

California Adult Education Program : CFAD : 2022-23 Produced: Apr 28, 2022, 10:33 PM UTC Kelly Henwood

## 48 San Diego Adult Education Regional Consortium

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 48 San Diego Adult Education Regional Consortium

**Funding Channel:** Direct Funded

**Narrative:** The SDAERC is using an annual allocation method based on a percentage split that was developed by the Consortium when first formed by the original two member agencies: San Diego Community College District's (SDCCD) noncredit institutional San Diego College of Continuing Education (SDCCE) and San Diego Unified School District's (SDUSD) Adult Education division. In January of 2021, San Diego Continuing Education added "College" to its title which was approved by the Board of Trustees. This split includes 75% of the Consortium allocation to SDCCD and 25% of funds to SDUSD AE. This allocation takes into consideration the size of the Adult Education programs offered by each member in terms of the number/percentage of students. This data shows that SDCCE is currently serving approximately 98% of the Consortium's total headcount being reported to CAEP. Additionally, the SDAERC has acknowledged funding levels needed to maintain and sustain AE programming with SDUSD. The SDAER planned allocation to members is based upon the budgeted and planned expenditures that utilize funds efficiently and that are justifiable and reasonable. Note that the partnership between CAEP Consortium member agencies has been established on a historic "Delineation of Function Agreement from 1979. This agreement defined the cooperative working relationship between districts for the adult education and training programs. CFAD Allocation Notes: Due to changes in allocation in PY 20/21 with the Governors budget, CFAD is showing a deficit. However, please refer to the Fiscal Allocation section in NOVA. This matches the consortiums records. No changes in allocation distribution methodology has occurred.

**Changes:** No Changes

### Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
San Diego CCD	\$3,935,515	\$3,644,794	\$3,673,165
San Diego Unified	\$1,311,838	\$1,214,931	\$1,224,388
<b>Total Allocated to Members</b>	<b>\$5,247,353</b>	<b>\$4,859,725</b>	<b>\$4,897,553</b>
<b>Total CAEP Funds</b>	<b>\$5,247,353</b>	<b>\$4,981,822</b>	<b>\$4,787,911</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$122,097</b>	<b>\$-109,642</b>

### Consortia Report on Governance Compliance of Rules and Procedures v.1

1. Have all community college districts, school districts, county offices of education, or any joint powers authority, located within the boundaries of the adult education region been allowed to join the consortium as a member? \*

No

**1.1 (No) Could you please address why not? \***

See bylaws adopted in 2018 and updated in 2021.

All Community Colleges and K-12 Districts that have AE programs have been a part of design. SDCOE, to our knowledge does not provide Adult Education Services in our region but does attend SDAERC meetings as non-voting members. The LWBD, San Diego Workforce Partnership, is a joint powers authority. Although it attends and is part of the Super Region. It is not a member of the SDAERC. SDWP partners with SDCCE as part of WIOA I initiatives but is not a voting member of the SDAERC. READ San Diego through the City Public Library system is invited and attends SDAERC Meetings but is not a voting member.

**2. Have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds? \***

Yes

**3. How will the available funds be reported and evaluated? \***

As part of the annual Program Area reporting requirements.

**4. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member? \***

See bylaws adopted in 2018

[.https://sdcce.edu/sites/default/files/sdaerc/sdaerc-governance-charter-final.pdf](https://sdcce.edu/sites/default/files/sdaerc/sdaerc-governance-charter-final.pdf)

**5. How will you assure that each member of the consortium participates in any decision made by the consortium? \***

See bylaws adopted in 2018

[.https://sdcce.edu/sites/default/files/sdaerc/sdaerc-governance-charter-final.pdf](https://sdcce.edu/sites/default/files/sdaerc/sdaerc-governance-charter-final.pdf)

**6. What will be the relative voting power of each member? \***

1 member = 1 vote

**7. How will decisions be approved? \***

50% +1 vote

**8. How did you arrive at that decision-making model? \***

See bylaws adopted in 2018

[.https://sdcce.edu/sites/default/files/sdaerc/sdaerc-governance-charter-final.pdf](https://sdcce.edu/sites/default/files/sdaerc/sdaerc-governance-charter-final.pdf)

**9. How will proposed decisions be considered in open, properly noticed public meetings of the consortium at which members of the public may comment? \***

Brown Act rules which has been a component of consortium training in the past.

