

Call to Order:

Barstow Area Consortium for Adult Education Board MINUTES

Barstow Community College, Administration Conference Room Tuesday, March 21, 2023 (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

Meeting URL: https://barstow-edu.zoom.us/j/88384503776 Meeting ID: 883 8450 3776

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.

Attending: Baker Valley Barstow CC	Voting Member ☐ Cecil Edwards ☐ Eva Bagg	Voting Member	Attendee Terri Walker
Barstow AS Silver Valley		□ Brice Scott	⊠ Michelle Colleoc

1. Approval of Minutes – Dec. 6, 2022 and February 7, 2023 Motion to approve by S. Godfrey; 2nd by E. Bagg

⊠ Elena Rivera

- 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

Consortium Staff

Guests

- 4. Guest Speaker None
- 5. Consortium Director's Report
 - 5.1 Director's Updates: E. Rivera reported new marketing advertisement for the BACAE will be conducted April May 2023 at the Barstow Movie Theatre. A 30 second commercial will be played before each moving showing.
 - 5.2 CAEP Upcoming Deadlines & Other Dates
 - Mar. 31: 20/23 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2)

- Mar. 31: End of Q3
- Apr. 30: Student Data due in TOPSPro (Q3)
- May 2: CFAD for 2023-2024 due in NOVA

- June 1: 21/22 and 22/23 Member Expense Report due in NOVA (Q3)
- June 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3)
- June 30: End of Q4
- July 15: Student Data due in TOPSPro (Q4)
- 5.4 Member Program Update: BAS There is a steady flow of new HSD/GED students. Currently there are 248 students enrolled, 38 are GED, and the rest are HSD. Graduation will be held May 20, 10am at the Academy of Fine Arts. There 33 on the list and more are being added. The GED Testing Center will be open during the summer. The BAS staff will be receiving Aztec software training.
- 5.5 Member Program Update: BCC E. Bagg asked if data is being kept on K12 AE transitions to BCC. E. Colleoc shared there is data being collected and a presentation to the board will be prepared. E. Rivera shared BCC AE is continuing to add GED students because when the students fill out the BCC Apply application and they indicated they do not have GED or HSD, the staff directs them to the AE Dept. Students are requesting Digital Literacy to be taught in Spanish. Adult Ed. books in several fields are being processed by the BCC library to be available for check-out by the Adult Ed students.
- 5.6 Member Program Update: BVUSD No report available, district on spring break.
- 5.7 Member Program Update: SVUSD There are 120 active students at SV, however, students continue to enroll. Graduation will be held on May 22 at 6pm and so far, there are 13 students on the graduating list. AE summer school will be virtual.
- 5.9 BCC Fiscal Agent Report: All March invoices were processed for payment on 2/14/23. All April invoices were processed for payment on 3/13/23. All March warrants are outstanding.
 - 5.10 *Marketing & Social Media Update: February 2023 by Phoenix Design

6. Discussion Items

ä2023-24 CAEP Preliminary Allocation Schedule
 ä2023-24 CAEP Preliminary Allocations Memo
 äBACAE 2023-24 Proposed Allocations - Monthly
 äBACAE 2023-24 Proposed Allocations
 äCAEP AB1491 Guidance Memo - February 27, 2023
 äCAEP Email - February 28, 2023

7. Action Items

7.1 None

8. Announcements

- 8.1 Conferences/Webinars
 - IMPORTANT: AB 1491 Guidance Webinar Thursday, March 23, 2023 at 12:00pm Registration Link: https://register.caladulted.org/Home/EventDetail/609
 - COABE National Conference April 2-5, 2023 Atlanta, GA
 - CCAE State Conference April 13-15, 2023 Oakland, CA
 - CASAS National Summer Institute June 12-15, 2023 Garden Grove, CA 92840
 - GED National Conference July 18-20, 2023 NYC
- 8.2 2022-2023 Working Group Meeting Dates (4:00 pm to 6:00 pm via Zoom)

2022-2023
Thursday, May 4, 2023

8.3 2022-2023 Board Meeting Dates (2:00 pm – 4:00 pm via Zoom / 1st Tuesday of the Month)

2022-2023
April 4, 2023 – CFAD Vote
May 2, 2023
June 6, 2023 – Annual Plan Retreat
July 2023 - DARK

