

SFAEC Written Expenditure Plan (WEP) Addendum
Prepared by SFAEC
Submitted February 19, 2026

This Written Expenditure Plan (WEP) Addendum has been prepared to provide additional clarity and context for current and planned spending activities for CAEP funding at both San Francisco Unified School District (SFUSD) and City College of San Francisco (CCSF). Revisions to Section 5 of the WEP are included in this addendum.

In January 2026, SFUSD and CCSF representatives had conversations with CAEP Office representatives from both the Chancellor's Office and California Department of Education to describe current spending, planned spending and organizational challenges that have impacted CAEP spending to date. These conversations were conducted with the support of CAEP TAP Consultant Carol Hirota and SFAEC Consultant Paul Rosenbloom.

Following these discussions, an overview presentation was prepared to highlight spending progress and key issues to support a collaborative dialogue at the February 6th SFAEC meeting (attached to this addendum). The presentation showcases that current member spending will exhaust carryover no later than the end of the '28-'29 school year. Projected spending at both member agencies exceeds current annual allocations and projections show a pattern of steady carryover reduction. The presentation is attached to this addendum for reference.

Between urgently identified CAEP management staffing upgrades, needs assessment implementation planning, one-time spending activities and continued collaboration the consortium is making steady progress and appreciates the support of the CAEP office in this process.

CAEP Management Staffing Upgrades

The need for increased CAEP management staffing is clear. These needs were highlighted on February 6th with Kristin Charles, the Associate Vice Chancellor of Institutional Advancement & Effectiveness at CCSF. During this discussion Charles acknowledged the need and shared that active reorganization discussions are happening at the CCSF cabinet level related to this topic. A Director level staff person currently oversees the CAEP program at CCSF while an Associate Dean led the program in the initial years of CAEP. Associate Deans currently lead both Strong Workforce and Student Equity on campus. These Associate Deans do not have instructional

oversight or authority which is a structural challenge to program implementation whereby faculty buy-in and leadership is always needed to move program changes forward. The current CAEP Director works closely with these Associate Deans.

While no timeline was given for resolution - the urgency of the matter was emphasized and will be revisited at the next consortium meeting on March 12th. Key staffing matters are listed in the table below. The addition of an AEP Faculty Coordinator for Fall 2026 will provide needed support to ensure forward progress on program implementation.

Needed CAEP Management Upgrades	Status
Upgrade Existing CAEP Director to Dean of Adult Education <ul style="list-style-type: none"> ● Consider shifting Contract Ed and WIOA oversight to other staff 	Urgent Need
Add Support Analyst (50% CAEP and 50% Contract Education)	Urgent Need
Add AEP Faculty Coordinator (40% CAEP Funded)	Effective Fall '26

Needs Assessment Implementation

A key activity of the consortium leadership for the balance of the '25-'26 school year is implementation planning of the Needs Assessment completed by Wested with a strong focus on the following three key recommendations.

- Pursue opportunities to meet the demand for ESL and career education programs and services.
- Foster external partnerships to engage prospective adult learners and further explore the demand for online course offerings
- Establish institutional structures and practices that elevate adult education student needs and facilitate effective responses

On February 6th, consortium members brainstormed implementation options and completed an initial feasibility discussion. These discussions will continue at the next consortium meeting on March 12th.

One-Time Spending Activities and Partnerships

Exploratory discussions are underway for key one-time spending activities and new partnerships that will help meet community needs and accelerate the spend down of CAEP

funds.

- Planning efforts are underway to initiate a feasibility study for needed upgrades to an existing culinary program facility at the CCSF Chinatown Campus. Additional costing information will be provided when it is available. This catalytic project would ensure access and continuity to an in-demand program in the event of any potential changes to the existing Downtown campus culinary facility.
- Exploratory partnership discussions are underway with Five Keys and the Petey Greene program to provide access to CTE opportunities for the reentry population.

SFUSD and CCSF Collaboration

A recently launched CCSF ESL class hosted at Bret Harte Elementary School is a promising development for replication. This pilot leverages the related Community Schools funding infrastructure to bring a needed service to interested parents of K12 students. This pilot offers promise for both expanded CCSF programming at neighborhood sites and SFUSD's use of CAEP funds to provide needed services and instruction to adult learners.

Increased meeting frequency of consortium members will provide additional time for discussion and implementation of important consortium structures such as bylaws, proactive fiscal reporting and monitoring and the consistent tracking and reporting on student learner outcomes. These topics will be addressed at the next consortium meeting on March 12th, 2026.



