for HSD/HSE	0	0.00 %
23b Marked HSD/HSE outcome but did not qualify for CAEP	0	0.00 %
24a Achieved CAEP Outcome for Post-Secondary	0	0.00 %
24b Marked Post-Secondary Outcome for CAEP but did not qualify for CAEP	0	0.00 %
25a Achieved CAEP Outcomes for Employment	0	0.00 %
25b Marked Employment Outcome but did not qualify for CAEP	0	0.00 %
26a Achieved CAEP Outcome for Increase Wages	0	0.00 %
26b Marked Wages Outcome but did not qualify for CAEP	0	0.00 %
27a Achieved CAEP Outcome for Transition to Post-Secondary	0	0.00 %
27b Marked Transition Outcome but did not qualify for CAEP	0	0.00 %

Criteria

Report data generated at 1/12/2021 11:59:02 AM
 Base container is: Agency 1040 - Baker Valley Unified School District (BVUSD)
 Interrogation mode is: 'Local data'
 Instructional Program: Basic Skills (ABE), ESL/ELL, High School Diploma, HSE, Career and Technical Education (CTE), Workforce Preparation, Adults w/Disabilities, Pre-Apprenticeship, Adults supporting K12 student success
 Program year: 07/01/2020 - 06/30/2021
 Include Prepared By: Yes
 Include Print Time: Yes
 Include Criteria Info: Yes
 Report Sort Order: Consortium, Agency
 Include Address: No
 Report Style Option: Blue
 Agency Print Option: ID Name
 Student Print Option: NameID
 Student Name Format: Last, First Middle
 Warn if too many pages: Yes
 Show Test Pairs: Completed Level
 CAEP Program Areas: ASE = HSD/HSE



CAEP Data Integrity

01/27/2021
12:39:35

Page 1 of 2
AEBGDI

Program Year: 2020-2021 **Member:** 146 - Barstow Unified School District
Agency: 9511 - Barstow Unified School District (BUSD) **Consortium:** 03 - Barstow Area Consortium for Adult Education

Summary Information	
Students in the Services Section	286
Students not enrolled in the 7 CAEP programs	0
Marked Literacy Gains Outcome but did not have CAEP program	0
Marked HSD/HSE Outcome but did not have CAEP Program	0
Marked Post-Secondary Outcome for CAEP but did not have CAEP Program	0
Marked Employment Outcome but did not have CAEP Program	0
Marked Wages Outcome but did not have CAEP Program	0
Marked Transition Outcome but did not have CAEP Program	0
Students enrolled in the 7 CAEP programs	286
Students Concurrently Enrolled in High School/K12	0
Students eligible for Data Integrity	286

Item Description	Item Count	Item Percent
01 Missing Birthdate or outside 16-110	0	0.00 %
02 Less than 12 Hours of Instruction	207	72.38 %
02a Zero or Empty Hours of Instruction	0	0.00 %
02b Total hours between 1-11 hours	207	72.38 %
03 No Highest Year of School/Degree Earned	0	0.00 %
03a No Highest Year of School	0	0.00 %
03b No Highest Degree Earned	0	0.00 %
04 No Gender	0	0.00 %
05 No Race/Ethnicity	6	2.10 %
06 Total Reported Labor Force Status	286	100.00 %
06a Total 'Employed'	46	16.08 %
06b Total 'Employed with notice'	0	0.00 %
06c Total 'Unemployed'	240	83.92 %
06d Total 'Not in Labor Force'	0	0.00 %
06e Total missing Labor Force Status	0	0.00 %
08 No valid pretest	286	100.00 %
09 Valid pretest with no post-test	0	0.00 %
09a Valid pretest with no post-test or HSE/HSD	0	0.00 %
09b No post-test and pretest below ASE High	0	0.00 %
09c Valid pretest with no post-test or MSG	0	0.00 %
10a Learners with a pre-/post-test pair	0	0.00 %
10b Learners with a pre-/post-test pair, but have not completed a level	0	0.00 %
11a Achieved Educational Functional Level Gain with pre- and post-testing	0	0.00 %
11b Achieved Educational Functional Level Gain with High School credits earned	0	0.00 %
11c Achieved Educational Functional Level Gain with Post-Secondary Outcome	0	0.00 %
12a Passed HSE	0	0.00 %
12b Passed HSE but instructional program not HSE	0	0.00 %
12c Passed HSE but Highest Degree Earned is HSE or higher	0	0.00 %
13a Earned HS diploma	5	1.75 %
13b Earned HS diploma but instructional program not HS diploma	0	0.00 %
15a Learners with 90-97 days between Dates of Service	2	0.70 %
15b Learners with 83-89 days between Dates of Service	0	0.00 %
16 Learners enrolled in Integrated Education and Training (IET)	0	0.00 %
17 No Primary Goal	0	0.00 %
18 No Secondary Goal	0	0.00 %
19 Learners with at least one Barrier to Employment	286	100.00 %
19a Learners with Multiple Barriers to Employment	0	0.00 %
19b Learners with No Barriers to Employment	0	0.00 %
20 Learners Co-enrolled in WIOA Titles I, III, or IV	0	0.00 %
21 Learners with a pretest in the conservative estimate range	0	0.00 %