9. Adjournment: Motion to approve by S. Godfrey; 2nd by B. Scott







AB 1491 Guidance March 23, 2023





Agenda

- Introductions
- AB 1491 Overview
- AB 1491 Member carryover
- AB 1491 Consortia carryover
- Tools and resources
- Timeline Review
- Questions









Introductions

Presenters:

- Mayra Diaz
 Chancellor's Office
- Neil Kelly
 California Department of Education











AB 1491 Overview

- Impacts ED Code 84901 & 84914
- Tracking begins FY 2023-24
- Addresses actions related to carryover of funds from a previous FY to the next
- Has two parts that impacts members and consortia differently:
 - Members vote to set a carryover % threshold within their consortium
 - Member funding for one year may be impacted after two years are assessed
 - Consortia exceeding 20% carryover annually will be monitored by the Chancellor's Office and CDE.
 - Consortia exceeding 20% carryover annually will be required to submit a written expenditure plan and assigned technical assistance by the Chancellor's Office and CDE.







Member Carryover









AB 1491 for Members

AB 1491 would authorize a consortium to reduce a member's allocation by no more than the amount of the member's carryover.

- Authorizes not mandates
- > Reduce funds by no more than the carryover







AB 1491 for Members (2 of 3)

If the consortium makes a finding by a majority vote, based on the member having excessive carryover for at least 2 consecutive fiscal years beginning with the 2023–24 fiscal year, a consortium is authorized to reduce a member's allocation by no more than the percentage of the member's carryover.







AB 1491 for Members (3 of 3)

- > Has to be a majority vote
- > "Excessive" carryover is determined by each consortia
- ➤ Has to be 2 consecutive fiscal years
- Funds may be reduced by **no more than** the carryover; the amount could be from 0% up to the total amount of carryover
- > Fund reduction is for that fiscal year only and does not impact the base allocation of future years
- > Vote could take place once Q4 is certified







Start Date for Member Carryover

- Carryover tracking begins after FY 2023-24 Q4 expenses are certified:
 - September 1st, 2024– Members Certify
 - September 30th, 2024– Consortia Certify
- This start date is for tracking member carryover and consortia carryover.







Excessive Member Carryover

- Excessive member carryover is not defined in the legislation.
- Each individual consortium may uniquely define "excessive" member carryover as a specific percentage of any unspent funds from the prior fiscal year.
- This percentage becomes the consortium's threshold for determining which members meet or exceed the excessive carryover
- Each consortium defines this percentage annually starting in the 2023-24 fiscal year.





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Majority Membership Vote

- Education Code Section 84914 (d)(1) was amended to state that a finding to reduce carryover made by a consortium shall require a majority vote of its membership to vote and approve.
- Membership is defined in Education Code Section 84905(a) as: any community college district, school district, or county office of education, or any joint powers of authority located within the boundaries of the adult education region.
- Each member will have one vote when voting on reducing member carryover.





Carryover Reduction Amount

- AB 1491 legislation authorizes a consortium to reduce a member's allocation by "no more than the amount of the member's carryover" as certified in Q4 of the previous fiscal year.
- The bill does not specify a percentage or an amount.
- Consortia will decide how much of a reduction is appropriate based upon a % threshold; no more than the amount of the carryover.







Carryover Reduction Amount (cont.)

 The vote to reduce a member's agreed carryover amount will affect the prior year carryover only, not future years' allocation or base funding.





Member Carryover Reduction Process

- Beginning in the 2023-24 fiscal year, the consortium must track member carryover to determine if the member has excessive carryover for at least two consecutive fiscal years.
- Excessive carryover, as determined by the individual consortium, would be based on the certification of Q4 in NOVA on or before September 1 (with the consortium certification by September 30).
- The consortium must offer members locally determined technical assistance to help prevent them from having two consecutive fiscal years of carryover funds.
- If the consortium determines that a member has excessive carryover for at least two consecutive fiscal years, and a reasonable intervention has not eliminated the carryover, then the consortium can reduce the member's carryover with the required majority vote.





Possible Consortium By-Law Updates

A consortium may need to evaluate their by-laws to ensure that they can accommodate or include changes in the law/education code. Some items for consideration are:

- Agreement on the percentage of member carryover that will be defined as excessive.
- Agreement on the % of member carryover that will be reduced.
- Decision-making / majority voting process to reduce the member carryover.
- Consortium technical assistance / reasonable intervention to help avoid a member carryover finding.





