

California Adult Education Program : CFAD : 2022-23 Produced: May 2, 2022, 04:10 PM UTC Benjamin Wardrop

## 15 South Bay Adult Education Consortium (El Camino)

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 15 South Bay Adult Education Consortium (El Camino)

**Funding Channel:** Direct Funded

**Narrative:** At a public meeting on April 20, 2022 the board made a decision to allocate the additional COLA funding based on the needs of each member and reflective of the carryover of individual members. The mission of the South Bay Education Consortium (SBAEC) continues to be to serve and empower all students to meet their personal, educational and career goals. The consortium has developed short and long term goals; to improve awareness and leverage the resources of the Consortium, to improve the seamlessness of students' transition to post-secondary education and the workforce, to maintain, and to Improve student success and retention. The consortium has continued to develop and strengthen the processes implemented in past annual plans. The focus of the SBAEC consortium continues to be creating seamless transitions to support students as they progress on their pathway to higher education and employment. New classes have been designed and staff development has focused on classroom instruction to help prepare students for career and higher education. Career pathways are being created to accelerate students along their path. El Camino College (ECC) and the adult schools have worked cooperatively to create classes and help students transition between programs. Funds were spent on technology for all programs to assist with online registration, testing, classes, and improved instruction. The consortium board meets monthly to review the needs and goals of the entire consortium. The board strives to cooperatively work together to create a comprehensive approach to adult education in our community. Allocations were made based on the percentage of total allocation from 21-22 SY. Planned allocations are consistent with the annual adult education plan which is based on your CAEP 3-year plan. The three year plan goals consist of the following: 1. The consortium will increase awareness and leverage resources by 3% per year. 2. The consortium will increase the seamlessness of students' transition to post-secondary education and the workforce by 3% per year. 3. The consortium will increase student program outcomes and retention by 3% per year. No Changes: There are no changes to the consortium disbursement method of funding. At a public meeting on April 20, 2022, the board made a decision to allocate the additional COLA based on the needs of each member and reflective of the carryover of individual members. The allocations were designed to provide COLA and allow growth of programs to meet the needs of the community.

**Changes:** No Changes

### Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Centinela Valley Union High	\$524,429	\$486,011	\$489,794
El Camino CCD	\$444,102	\$410,830	\$414,028
Inglewood Unified	\$1,054,596	\$976,540	\$984,141
Redondo Beach Unified	\$3,995,760	\$3,700,583	\$3,729,388
Torrance Unified	\$5,456,587	\$5,053,804	\$5,093,142
<b>Total Allocated to Members</b>	<b>\$11,475,474</b>	<b>\$10,627,768</b>	<b>\$10,710,493</b>
<b>Total CAEP Funds</b>	<b>\$11,475,474</b>	<b>\$10,894,783</b>	<b>\$10,470,716</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$267,015</b>	<b>\$-239,777</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? \*

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? \*

SBAEC will report available funds in the following ways:

1. SBAEC Board meetings
2. NOVA during reporting periods

The following comes directly from our Bylaws:

- The consortium will allocate base funding for each school district at level of the funding allocated.
- The consortium will strive to allocate additional increased costs associated with Maintenance of Capacity.(COLA, PERS, STRS, Indirect Costs as defined the state)
- The remaining block grant funds will be allocated by the governing board to support the regional plan with a clear understanding of return on investment and regional job growth.
- Funding is voted on by the regional governing board prior to expenditure.

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? \*

The consortium will be represented by only those members that have approved by their home district. The governing board of SBAEC includes a member from each of the following organizations.

- El Camino Community College District

- Inglewood Unified School District
- Centinela Valley Union High School District
- Torrance Unified School District
- Redondo Unified School District

Each of the organizations within the consortium will appoint a representative to serve as a member on the SBAEC governing board. All members are expected to abide by the bylaws of SBAEC.

Non-voting membership: The governing board shall have the authority to establish and define non-voting categories of membership. Other organizations serving adults in the SBAEC region may be invited to participate in the consortium as non-voting members.

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

SBAEC bylaws indicate members shall attempt to reach decisions by consensus as directed by our guiding principles. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote with the following weighted formula. Proxy voting and absentee ballots are permitted.

• Member Name	• Membership Vote	• Receives MOE Funding	• Total Number of Votes
• Centinela Valley Union Hig	• 1	• 2	• 3
• El Camino College	• 1	• 0	• 1
• Inglewood Unified Schoo	• 1	• 2	• 3
• Redondo Beach Unified S	• 1	• 2	• 3
• Torrance Unified School D	• 1	• 2	• 3

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

Other

**6.1 (Other) If selected "Other" in Question 6, use the space below to describe the relative voting power of each member. If not applicable, leave question blank. \***

Each adult school has three votes except El Camino College.