See bylaws adopted in 2018 .<https://sdcce.edu/sites/default/files/sdaerc/sdaerc-governance-charter-final.pdf>

Also See websites - which are footers on all agenda postings: "For more information about the SDAERC and CAEP: Visit our local websites: SDCE SDAERC <https://sdcce.edu/organization/special-projects-and-grants/sdaerc> and SDUSD Adult Program:<https://sites.google.com/sandi.net/sandiegoadultschools/home> - Or the State CAEP website: [www.caladulthood.org](http://www.caladulthood.org)"

**10. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. \***

All Agendas are posted 72 hours prior to meetings via both email and on website.

The SDAERC Distribution List has been expanded greatly to include both voting member constituencies as well as partners. .

**11. Describe how comments submitted by members of the public will be distributed publicly. \***

These are part of agenda meeting minutes. which all meetings are recorded and posted online.

See website: <https://sdcce.edu/organization/special-projects-and-grants/sdaerc> and <https://sites.google.com/sandi.net/sandiegoadultschools/home>

**12. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. \***

Through the Annual Consortium Effectiveness Survey which includes members and constituencies from these agencies. However, not all of the public agencies, mostly County, have received the survey in the past.

The SDAERC will look to including adding additional public agencies in the future.

**13. How will you determine approval of a distribution schedule pursuant to Section 84913? \***

See bylaws adopted in 2018 - .<https://sdcce.edu/sites/default/files/sdaerc/sdaerc-governance-charter-final.pdf>

Distribution of information about the SDAERC is continually expanding. However, there are opportunities for the better use of technology in receiving input.

**14. Has the consortium A) designated a member to serve as the fund administrator to receive and distribute funds from the program or B) chosen to have a funds flow directly to the member districts based upon the approved distribution schedule? \***

B) chosen to have funds flow directly to the member districts based upon the approved distribution schedule

**15. How will members join, leave, or be dismissed from the consortium? \***

See bylaws adopted in 2018 - .<https://sdcce.edu/sites/default/files/sdaerc/sdaerc-governance-charter-final.pdf>

**16. How does the consortium monitor and administer carryover funds? \***

Direct funded.

Quarterly and Annually the SDAERC Reviews expenditures.

Carry over funds are monitored with FIFO.

**17. What bylaws do you have that governs carryover? \***

See bylaws adopted in 2018 - <https://sdcce.edu/sites/default/files/sdaerc/sdaerc-governance-charter-final.pdf>

Currently our bylaws do not have a section that relates to carryover. But this is a section that can be added.

**18. How does your consortium define member effectiveness? \***

See Annual Consortium Effectiveness Survey

**19. What bylaws does your consortium have addressing member effectiveness? \***

Current Bylaw language:

" Data Oversight: The SDAERC has responsibility for reviewing and analyzing student level data and using the information to determine the effectiveness of Member Agencies and the SDAERC as a whole in meeting the intent of AEBG including the effectiveness in meeting the adult education needs in the region. Data Reporting: Each Member Agency is required to report and submit student data on a quarterly basis per state guidelines. At a minimum student data reporting includes a variety of aggregated student demographic, program enrollment, services and outcomes information including specific metrics related to: total adults served, demonstration of improved literacy skills, completion of high school diplomas and equivalencies, completion of post-secondary certificates, degrees and/or training, placement into jobs and improved wages.

The SDAERC may set additional performance and/or accountability metrics and reporting measures that are not part of state requirements"

**20. Does the consortium have a formal document detailing its work beyond the questionnaire? \***

Yes

**20.1 (Yes) Use the space below to provide a link to the formal document. \***

See bylaws adopted in 2018 - <https://sdcce.edu/sites/default/files/sdaerc/sdaerc-governance-charter-final.pdf>

Its likely this new Report may prompt new additions/language to the Bylaws.