- Example: The Adult Education Outside Consortium
- The consortium has five members, they make decision based on consensus, but if they have to they will use majority vote.
- In April 2023, the consortium has a public meeting to decide the consortium excessive carryover percentage, the percentage to be reduced if a member has two consecutive years of carryover, the technical assistance process, the carryover updates on a quarterly basis, and agreement to any by-law updates







- The consortium decides that the excessive carryover % will be 20%. (creates a new by-law)
- The consortium agreed that the member spending targets will be as follows:
- Q1 = 10%
- Q2 = 40%
- Q3 = 60%
- Q4 = 80%







- The consortium also decides that reduction amount for members with 2 consecutive years of excessive carryover will be 100%. (creates a new by-law)
- This means all of the carryover will be reduced, but with the following caveat:
- 75% of the member carryover will be reallocated based on the consortium 3-year plan and member approval.
- 25% may be retained by the member if their carryover plan has been approved by the consortium members.





- In May 2023 the consortium and members certified their CFAD along with their excessive carryover % for the 2023-24 fiscal year.
- By the end of September Q4 for 22-23 will be certified.
- On December 1, 2023, members submit their Q1 for 23-24. The consortium certifies it by 12/31/23.
- The Q1 for 23-24 marks the first reportable expenses that will go against the carryover amount.







- After Q1 and Q2, the consortium and members review how each member is progressing towards meeting their spending targets.
- Members that are falling short of the agreed upon spending targets will receive technical assistance by the consortium.
- After Q3, the consortium and members will continue to monitor progress towards spending targets, the results of the any technical assistance offered to members, and discuss possible allocation amendments to avoid excessive carryover findings.





- In May of 2024, the consortium and their members will certify the CFAD for 24-25.
- In that CFAD, the consortium agrees to change the excessive carryover % to 15%.
- After Q4, the consortium and members will certify their Q4 expenditure reports. Members that exceed the consortium agreed upon 20% threshold for 23-24 will be highlighted in NOVA as having exceeded one consecutive year of carryover.







- Throughout the 24-25 fiscal year the consortium and members continue to monitor quarterly expense reporting, and provide technical assistance as needed.
- By Q3, the consortium begins to have discussions on allocation amendments as a possible option to forego members from having excessive carryover for 1 or 2 consecutive years.
- Once the consortium and members certify Q4, members with two consecutive years will be voted on by the consortium members for a possible funding reduction.





- Voting Results: the consortium members majority voted to reduce the member that had excessive carryover for two consecutive years.
- The consortium must follow their carryover by-laws on how much member carryover to be reduced (see the unique consortium reduction by-law).
- The consortium and members will certify in NOVA the reduction via an allocation amendment. CAEP funds will be transferred to reflect the reduction in NOVA.







AB 1491 for Members - Takeaways

- Be clear in your consortium governance how you plan to implement this new legislation.
- Track members and assess annually: offer interventions, vote on possible onetime carry-over reduction.
- Consortia needs to fill in the gaps on how much will be reduced, voting process, timetable / check-ins, and how to utilize any reallocated carryover funds.
- Consortia and members can use the tools to assist with tracking that are being developed for NOVA.
- There are some risks by doing nothing (see consortium requirement not to exceed 20% carryover)







Consortium Carryover







AB 1491 for the Consortium

AB 1491 requires a consortium with carryover from one or more prior fiscal years exceeding 20% to....

- Submit a written expenditure plan, to the Chancellor and the Superintendent
- Chancellor and Superintendent will:
 - "Prescribe and assign technical assistance to that consortium to ensure that adequate adult education services are provided to the region in proportion to the region's available funding."







Key Terms to Define for Consortium Carryover

- Start Date
- Calculating the 20%
- Written expenditure plan
- Technical Assistance
- Consortium carryover reduction process







Start Date for Consortium Carryover

- Consortium carryover tracking begins as soon as FY 2022-23 Q4 expenses are certified (starting for the 2023-2024 program year)
- This start date is for tracking member carryover and consortia carryover.







Calculating the 20% Consortia Carryover

- Consortium carryover is one or more prior fiscal years exceeding 20% and is assessed and acted upon annually.
 - NOTE: Consortium carryover includes the carryover of all its members.







