

05 Greater Opportunity Through Adult Learning

CONSORTIUM APPROVED

2024-25

Fiscal Declaration - Consortium Approved

Consortium Name: 05 Greater Opportunity Through Adult Learning

Funding Channel: Direct Funded

Narrative: The planned allocations for funding are crucial to ensure the effective implementation of the Annual Plan for Greater Opportunity Through Adult Learning (GOAL) and its alignment with the overarching goals of the consortium and the three-year plan. The planned allocations are consistent with the plan in the following ways:

Resource Alignment: The planned allocations strategically align with the goals and objectives outlined in the annual plan, focusing on supporting adult learners in advancing towards their academic goals and employment. By directing funding towards program development, student support services, and technology upgrades, the allocations are tailored to meet the specific needs of adult learners and enhance their learning experience.

Program Expansion: Funds will support current offerings and expansion of program offerings, such as Career Education (CE) programs and ESL courses, in line with the consortium's commitment to providing diverse educational opportunities for adult learners. This strategic investment in program expansion ensures that adult learners have access to relevant and high-quality educational pathways leading to academic success and employment opportunities. For instance, the Santa Cruz County Office of Education's first Building Trades and Pre-Apprenticeship Program (BTPA) at the Rountree Correctional Facility exemplifies this initiative.

Data-Driven Decision-Making: Efforts will be made to enhance monitoring and evaluation to assess program impact and track adult learners' progress. By investing in data collection and analysis, the consortium can make informed decisions about resource allocation, program improvement, and strategic planning, effectively utilizing funding to support adult learner success.

Stakeholder Engagement: Regular updates and communication with consortium members, stakeholders, and community partners will continue to ensure transparency and accountability in fund utilization. Providing structured updates at consortium board meetings and involving stakeholders in decision-making demonstrates a commitment to collaborative governance and effective resource management.

ELL Contextualization for CE Courses: Both the Watsonville/Aptos/Santa Cruz Adult School (WASCAE) and Cabrillo College are actively implementing and expanding ELL support for Career Education courses leading to certificates, addressing a significant need within the consortium.

Pathway Development: The consortium has developed maps for several pathways, with efforts currently focused on Credit for Prior Learning, which is anticipated to continue benefiting students.

Financial Sustainability: The planned allocations adhere to CAEP Fiscal Guidance and AB 86 requirements, ensuring financial sustainability and compliance with regulatory standards. By adhering to fiscal guidelines and monitoring spending patterns, the consortium can maintain financial stability and accountability, safeguarding the long-term success of adult education programs. The funding allocation aligns with the Annual Plan and various strategies, supporting the consortium's mission to empower adult learners and create pathways to academic and career success.

Changes: No Changes

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Cabrillo CCD	\$522,457	\$518,085	\$446,848
Pajaro Valley Unified	\$3,629,061	\$3,598,692	\$3,315,877
Santa Cruz Co. Office of Education	\$79,760	\$79,092	\$72,876
Total Allocated to Members	\$4,231,278	\$4,195,869	\$3,835,601
Total CAEP Funds	\$4,231,278	\$4,199,365	\$3,880,394
Total Remaining	\$0	\$3,496	\$44,793

Carryover Threshold

Input a percentage of carryover that your consortium agrees will be considered an excessive amount.

Should a member, or members, exceed this carryover percentage upon certification of their Q4 report, they will be flagged as non-compliant with the carryover legislation (EC 84914). One year of non-compliance does not carry a penalty. However, should the same member, or members, have two consecutive years of non-compliance the consortium may agree, by majority vote, to reallocate an amount that does not exceed the carryover to other members.

A consortium does have the ability to opt-out. To do so, simply toggle the carryover threshold button to the off position.

Carryover Threshold *

19%

Corrective Action Fiscal Reporting Quarterly Thresholds

If member carryover is over the threshold set below, a corrective action narrative will be required to complete.

	Q1	Q2	Q3	Q4
% of Carryover Threshold	30%	30%	25%	19%

Consortia Report on Governance Compliance of Rules and Procedures v.2

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? *

Yes

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? *

Funds are reported and evaluated on a quarterly basis these are reviewed during fiscal reporting submission. There will also be updates to the board to make sure progress is made towards the 19% carryover threshold.