CAEP Data Integrity

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12:39:35

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AEBGDI

Program Year: 2020-2021	Member: 146 - Barstow Unified School District
Agency: 9511 - Barstow Unified School District (BUSD)	Consortium: 03 - Barstow Area Consortium for Adult Education

Item Description	Item Count	Item Percent
22a Learners with a pre-/post-test pair but less than 40 hours of instruction	0	0.00 %
22b Learners without a pre-/post-test pair but more than 40 hours of instruction	31	10.84 %
22c Learners without a pre-/post-test pair but more than 70 hours of instruction	19	6.64 %
23a Achieved CAEP Outcome for HSD/HSE	4	1.40 %
23b Marked HSD/HSE outcome but did not qualify for CAEP	1	0.35 %
24a Achieved CAEP Outcome for Post-Secondary	0	0.00 %
24b Marked Post-Secondary Outcome for CAEP but did not qualify for CAEP	0	0.00 %
25a Achieved CAEP Outcomes for Employment	0	0.00 %
25b Marked Employment Outcome but did not qualify for CAEP	0	0.00 %
26a Achieved CAEP Outcome for Increase Wages	0	0.00 %
26b Marked Wages Outcome but did not qualify for CAEP	0	0.00 %
27a Achieved CAEP Outcome for Transition to Post-Secondary	4	1.40 %
27b Marked Transition Outcome but did not qualify for CAEP	1	0.35 %

Criteria

Report data generated at 1/27/2021 12:39:35 PM
 Base container is: Agency 9511 - Barstow Unified School District (BUSD)
 Interrogation mode is: 'Data from sub-sites'
 Instructional Program: Basic Skills (ABE), ESL/ELL, High School Diploma, HSE, Career and Technical Education (CTE), Workforce Preparation, Adults w/Disabilities, Pre-Apprenticeship, Adults supporting K12 student success
 Program year: Current program year
 Include Prepared By: Yes
 Include Print Time: Yes
 Include Criteria Info: Yes
 Report Sort Order: Consortium, Agency
 Include Address: No
 Report Style Option: Blue
 Agency Print Option: ID Name
 Student Print Option: NameID
 Student Name Format: Last, First Middle
 Warn if too many pages: Yes
 Show Test Pairs: Completed Level
 CAEP Program Areas: ASE = HSD/HSE

CAEP Data Integrity

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08:30:28

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AEBGDI

Program Year: 2020-2021 **Member:** 446 - Barstow Community College District
Agency: 12168 - Barstow Community College District (BCCD) **Consortium:** 03 - Barstow Area Consortium for Adult Education

Summary Information	
Students in the Services Section	44
Students not enrolled in the 7 CAEP programs	0
Marked Literacy Gains Outcome but did not have CAEP program	0
Marked HSD/HSE Outcome but did not have CAEP Program	0
Marked Post-Secondary Outcome for CAEP but did not have CAEP Program	0
Marked Employment Outcome but did not have CAEP Program	0
Marked Wages Outcome but did not have CAEP Program	0
Marked Transition Outcome but did not have CAEP Program	0
Students enrolled in the 7 CAEP programs	44
Students Concurrently Enrolled in High School/K12	0
Students eligible for Data Integrity	44