2024-25 Written Expenditure Plan v.2

5. Describe the support the consortium has attempted to provide consortium members to reduce excess carryover.

Characters: 4282/5000

The SFAEC is a two-member consortium. City College of San Francisco receives 90% of the allocation and its lead CAEP administrator also serves as the consortium director, providing consortium coordination and leadership. The consortium director has onboarded consulting support to work on both CCSF-specific and consortium wide topics over the course of the 25-26 school year that will increase capacity and program spending. Specific areas of focus are described in the following section of this plan.

With the encouragement of the consortium director, SFUSD program staff attended the 2025 CAEP Summit to learn more about potential program funding uses and programming options. Based on this visit, SFUSD staff have identified and are exploring a variety of options for increased program spending that are described in the following section of this plan under the header “Planning for Optimized Allocation Spending During the 25-26 School Year”

Members are in the process of developing and refining spending plans for the current and future school years, assuming a static CAEP allocation. The table below, CCSF Planned Spend, reflects that with a planned spend of just over \$5.5 million for the next three school years, the CCSF carryover will be nearly exhausted by the end of the ‘28-’29 school year. The first two quarters of ‘25-’26 spending have been compiled and are listed below, showing a projected spend of over \$5.5 million.

Given the difference between planned and actual spending for the current year during the first two quarters, program staff will evaluate options for additional spending. Historically, spending levels have been higher in Q2-Q4 than in Q1. Adjustments will be made to continue to keep pace; however, it is reasonable to assume that accrued carryover may extend into the ‘28-’29 school year. Given potential future CAEP budget changes, the actual allocation amount may change as well.

CCSF

The CCSF analyst monitoring the use of CAEP Funds has proactively compiled Q1 and Q2 spending data. Quarterly spending will be tracked against annual spending targets, and necessary adjustments will be made accordingly. The tables below provide a more proactive tracking

mechanism for planning and spending that staff will utilize for ongoing monitoring and evaluation. Note that due to a reporting error in NOVA for the '24-'25 school year, there is a variance of just over \$50,000 in actual spending versus what is reflected in NOVA that will be reconciled after the '25-'26 Q1 reporting period.

CCSF Projected Spend	25-26	26-27	27-28	28-29
Allocation	\$4,407,915	\$4,407,915	\$4,407,915	\$4,407,915
Carryover	\$1,683,297	\$3,879,440	\$2,718,053	\$1,556,665
Projected Spend*	\$5,569,303	\$5,569,303	\$5,569,303	\$5,569,303
Active Budget	\$9,448,743	\$8,287,355	\$7,125,968	\$5,964,580
Remaining Carryover	\$3,879,440	\$2,718,053	\$1,556,665	\$395,278

* Projected Spend is based on spending through Q2 for the '25'26 School Year

25-26 CCSF Actual	Q1	Q2	Through Q2
1000	\$445,529	\$544,364	\$989,893
2000	\$315,191	\$404,283	\$719,474
3000	\$240,294	\$308,528	\$548,822
4000	\$1,691	\$27,325	\$29,016
5000	\$116,150	\$146,657	\$262,808
6000	\$75,324	\$26,712	\$102,036
Admin	\$59,709	\$72,894	\$132,602
Total	\$1,253,888	\$1,530,764	\$2,784,651

25-26 CCSF Actual	Amount
Q1	\$1,253,888
Q2	\$1,530,764
Q3	
Q4	
Projected Spend	\$5,569,303

SFUSD

In order to draw down existing carryover, SFUSD staff have increased the use of CAEP Funds to pay for staff that are working within CAEP program areas. As reflected in the table below - the first two quarters of spending in 25-26 reflects a significantly higher spending rate than in prior years. During the '25-'26 school year, SFUSD staff will work in tandem with CCSF and CAEP TAP to develop a sustainable spending model to make full use of the annual allocation on an ongoing basis. The tables below demonstrate a projected spend down pattern and actuals through Q2 of the '25-'26 School Year.