Consortium Example

- A consortium receives \$8M a year with four members each receiving \$2M a year for a total of \$8M.
- When Q4 was certified in NOVA, the consortium had \$2M in carryover or 25% (2M divided by 8M).
- The carryover was made up of each member having \$500K in carryover (500K X 4 = 2M); each member has a 25% carryover.
- This would exceed the consortium 20% threshold as called out in AB 1491 legislation.







Written Expenditure Plan

- AB 1491 requires a consortium with carryover from one or more prior fiscal years exceeding 20% to submit a written expenditure plan, as specified, to the Chancellor and the Superintendent.
- NOVA programmers are working to include the expenditure plan submission in the NOVA system.
 - This will also allow the State to track the progress of the expenditure plan.







Technical Assistance

The State will assign technical assistance to those consortia to ensure effective use of funds as specified by policy, and to ensure that the consortium's annual carryover does not continue to exceed the 20% threshold so that it continues to provide adequate adult education services to the region.

Additional details on the technical assistance and the State level review to ensure adequate services related to funding received will be forthcoming.







Consortium Carryover Summary

- Beginning in the 2023-24 fiscal year, the State will track consortia carryover to determine if any consortia exceeds 20% of carryover from one or more prior fiscal years.
- Consortia carryover is based on the certification of Q4 in NOVA by September 30
 - > Example: FY 2023-24 Q4 will be certified September 30, 2024







Consortium Carryover Summary (cont.)

- Consortia with 20% or more carryover will be required to submit a written expenditure plan to the State showing how the consortium will work to reduce their carryover below the 20% threshold.
- The State will assign technical assistance to those consortia to ensure
 effective use of funds, and to ensure that the consortium's annual
 carryover does not continue to exceed the 20% threshold so that it
 continues to provide adequate adult education services to the region.







AB 1491 for the consortium takeaways

- Member carryover impacts consortia carryover.
- FY 2023-24 Q4 will be certified September 30th, 2024
- As a result, AB 1491 authorizes the consortium to reduce a member's "excessive" carryover funding (EC 84914). Consistent with:
 - > 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, **including having excessive carryover for at least two consecutive fiscal years** beginning with the 2023–24 fiscal year, and each fiscal year thereafter, and reasonable interventions have not resulted in improvements.







Tools & Resources (NOVA)

- Forecasting tool
- Expenditure threshold percentage tool (state level setting)
- Corrective action flag / response (for members that exceed the state set threshold)
- CFAD governance section on carry-over (#16, #17)
- Annual Plan question on carryover (Fiscal Management section)
- Reports for carryover at the member level







Tools & Resources (TAP)

- Consortium on-boarding (governance, administrative functions)
- Targeted technical assistance
- NOVA workshops and technical assistance
- Peer Learning Circles and Professional Learning Communities







Timeline Review

AB1491 Timeline FY 2023-2025

Date	Activity Description	Timing
February	Preliminary Allocations are released for FY 2023-24	
2023	> AB1491 guidance is released	
March-April	Regional Consortia host public meetings to make financial &	
2023	programmatic decisions	
	FY 2022-23 Q2 expenditure reports are certified (March)	
	> AB1491 guidance webinar held	
May 2023	CFAD is certified by the regional consortia	
	 Excessive member carryover will be defined by individual 	
	consortiums and included in the CFAD. CFAD will be	
	revised to capture this information.	
	> May Revise	
June 2023	> State budget is approved & signed	









CFAD for 2023-24





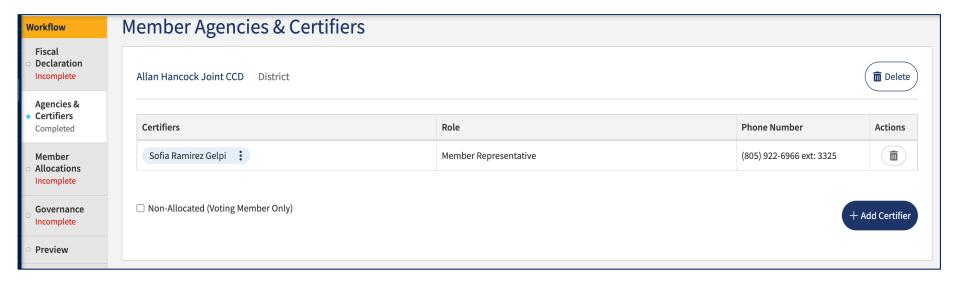


Consortia and members will decide if they are choosing to update their disbursement method to either Fiscal Agent or Direct Funded.