Voting: Members shall attempt to reach decisions by consensus as directed by our guiding principles. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote with the following weighted formula.

• Member Name	• Membership Vote	• Receives MOE Funding	• Total Number of Votes
• Centinela Valley Union H	• 1	• 2	• 3
• El Camino College	• 1	• 0	• 1
• Inglewood Unified Scho	• 1	• 2	• 3
• Redondo Beach Unified	• 1	• 2	• 3
• Torrance Unified School	• 1	• 2	• 3

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- Proxy voting and absentee ballots are permitted.

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

50% +1 vote

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

A unanimous vote is needed if decisions are being made in the areas of funding. In addition, SBAEC bylaws indicate the following in terms of voting.

- VOTING: Members shall attempt to reach decisions by consensus as directed by our guiding principles. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote with the following weighted formula.
- AMENDMENTS: The By-Laws may be altered or amended at any properly published meeting of the consortium by two-thirds vote of the total consortium membership, provided that notice of the proposed change has been sent to each consortium member at least 7 days previous to the meeting.

• Member Name	• Membership Vote	• Receives MOE Funding	• Total Number of Votes
• Centinela Valley Union Hig	• 1	• 2	• 3
• El Camino College	• 1	• 0	• 1
• Inglewood Unified School	• 1	• 2	• 3
• Redondo Beach Unified S	• 1	• 2	• 3
• Torrance Unified School D	• 1	• 2	• 3

Proxy voting and absentee ballots are permitted.

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

Decisions to be considered must be added to the agenda and follow the Brown Act. The public will have an opportunity to share any comment during the open time indicated on the agenda. Agenda must be posted 72 hours in advance for the public to view. At the end of each board meeting, members can indicate agenda items to review for the next board meeting.

**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. \***

At least 72 hours prior to a public meeting, the agenda shall be posted at one or more locations freely accessible to the public. In addition, the public will have adequate notice of the proposed decision in the following ways with opportunities to share comments at board meetings:

- Each member of the board will report out to their respective boards and adult education community.
- The board agenda along with meetings will be made available on the SBAEC site and at each member site.

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

Comments submitted by members of the public will have time to speak for three (3) minutes at any board meeting to share their comments. Comments will be added to the minutes available for public view.

**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. \***

SBAE will post the board agenda at least 72 hours prior to the meeting. Comments submitted by members of the public and local public agencies such as the workforce investment boards and other community based organizations will have time to speak for three (3) minutes at any board meeting to share their comments. Comments will be added to the minutes available for public view.

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

SBAEC will discuss and approve the distribution schedule pursuant to Section 84913 through an annual review of programs, review at data accountability meetings, and as board meetings. Each member site will ensure the funds go directly to the adult learner programs listed under Article 9 on Adult Education Programs.

**ARTICLE 9. Adult Education Program [84900 - 84920]**

( Heading of Article 9 amended by Stats. 2018, Ch. 33, Sec. 39. )

**84913.** (a) Funds apportioned for the program shall be used only for support of the following:

- (1) Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate.
- (2) Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation.
- (3) Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce.
- (4) Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
- (5) Programs for adults with disabilities.
- (6) Programs in career technical education that are short term in nature and have high employment potential.
- (7) Programs offering preapprenticeship training activities conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area.
- (8) (A) Indirect costs of the program's consortium members.

(B) For purposes of this paragraph, “indirect costs” means either of the following:

- (i) For consortium members that are school districts and county offices of education, the lesser of the member’s prior year indirect cost rate, as approved by the department, or no more than 5 percent of the total funding received from the program.
- (ii) For community college consortium members, the lesser of the member’s prior year negotiated indirect cost rate or no more than 5 percent of the total funding received from the program.

(b) A consortium may use no more than 5 percent of funds allocated in a given fiscal year for the sum of the following:

- (1) The costs of administration of these programs.
- (2) The costs of the consortium.

**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? \***

**Membership:** All governing board members are designated by their local district. Each of the organizations within the consortium will appoint a representative to serve as a member on the SBAEC governing board. All members are expected to abide by the bylaws of SBAEC.

**Non-voting membership:** The governing board shall have the authority to establish and define non-voting categories of membership. Other organizations serving adults in the SBAEC region may be invited to participate in the consortium as non-voting members.

**Removal:** A governing board member may be replaced or asked to leave by the consortium if, by a majority vote, they are determined to be not in good standing.

**Dismissed:** A consortium member, partner or other participating institution may be replaced or asked to leave by the consortium if, by a majority vote, they are determined to be not in good standing

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

The SBAE Consortium will work together ethically and fairly, to allocate financial resources and achieve efficiency in meeting the needs of South Bay Consortium students. The consortium monitors and administer carryover funds in the following ways:

- Funding is reviewed at each reporting period.
- Carryover will also be reviewed in NOVA
- Carryover will also be reviewed during board meetings.