**Member Agencies**

Member Agency	Member Type	Contact	Phone
<a href="#">San Diego CCD</a>	District	Kelly Henwood	(619) 388-4896
<a href="#">San Diego Unified</a>	Unified School District	Nate Sachdeva	(619) 813-6490

## Certification & Assurances



By clicking "Approve" on the approval cards below, you are certifying the CFAD as well as confirming that you and ALL consortium members agree to the Assurances listed below.

### Assurances

#### Membership & Decision-Making

- I certify that any community college district, school district, or county office of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region shall be permitted to join the consortium as a member (EC 84905 (a) (b)). (See Membership Box above).
- I certify that only members as described above (and in EC 84905) are allowed to join my consortium as members and participate in decision making and approvals whether in a public meeting, or via the NOVA planning, budgeting & expense reporting system.
- I certify that as a condition of joining a consortium, as a member, I shall commit to reporting any funds (as described in EC 84916) available to that member for the purposes of education and workforce services for adults and the uses of those funds through the annual Program Area exercise in NOVA for reporting leveraged funds, and instructional hours.
- I certify that as a member of the consortium my district shall be represented only by an official designated by the governing board of the member (EC 84905 (c)).
- I certify that as a member of the consortium, I shall participate in any decision made by the consortium (EC 84905 (d)(1)(A)).
- I certify that all decision made by the consortium and its members is final (EC 84905 (d)(1)(F)).
- I certify that I will adhere to the consortium rules and procedures and, as agreed upon by the consortium members, to any additional by-laws, charters, etc.

#### Public Meetings

- I certify that a proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment (EC 84905 (d)(1)(B)).
- I certify that the consortium has provided the public with adequate notice of a proposed decision and considered any comments submitted by members of the public, and any comments submitted by members of the public have been distributed publicly (EC 84905 (d)(1)(C)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has considered input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision (EC 84905 (d)(1)(E)).
- I certify that in addition to the meeting requirements listed in EC 84905, and as agreed upon by the consortium members, that I will follow the public meeting requirements listed in the Ralph M. Brown Act as the Brown Act applies to the governing body of any "local body created by state or federal statute." (Ed. Code, section 54952.)

#### Reporting Requirements

- I certify that I will participate in completing and updating any consortium long range and/or short range planning efforts and/or budget work plans (EC 84906, 84914(a)).
- I certify that all CAEP expenses have been expended in the CAEP seven program areas, and services provided are consistent with the 3-year plan, the annual plan, and my district's work plan & budget as submitted in NOVA (EC 84913 (1-7), 84906, 8914(a)).
- I certify that my expenditures of CAEP funds match the objectives/activities included in the annual plan and the member work plan (EC 84906, 84914(a)).
- I certify that my expenditures of CAEP funds adhere to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.
- I certify that I will report student level enrollment data and outcomes as prescribed by the State CAEP Office (EC 84920).
- I certify that I will share financial expenditure and progress reports with the members of my regional consortium.
- I certify that I understand that as a member if I do not meet any of these items I have certified, I will be deemed an ineffective member which may result in a loss or reduction of CAEP funding (EC 84914(b)).
- I certify that all CAEP expenses have been expended only for the education of persons 18 years of age or older (EC 84901(a)).

**San Diego CCD - Member Representative****Kelly Henwood**

Special Projects Manager

[khenwood@sdccd.edu](mailto:khenwood@sdccd.edu)

(619) 388-4896

**Michelle Fischthal**

Vice President of Instruction

[mfischth@sdccd.edu](mailto:mfischth@sdccd.edu)

Approved by Michelle Fischthal

04/28/2022 02:41 PM PDT

**San Diego Unified - Member Representative****Nate Sachdeva**

Program Manager

[nsachdeva@sandi.net](mailto:nsachdeva@sandi.net)

(619) 813-6490

**Sarah Vielma**

Director, College, Career and Technical Education

[svielma@sandi.net](mailto:svielma@sandi.net)

Approved by Nate Sachdeva

04/28/2022 02:53 PM PDT



California  
Community  
Colleges



2022 © California Community Colleges

NOVA Site Version: [4.48.5](#)