SFUSD Projected Spend	25-26	26-27	27-28
Allocation	\$489,769	\$489,769	\$489,769
Carryover	\$443,899	\$311,154	\$178,410
Projected Spend*	\$622,514	\$622,514	\$622,514
Active Budget	\$933,668	\$800,923	\$668,179
Remaining Carryover	\$311,154	\$178,410	\$45,665
* Projected Spend is based on spending through Q2 for the '25'26 School Year			

25-26 SFUSD Actual	Q1+Q2
1000	\$23,222
2000	\$194,815
3000	\$90,701
4000	\$0
5000	\$2,519
6000	\$0
Admin	\$0
Total	\$311,257

25-26 SFUSD Actual	Amount
Q1+Q2	\$311,257
Q3	
Q4	
Total	



SFAEC Written Expenditure Plan Overview

Presented on February 6, 2026



CALIFORNIA
ADULT EDUCATION
PROGRAM



SFAEC

25-26 Allocation



Allocation
\$489,769



Allocation
\$4,407,915

CALIFORNIA
ADULT EDUCATION
PROGRAM



SFAEC

Allocation
\$4,897,684

25-26 Carryover



Allocation	Carryover
\$489,769	\$443,899



Allocation	Carryover
\$4,407,915	\$5,040,828



Allocation	Carryover
\$4,897,684	\$5,484,727



25-26 “Active” Budget



Allocation	Carryover	“Active” Budget
\$489,769	\$443,899	\$933,668



Allocation	Carryover	“Active” Budget
\$4,407,915	\$5,040,828	\$9,448,743



Allocation	Carryover	“Active” Budget
\$4,897,684	\$5,484,727	\$10,382,411



Written Expenditure Plan (WEP) required annually until consortium-wide carryover is less than 20% of allocation.