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

Although not explicitly stated in the bylaws, SBAE Consortium will work together ethically and fairly, to allocate financial resources and achieve efficiency in meeting the needs of South Bay Consortium students.

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

The governing board is responsible for overall policy and direction of the consortium. SBAEC board members will adhere to the structure of the Board as indicated in the Bylaws as well as the responsibilities to ensure member effectiveness. Each member must attend board meetings and help to support the mission of SBAEC.

There shall be three officers of the governing board, consisting of a chair, vice-chair, and secretary. Their duties are as follows:

- The chair shall preside at all meetings of the governing board and perform all other duties, which may be assigned by the governing board.

- The vice-chair shall act as Chair in the absence of the Chair and shall perform such other duties as may be prescribed by vote of the governing board.
- The vice chair will oversee treasury responsibilities for the governing board.
- The secretary shall be responsible for keeping records of governing board actions, including overseeing the taking of minutes at all governing board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each governing board member, and assuring that corporate records are maintained.

A governing board member may be replaced or asked to leave by the consortium if, by a majority vote, they are determined to be not in good standing. A consortium member, partner or other participating institution may be replaced or asked to leave by the consortium if, by a majority vote, they are determined to be not in good standing.

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

SBAEC Bylaws addresses member effectiveness in Articles 1-9

1. Article I: Name and Purpose
2. Article II: Membership
3. Article III: Meetings
4. Article IV: Governing Board
5. Article V: Committees
6. Article VI: Staff
7. Article VII: Fiscal
8. Article VIII: Amendments
9. Article IX: Fiscal Agent.

There shall be three officers of the governing board, consisting of a chair, vice-chair, and secretary. Their duties are as follows:

- The chair shall preside at all meetings of the governing board and perform all other duties, which may be assigned by the governing board.
- The vice-chair shall act as Chair in the absence of the Chair and shall perform such other duties as may be prescribed by vote of the governing board.
- The vice chair will oversee treasury responsibilities for the governing board.
- The secretary shall be responsible for keeping records of governing board actions, including overseeing the taking of minutes at all governing board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each governing board member, and assuring that corporate records are maintained.

A governing board member may be replaced or asked to leave by the consortium if, by a majority vote, they are determined to be not in good standing. A consortium member, partner or other participating institution may be replaced or asked to leave by the consortium if, by a majority vote, they are determined to be not in good standing.

#### **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. \***

SBAEC has several google drive documents produced as a consortium each specific to funding, board meetings, data accountability. We also have the three year plan along with annual plans. We do not have one specific document. We have several working documents.

## Member Agencies

Member Agency	Member Type	Contact	Phone
<a href="#">Centinela Valley Union High</a>	High School District	Benjamin Wardrop	(310) 263-3263
<a href="#">El Camino CCD</a>	District	Jose Anaya	(310) 973-3165
<a href="#">Inglewood Unified</a>	Unified School District	Ms. Debra Tate	(310) 330-5220
<a href="#">Redondo Beach Unified</a>	Unified School District	Drew Gamet	(310) 872-6254 ext: 3306
<a href="#">Torrance Unified</a>	Unified School District	Wayne Diulio	(310) 972-6500 ext: 8400

## 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)).

### Centinela Valley Union High - Member Representative

**Benjamin Wardrop**

Principal

[wardropb@centinela.k12.ca.us](mailto:wardropb@centinela.k12.ca.us)

(310) 263-3263

Approved by Benjamin Wardrop

05/02/2022 09:10 AM PDT

### El Camino CCD - Member Representative

**Jose Anaya**

[janaya@elcamino.edu](mailto:janaya@elcamino.edu)

(310) 973-3165

**Maribel Galan**

Coordinator  
[maribelmgalan@gmail.com](mailto:maribelmgalan@gmail.com)  
(562) 315-3784

Approved by Jose Anaya

04/28/2022 10:36 PM PDT

**Inglewood Unified - Member Representative**

**Debra Tate**  
Principal  
[dtate@inglewood.k12.ca.us](mailto:dtate@inglewood.k12.ca.us)  
(310) 330-5220

Approved by Ms. Debra Tate

04/28/2022 03:39 PM PDT

**Redondo Beach Unified - Member Representative**

**Drew Gamet**  
Director  
[agamet@rbusd.org](mailto:agamet@rbusd.org)  
(310) 872-6254 ext: 3306

Approved by Drew Gamet

04/28/2022 03:50 PM PDT

**Torrance Unified - Member Representative**

**Wayne Diulio**  
Director of Adult Education  
[diulio.wayne@tUSD.org](mailto:diulio.wayne@tUSD.org)  
(310) 972-6500 ext: 8400

Approved by Wayne Diulio

04/28/2022 12:27 PM PDT



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