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? *

Our bylaws reflect the voting member agencies and alternate selected by each agency. This is how we assure that each member of the consortium is represented only by an official designated by the governing board of the member agency.

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

We assure that each member of the consortium participates in any decision made by the consortium through our selfgovernance structure, monthly public board meetings, and adherence to the Brown Act.

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? *

Our decision making model was discussed by all member agencies, decided on and outlined in our Bylaws

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

We ensure open, properly noticed public meetings of the consortium through the use of Boardocs, consortium website, Cabrillo College website, and adherence to Brown Act, and we distribute the corresponding notifications to all stakeholders in our region which include links to our consortium meeting agendas, which includes the opportunity for public comment.

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. *

We ensure that public has adequate notice of a proposed decision and illicit participation through public meetings and a minimum of 72 hour notification of all public meetings along with the consortium agendas. Previous agendas and minutes are available through BoardDocs, which open to the public.

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

These are widely distributed to consortium members and the public through email, website, and BoardDoc board packets. We organize our publicly held consortium meetings adhering to Brown Act with a Public Comment section. The public can submit public comment through email and these are read during Public Comment or during the meeting.

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. *

We ensure open, properly noticed public meetings of the consortium through the use of Boardocs, consortium website, Cabrillo College website, in adherence to Brown Act. We distribute notifications to all stakeholders in our region which include links to our consortium meeting agendas along with all meeting details.

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

Our distribution schedule adheres to Section 84913

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? *

We follow the Consortium Effectiveness model. If a member no longer chooses to deliver a program or is deemed ineffective this member will no longer receive funds.

16. What is the consortium's defined "excessive" member carryover percentage threshold? *

The consortium has decided for a range between 15-19% carryover. The ultimate amount of member carryover accepted will be 19%.

17. Please explain how the consortium will monitor and administer carryover funds. What is the consortium's technical assistance and reasonable intervention process? What additional bylaws do you have that govern carryover? *

All member agencies that receive financial allocations will provide quarterly budget updates to the board. The goal is to monitor the proper spending of funds to prevent and ensure that they do not exceed the 15-19% carryover range. In the event that a member exceeds the 19% limit, the consortium director will work closely with them to identify an action plan to prevent recurrence.

The current member with the largest carryover is currently working with the board on proposals to reduce the carryover as some of them include major capital outlay expenditures.

18. How does your consortium define member effectiveness? *

We follow CAEP's model of member effectiveness. If a member is no longer able to deliver a program or deemed ineffective

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

- Members are required to adhere to laws and regulations governing adult education programs and services, including submission of annual plans and reporting requirements for expenditures and student data.
- Members are expected to be familiar with and abide by the current annual regional master work plan.
- Members are encouraged to leverage their experiences, expertise, and insight to support and guide annual activities, ensuring they meet state requirements and the needs of the region.
- Members are expected to actively participate in Consortium meetings, activities, and decision-making processes

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. *

GOAL Bylaws

Member Agencies

Member Agency	Member Type	Contact	Phone
Cabrillo CCD	District	Dr. Matthew Wetstein	(831) 479-6302
Pajaro Valley Unified	Unified School District	Christina Koda	(831) 786-2100 ext: 2630
Santa Cruz City High	High School District	Kris Munro	(831) 429-3410 ext: 3410
Santa Cruz Co. Office of Education	County Office of Education (COE)	Dr. Faris Sabbah	(831) 750-7377
Santa Cruz Workforce Development Board	Other	Andy Stone	

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)).

Cabrillo CCD - Member Representative

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Approved by Linda Bernabe

04/29/2024 05:28 PM PDT

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Approved by Angel Rodriguez

04/26/2024 07:25 AM PDT

Santa Cruz City High - Member Representative

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Approved by Kris Munro

04/26/2024 10:29 AM PDT

Santa Cruz Co. Office of Education - Member Representative

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Approved by Dr. Faris Sabbah

04/28/2024 11:33 PM PDT

Santa Cruz Workforce Development Board - Member Representative

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Approved by Andy Stone

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