

Section 2.2



SECTION TWO: Accountability

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Describe the program quality and accountability plans and procedures for consortium fiscal agents and all members. Address the following:

- How does the fiscal agent ensure that ABE providers in the consortium spend funding appropriately and exclusively for the purposes of running adult education services, and how does the fiscal agent ensure that caps on spending for administration are not exceeded?
- How does the fiscal agent ensure that ABE providers in the consortium adhere to all federal and state ABE law, policy, and guidance for operating ABE programming?
- How is program performance data (especially information about attendance, pre- and post testing, measurable skills gain, level gains, and other outcome achievement) monitored at the fiscal agent, provider, site, teacher, and/or class levels?
- How and when is program performance data shared and communicated with staff and other partners?

Mankato Area Public Schools (MAPS) serves as the fiscal agent for the Mankato Area ABE consortium. Mankato Area ABE operates as a single-provider consortium, with the Mankato School District serving as the provider for all member districts.

How does the fiscal agent ensure that ABE providers in the consortium spend funding appropriately and exclusively for the purposes of running adult education services, and how does the fiscal agent ensure that caps on spending for administration are not exceeded?

MAPS administration hires and supervises the ABE Program Coordinator and the Mankato Community Education Director. Together, they ensure that ABE program funds are used solely for allowable ABE activities.

Each spring, the ABE Program Manager develops the annual ABE budget in collaboration with the ABE Budget Manager. The budget is then reviewed and approved by the Community Education Director before being submitted to the district by May 15 for the upcoming fiscal year.

To ensure compliance with administrative spending caps, the budget is reviewed at three levels:

1. ABE Coordinator Level
2. Community Education Director Level
3. District Business Manager Level

Once the fiscal year begins on July 1, the ABE Program Coordinator and the ABE Budget Manager meet monthly to review spending progress. If adjustments are needed, they are made during the mid-year budget adjustment period (November–January).

Ongoing strategies to ensure fiscal accountability include:

- Monthly budget monitoring meetings
- Bi-monthly timesheet reviews to confirm correct coding and accurate hours
- Monitoring attendance data during monthly leadership meetings to determine whether classes should be adjusted or closed based on enrollment

These processes ensure that ABE funds are used exclusively for adult education services and that administrative spending remains within allowable limits.

How does the fiscal agent ensure that ABE providers in the consortium adhere to all federal and state ABE law, policy, and guidance for operating ABE programming?

MAPS administration hires and supervises the ABE Program Coordinator, who is responsible for ensuring that the program operates in full compliance with all local, state, and federal laws, policies, and guidance. The Program Coordinator is directly supervised by the Mankato Community Education Director, who reports to the MAPS Superintendent.

The ABE Program Coordinator maintains compliance through ongoing engagement with the Minnesota Department of Education–ABE (MDE–ABE), including attending statewide ABE Managers' Meetings, regional meetings, and ABE WebChats. The Coordinator also ensures that all ABE staff adhere to MAPS district policies and participates in the District Leadership Team (DLT), which meets monthly and is led by the Superintendent.

How is program performance data (especially information about attendance, pre- and post testing, measurable skills gain, level gains, and other outcome achievement) monitored at the fiscal agent, provider, site, teacher, and/or class levels?

Program performance data—including attendance, pre- and post-testing, measurable skill gains, level gains, and other outcomes—is monitored monthly throughout the program year. The fiscal agent delegates this responsibility to the ABE Program Coordinator.

The ABE Leadership Team meets monthly to review program data and determine focus areas for discussion in Professional Learning Community (PLC) meetings. Common data points include contact hours, post-test completion rates, level gains, and credentials earned.

PLC leaders, who are members of the Leadership Team, facilitate monthly PLC meetings with teachers and support staff. During these meetings, teachers review classroom data in the SID system, identify students needing post-tests or interventions, and set improvement goals for their classes. This continuous data review ensures that instruction and student outcomes remain the focus at every level—fiscal agent, site, teacher, and classroom.

How and when is program performance data shared and communicated with staff and other partners?

Program performance data is regularly shared with staff, consortium members, and other key stakeholders as outlined below:

Stakeholder Group	How data is shared	When data is shared
ABE teachers and ABE Leadership	In PLCs	Monthly
All ABE Staff	All Staff Meetings	Twice Annually
Consortium Members (all School Districts & Partners)	Emailed Weekly Updates & Annual Consortium Meetings	Weekly Updates & Annually in May and August
District Leadership Team and School Board	DLT Meetings and School Board Updates	Annually
MDE ABE	SID and State Reports	June & August; Quarterly SID reports may be pulled by MDE