Mendocino-Lake Adult and Career Education Consortium

Proposed Consortium-Level Corrective Action Plan to Reduce Carryover from 25/26 to spend in 2026-27

The consortium remains committed to reducing its overall carryover rate to below the 20% threshold by the end of Fiscal Year 2026-27. Consistent with the consortium's Written Expenditure Plan and approved Carryover Policy, the following actions will be implemented to ensure the timely expenditure of funds and continued progress toward reducing carryover balances. These actions align with the consortium's existing strategy to reduce carryover while maintaining high-quality services for adult learners.

Action 1: Continued Investment in the High School Equivalency (HSE) Program

The consortium will continue to support the College's High School Equivalency (HSE) program through targeted expenditures of carryover funds. Planned expenditures include personnel costs for tutors, test proctors, outreach staff, and administrative support, as well as instructional materials, testing-related supplies, and online curriculum software. This investment will expand student access to HSE services and accelerate the expenditure of carryover funds allocated to the program.

Action 2: Expansion of Services in Rural and Remote Areas

The consortium will continue funding outreach and student support services in geographically isolated communities, including Fort Bragg and Anderson Valley. These communities are located approximately one to two hours from the main campus and require dedicated outreach efforts to ensure equitable access to adult education services. Continued investment in these positions will support student recruitment, enrollment, and retention while contributing to planned expenditure objectives.

Action 3: Strengthening Data Quality and Student Outcome Reporting

The consortium will continue to provide training and technical assistance to staff to improve the accuracy and completeness of student data and reported educational outcomes. Ongoing support for CASAS pre- and post-testing implementation will help member agencies accurately document measurable skill gains and other CAEP performance outcomes. These activities support both program quality and effective utilization of allocated resources.

Action 4: Quarterly Fiscal Monitoring and Carryover Oversight

The consortium will continue to monitor member agency expenditures and carryover balances through quarterly fiscal reviews. Carryover reports will be reviewed during Quarters 2, 3, and 4 to identify potential concerns early and provide technical assistance as needed. This process will ensure that member agencies remain on track to meet expenditure targets and comply with consortium carryover expectations.

Summary

Through continued investment in HSE programming, expanded outreach services in rural communities, staff development related to data and assessment practices, and ongoing fiscal monitoring, the consortium expects to further reduce its carryover balance during 2026-27. These actions build upon the progress already achieved, reducing consortium carryover from 32.89% in 2023-24 to 21.61% in 2025-26, and support the consortium's goal of achieving a carryover rate below the state-recommended 20% threshold.

In the chart below, we have outlined our plan to spend our carryover in the fiscal year 26/27

Proposed Activities	***Rationale/Objectives***	***cost approx..***	***Proposed spend down by:***
Continue to support HSE tutors, outreach, proctors, staff, instructional supplies, software	***This is part of our 3-year plan : support HSE students to achieve HSE certificate and transition to post-secondary***	***$ 120,000.00***	***Quarter 4 26/27****
Continue to support Outreach specialists in remote location: Fort Bragg and Anderson Valley	***To improve CAEP student outcomes: outreach and enrollment specifically in HSE and ESL***	***$ 20,000***	***Quarter 4 26/27***
CASAS student data and testing in all locations: Proctor Salary, mileage, etc	***To improve CAEP outcomes and better TE Data reporting***	***$13,337***	***Quarter 4 26/27***
	Total	***$153,337***	
	Total carryover reduce to 19% allowable	***(189,306-153,337) =$35,969***	

	carryover by end of Q4 26/27		

Written Expenditure Plan 26/27 for MLCCD Carryover 34.61% =$ 189,306