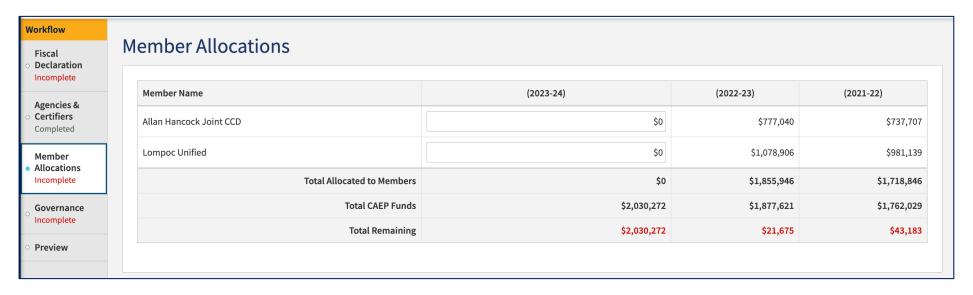


Consortia can add new agencies and/or new certifiers. Additionally, consortia can determine if new and/or existing agencies are Non-Allocated (Voting Member Only).







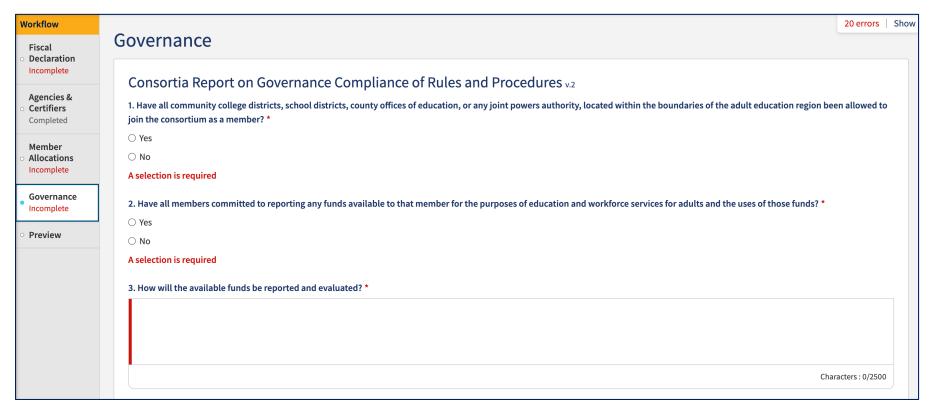


Allocate funding to each member based on the consortium's funding formula. Please note: each member is to receive no less than received in the previous unless deemed ineffective.









Complete this section to outline the consortium's governance structure.







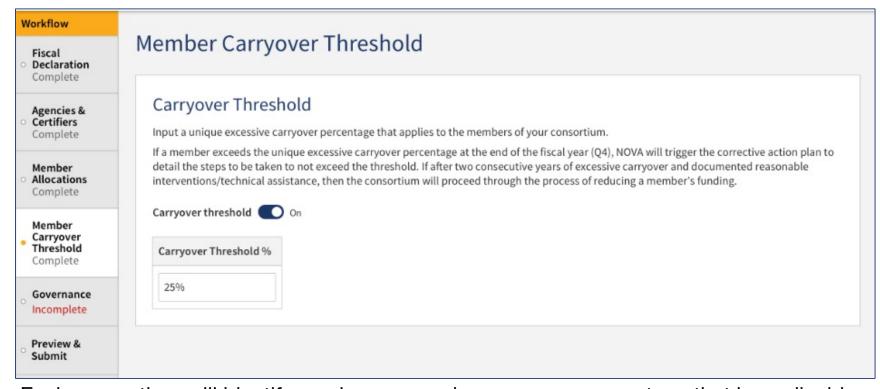
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16. What is the consortium's defined "excessive" member carryover percentage threshold? *	20 errors S
AB 1491 authorizes a consortium to reduce a member's allocation by no more than the amount of the member's carryover, if the member has excessive carryover for at least two conse years beginning with the 2023–24 fiscal year. Please note, there is no percentage threshold mandated in AB1491 that is specific to member carryover. As a result, individual consortia and define "excessive" as a specific percentage of any unspent funds from the prior fiscal year	
Cha	racters : 0/2500
17. Please explain how the consortium will monitor and administer carryover funds. What is the consortium's technical assistance and reasonable intervention process? What add do you have that govern carryover? *	itional bylaws
If one year of carryover is determined, the consortium must offer members technical assistance to help prevent them from having two consecutive fiscal years of carryover funds.	