Revision Due Feb. 20





SFUSD Spend vs. Allocation by Fiscal Year



25-26 Allocation

\$489,769

25-26 Projected Spend

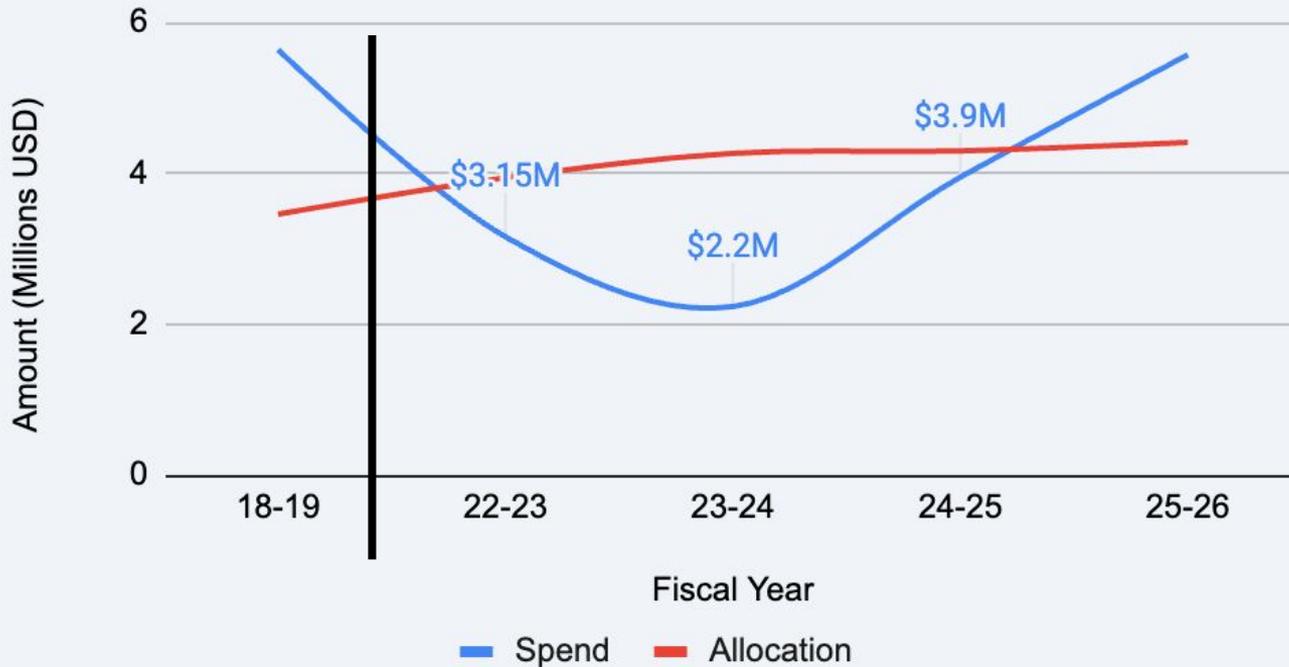
\$622,514

Carryover Below
20%

June 2028



CCSF Spend vs. Allocation by Fiscal Year



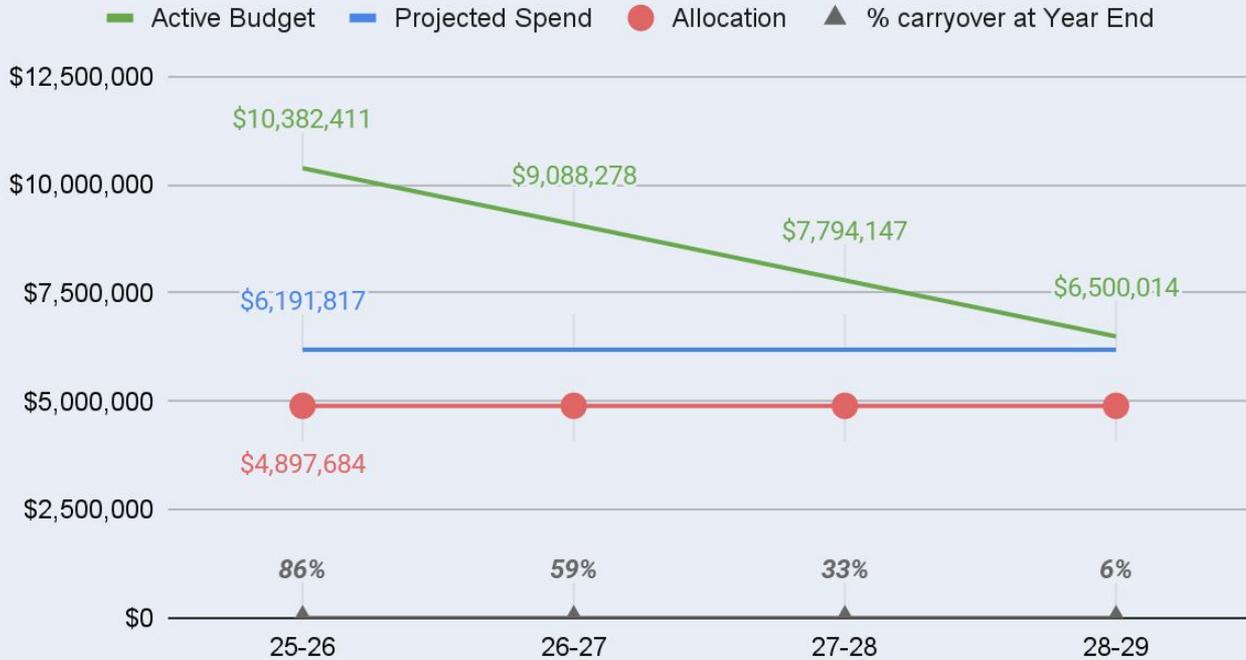
25-26 Allocation
\$4,407,915

25-26 Projected Spend
\$5,569,303

Carryover Below 20%
June 2029



SFAEC Path to Carryover Reduction



Assumptions

- Constant Spending
- Constant Allocation

Written Expenditure Plan (WEP) Recommendations

- Structural Staffing and Spending Plan
 - Increased Programming, Coordination and Partnerships
 - Increased Accountability
- One-Time Spending Plan
 - Chinatown Campus Culinary Facility Upgrades
 - Catalytic Projects TBD - Needs Assessment Implementation
- SFUSD and CCSF Collaboration
 - Consortium Bylaws
 - Quarterly Meetings
 - Fiscal Monitoring and Reporting
 - Replicate Bret Harte Pilot
 - Tracking and Reporting Outcomes

CCSF 25-26 Budget

CAEP Management	\$.75 M
<ul style="list-style-type: none"> • 1 Director (80% CAEP Funded) • 2 Management Assistants (100% CAEP Funded) • 1.5 Data Techs (100% CAEP funded - Across 4 Fractional Roles) 	
Instructional and Student Support Staffing	\$3.3 M
<ul style="list-style-type: none"> • Family Resource Center • City Online • Research and Planning • Admission & Records • Matriculation • SparkPoint Center • Outreach Department • Library • Learning Assistance Department • Student Engagement & Wellness • Transitional Study • ESL 	
Program Projects and Operations	\$2 M
<ul style="list-style-type: none"> • Projects • Materials and Operating Costs • Class Sections • Indirect 	
TOTAL	\$6.05 M

Needed CAEP Management Upgrades

- Upgrade Existing CAEP Director to Dean of Adult Education
- Add Support Analyst (50/50 CAEP/Contract Education)
- Add AEP Faculty Coordinator (40% CAEP Funded)

Key Question for Needs Assessment Implementation

How might staffing capacity be addressed to ensure program vitality and sustainability with an annual allocation of approximately \$4.4 million from CAEP?