Item Description	Item Count	Item Percent
01 Missing Birthdate or outside 16-110	0	0.00 %
02 Less than 12 Hours of Instruction	0	0.00 %
02a Zero or Empty Hours of Instruction	0	0.00 %
02b Total hours between 1-11 hours	0	0.00 %
03 No Highest Year of School/Degree Earned	0	0.00 %
03a No Highest Year of School	0	0.00 %
03b No Highest Degree Earned	0	0.00 %
04 No Gender	0	0.00 %
05 No Race/Ethnicity	0	0.00 %
06 Total Reported Labor Force Status	0	0.00 %
06a Total 'Employed'	0	0.00 %
06b Total 'Employed with notice'	0	0.00 %
06c Total 'Unemployed'	0	0.00 %
06d Total 'Not in Labor Force'	0	0.00 %
06e Total missing Labor Force Status	44	100.00 %
08 No valid pretest	44	100.00 %
09 Valid pretest with no post-test	0	0.00 %
09a Valid pretest with no post-test or HSE/HSD	0	0.00 %
09b No post-test and pretest below ASE High	0	0.00 %
09c Valid pretest with no post-test or MSG	0	0.00 %
10a Learners with a pre-/post-test pair	0	0.00 %
10b Learners with a pre-/post-test pair, but have not completed a level	0	0.00 %
11a Achieved Educational Functional Level Gain with pre- and post-testing	0	0.00 %
11b Achieved Educational Functional Level Gain with High School credits earned	0	0.00 %
11c Achieved Educational Functional Level Gain with Post-Secondary Outcome	0	0.00 %
12a Passed HSE	0	0.00 %
12b Passed HSE but instructional program not HSE	0	0.00 %
12c Passed HSE but Highest Degree Earned is HSE or higher	0	0.00 %
13a Earned HS diploma	0	0.00 %
13b Earned HS diploma but instructional program not HS diploma	0	0.00 %
15a Learners with 90-97 days between Dates of Service	0	0.00 %
15b Learners with 83-89 days between Dates of Service	0	0.00 %
16 Learners enrolled in Integrated Education and Training (IET)	0	0.00 %
17 No Primary Goal	0	0.00 %
18 No Secondary Goal	0	0.00 %
19 Learners with at least one Barrier to Employment	44	100.00 %
19a Learners with Multiple Barriers to Employment	44	100.00 %
19b Learners with No Barriers to Employment	0	0.00 %
20 Learners Co-enrolled in WIOA Titles I, III, or IV	0	0.00 %
21 Learners with a pretest in the conservative estimate range	0	0.00 %

CAEP Data Integrity

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08:30:28

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AEBGDI

Program Year: 2020-2021	Member: 446 - Barstow Community College District
Agency: 12168 - Barstow Community College District (BCCD)	Consortium: 03 - Barstow Area Consortium for Adult Education

Item Description	Item Count	Item Percent
22a Learners with a pre-/post-test pair but less than 40 hours of instruction	0	0.00 %
22b Learners without a pre-/post-test pair but more than 40 hours of instruction	15	34.09 %
22c Learners without a pre-/post-test pair but more than 70 hours of instruction	13	29.55 %
23a Achieved CAEP Outcome for HSD/HSE	0	0.00 %
23b Marked HSD/HSE outcome but did not qualify for CAEP	0	0.00 %
24a Achieved CAEP Outcome for Post-Secondary	0	0.00 %
24b Marked Post-Secondary Outcome for CAEP but did not qualify for CAEP	0	0.00 %
25a Achieved CAEP Outcomes for Employment	0	0.00 %
25b Marked Employment Outcome but did not qualify for CAEP	0	0.00 %
26a Achieved CAEP Outcome for Increase Wages	0	0.00 %
26b Marked Wages Outcome but did not qualify for CAEP	0	0.00 %
27a Achieved CAEP Outcome for Transition to Post-Secondary	0	0.00 %
27b Marked Transition Outcome but did not qualify for CAEP	0	0.00 %

Criteria

Report data generated at 1/29/2021 8:30:28 AM
 Base container is: Agency 12168 - Barstow Community College District (BCCD)
 Interrogation mode is: 'Local data'
 Instructional Program: Basic Skills (ABE), ESL/ELL, High School Diploma, HSE, Career and Technical Education (CTE), Workforce Preparation, Adults w/Disabilities, Pre-Apprenticeship, Adults supporting K12 student success
 Program year: 07/01/2020 - 06/30/2021
 Include Prepared By: Yes
 Include Print Time: Yes
 Include Criteria Info: Yes
 Report Sort Order: Consortium, Agency
 Include Address: No
 Report Style Option: Blue
 Agency Print Option: ID Name
 Student Print Option: NameID
 Student Name Format: Last, First Middle
 Warn if too many pages: Yes
 Show Test Pairs: Completed Level
 CAEP Program Areas: ASE = HSD/HSE



CAEP Data Integrity

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16:00:01

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AEBGDI

Program Year: 2020-2021 **Member:** 133 - Silver Valley Unified School District
Agency: 1012 - Silver Valley Unified School District (SVUSD) **Consortium:** 03 - Barstow Area Consortium for Adult Education

Summary Information	
Students in the Services Section	86
Students not enrolled in the 7 CAEP programs	0
Marked Literacy Gains Outcome but did not have CAEP program	0
Marked HSD/HSE Outcome but did not have CAEP Program	0
Marked Post-Secondary Outcome for CAEP but did not have CAEP Program	0
Marked Employment Outcome but did not have CAEP Program	0
Marked Wages Outcome but did not have CAEP Program	0
Marked Transition Outcome but did not have CAEP Program	0
Students enrolled in the 7 CAEP programs	86
Students Concurrently Enrolled in High School/K12	0
Students eligible for Data Integrity	86