Q16 and Q17 are new as part of AB 1491, and asks consortia to define the member carryover percentage threshold and the process to monitor carryover.







Each consortium will identify a unique excessive carryover percentage that is applicable to members of the consortium. If the consortium does not wish to determine a threshold, they have the option to turn this feature off.





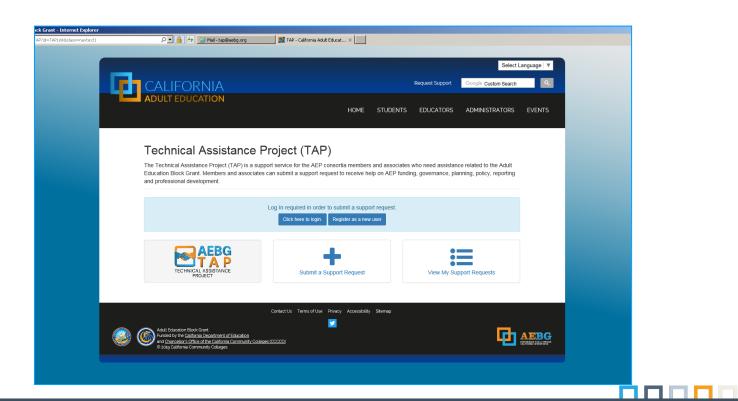
Questions







Request Support from CAEP TAP

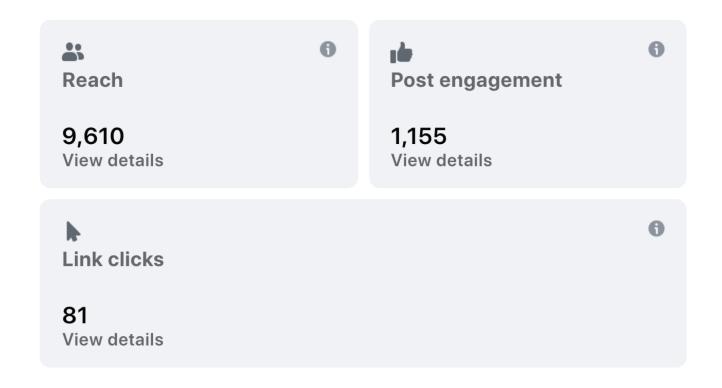




SOCIAL MEDIA REPORT

March 2023

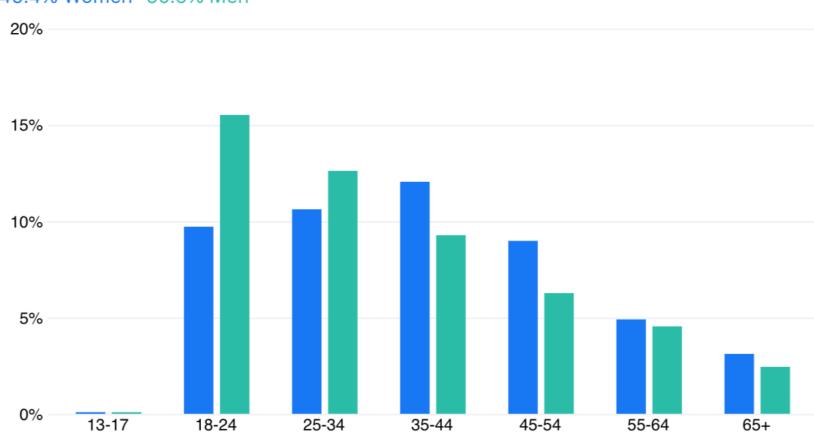
FACEBOOK PAGE SUMMARY



Social Media Audience

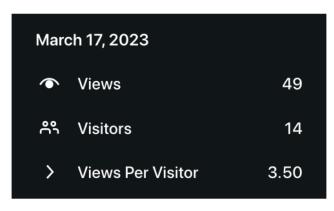
Gender and Age –

49.4% Women 50.6% Men



BARSTOW WEBSITE TRAFFIC





BARSTOW WEBSITE TRAFFIC AND PAGE PER VIEW

Posts & pages	
Home	147
Programs & Classes	70
Career Technical Education (CTE)	37
English as a Second Language	21
Technology Courses	18
High School Equivalency – GED	17
Consortium Meetings	16
Citizenship Preparation	9
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