



CAEP Corrective Action Plan: Unspent Funding

San Luis Obispo County Adult Education Consortium

District Name: San Luis Coastal

Member Representative: [Leslie O'Connor](#)

Reporting Period: 6/1/2024 - 6/30/2025

Unspent Amount Exceeding 20% :

2023-24 Expenditures \$418,385

2023-24 Carryover 24.22%

Fiscal Year	Allocation	Expenditures	Carryover Amount	Carryover %
2023-24	\$552,134	\$418,385	\$133,749	! 24.22%

(per NOVA's table)

1. Reasons for Underspending:

- a. **Category of Unspent Funds:** [e.g., Instructional materials, Staff development, Personnel, Technology] by object code - breakdown?
- b. **Reasons for Underspending:** [Briefly describe why the funds were not spent (e.g., delayed procurement, fewer enrollments than expected)] hard to hire for positions and increasing available staff offerings post COVID

2. Impact Assessment:

- a. **Impact of Underspending:** [Describe any adverse effects on program delivery or outcomes]

We learned that we need to make our program offerings more available (different times of day and days of the week, plus alternative locations and through various mediums, both in person and virtually to meet the needs of our students and community.

3. Corrective Actions:

- a. **Action Steps Taken:** [List specific actions taken or planned to address underspending and include responsible parties and timelines]
 - We are opening a second home base on the coast (Morro Bay) to serve Adult School students in two locations akin to Cuesta College in SLO and North Campus in Paso. It is our desire to make the HSD offerings as well as GED/HiSET prep available to members of our community ranging from Cambria, Cayucos through Los Osos and Morro Bay.

- We will fully staff this second location and with the additional staffing, we will now be able to offer morning, afternoon and evenings opportunities to adult school students seeking HSD and other course offerings.
- We will also expand our ESL adult school offerings to members of our community at 3 elementary sites and plan on offering morning and evening sessions to parents either after drop off in the morning or in the evening at their respective elementary school sites.
- We are in the process of expanding educational opportunities available to incarcerated adults in the County Jail with a focus on safe serv certification and financial literacy courses.
- We plan on adding additional course offerings in the form of guided pathways for our community. We are building and expanding our culinary arts offerings starting again in August 2024. We also anticipate starting a guided pathway in para -professional training and supporting workplace readiness skills courses to help our adult learners seek meaningful employment opportunities throughout their own district and in the community as a whole.
- We also plan on partnering with the [SLO Literacy Connection](#) to make resources available through this partnership to underserved members of our community
- We are exploring offerings from the Parent Institute of Quality Education ([PIQE](#)) to parents within our community.
- Possible partnership with Cal Poly as they pursue their HSI certification (Hispanic Serving Institution).

4. Monitoring and Evaluation:

- a. **Monitoring Plan:** [Outline how the corrective actions will be monitored and specify indicators or benchmarks for success]

Monthly review of enrollment numbers, outreach efforts and review of the data around persistence and overall outreach.

5. Lessons Learned:

- a. **Key Learnings**
 - I. We need to be proactive with HR hiring policies to have highly qualified staff bilingual and non-bilingual to help support the increase in offerings within San Luis Coastal.
 - II. Networking and marketing of available positions as well as course offerings will be discussed with various community outreach organizations to incorporate DELAC and ELAC as well as other parent community forums, principal newsletter and other parent updates.

6. Additional Notes/Comments:

Approval and Signatures:

Preparer's Name and Date: Leslie O'Connor

Program Director's Name and Date: Dan Neff

Approving Authority's Name and Date:

Instructions for Use:

1. **Category of Unspent Funds:** Specify whether the unspent funds were allocated for instructional materials, staff development, technology, or another category.
2. **Reasons for Underspending:** Provide a brief explanation of why the funds were not fully utilized during the reporting period.
3. **Impact Assessment:** Evaluate the consequences of underspending on program goals, participant outcomes, or operational efficiency.
4. **Corrective Actions:** Detail specific steps taken or planned to address the underspending, including responsible parties and timelines for completion.
5. **Monitoring and Evaluation:** Describe how progress on corrective actions will be monitored and evaluated to ensure effectiveness.
6. **Lessons Learned:** Identify insights gained from this experience and propose strategies to prevent future underspending.

This worksheet serves as a tool for documenting and addressing issues related to unspent funding in the CAEP, ensuring transparency and accountability in program management and financial stewardship.