Item Description	Item Count	Item Percent
01 Missing Birthdate or outside 16-110	0	0.00 %
02 Less than 12 Hours of Instruction	43	50.00 %
02a Zero or Empty Hours of Instruction	22	25.58 %
02b Total hours between 1-11 hours	21	24.42 %
03 No Highest Year of School/Degree Earned	0	0.00 %
03a No Highest Year of School	0	0.00 %
03b No Highest Degree Earned	0	0.00 %
04 No Gender	0	0.00 %
05 No Race/Ethnicity	0	0.00 %
06 Total Reported Labor Force Status	86	100.00 %
06a Total 'Employed'	65	75.58 %
06b Total 'Employed with notice'	0	0.00 %
06c Total 'Unemployed'	21	24.42 %
06d Total 'Not in Labor Force'	0	0.00 %
06e Total missing Labor Force Status	0	0.00 %
08 No valid pretest	68	79.07 %
09 Valid pretest with no post-test	17	19.77 %
09a Valid pretest with no post-test or HSE/HSD	17	19.77 %
09b No post-test and pretest below ASE High	17	19.77 %
09c Valid pretest with no post-test or MSG	17	19.77 %
10a Learners with a pre-/post-test pair	1	1.16 %
10b Learners with a pre-/post-test pair, but have not completed a level	0	0.00 %
11a Achieved Educational Functional Level Gain with pre- and post-testing	1	1.16 %
11b Achieved Educational Functional Level Gain with High School credits earned	0	0.00 %
11c Achieved Educational Functional Level Gain with Post-Secondary Outcome	0	0.00 %
12a Passed HSE	0	0.00 %
12b Passed HSE but instructional program not HSE	0	0.00 %
12c Passed HSE but Highest Degree Earned is HSE or higher	0	0.00 %
13a Earned HS diploma	0	0.00 %
13b Earned HS diploma but instructional program not HS diploma	0	0.00 %
15a Learners with 90-97 days between Dates of Service	0	0.00 %
15b Learners with 83-89 days between Dates of Service	0	0.00 %
16 Learners enrolled in Integrated Education and Training (IET)	0	0.00 %
17 No Primary Goal	0	0.00 %
18 No Secondary Goal	0	0.00 %
19 Learners with at least one Barrier to Employment	5	5.81 %
19a Learners with Multiple Barriers to Employment	0	0.00 %
19b Learners with No Barriers to Employment	81	94.19 %
20 Learners Co-enrolled in WIOA Titles I, III, or IV	0	0.00 %
21 Learners with a pretest in the conservative estimate range	3	3.49 %



CAEP Data Integrity

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16:00:01

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AEBGDI

Program Year: 2020-2021	Member: 133 - Silver Valley Unified School District
Agency: 1012 - Silver Valley Unified School District (SVUSD)	Consortium: 03 - Barstow Area Consortium for Adult Education

Item Description	Item Count	Item Percent
22a Learners with a pre-/post-test pair but less than 40 hours of instruction	0	0.00 %
22b Learners without a pre-/post-test pair but more than 40 hours of instruction	17	19.77 %
22c Learners without a pre-/post-test pair but more than 70 hours of instruction	11	12.79 %
23a Achieved CAEP Outcome for HSD/HSE	0	0.00 %
23b Marked HSD/HSE outcome but did not qualify for CAEP	0	0.00 %
24a Achieved CAEP Outcome for Post-Secondary	0	0.00 %
24b Marked Post-Secondary Outcome for CAEP but did not qualify for CAEP	0	0.00 %
25a Achieved CAEP Outcomes for Employment	0	0.00 %
25b Marked Employment Outcome but did not qualify for CAEP	0	0.00 %
26a Achieved CAEP Outcome for Increase Wages	0	0.00 %
26b Marked Wages Outcome but did not qualify for CAEP	0	0.00 %
27a Achieved CAEP Outcome for Transition to Post-Secondary	0	0.00 %
27b Marked Transition Outcome but did not qualify for CAEP	0	0.00 %

Criteria

Report data generated at 1/27/2021 4:00:01 PM
 Base container is: Agency 1012 - Silver Valley Unified School District (SVUSD)
 Interrogation mode is: 'Data from sub-sites'
 Instructional Program: Basic Skills (ABE), ESL/ELL, High School Diploma, HSE, Career and Technical Education (CTE), Workforce Preparation, Adults w/Disabilities, Pre-Apprenticeship, Adults supporting K12 student success
 Program year: Current program year
 Include Prepared By: Yes
 Include Print Time: Yes
 Include Criteria Info: Yes
 Report Sort Order: Consortium, Agency
 Include Address: No
 Report Style Option: Blue
 Agency Print Option: ID Name
 Student Print Option: NameID
 Student Name Format: Last, First Middle
 Warn if too many pages: Yes
 Show Test Pairs: Completed Level
 CAEP Program Areas: All