

CAEP Allocation Amendment: 2020-21 Produced: Jul 8, 2021, 07:51 PM UTC Melissa Satterlee

## 40 Education to Career Network of North San Diego County (Palomar/Vista)

### Allocation Amendment Summary

#### Fiscal Declaration

The Fiscal Declaration information in this section has been provided as a courtesy. It has not been changed since CFAD has been approved by the Member Representatives.

**Consortium Name:** 40 Education to Career Network of North San Diego County (Palomar/Vista)

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** Not Selected

**Narrative:** The mission of ETCN has been to assist adult students in reaching their individual educational goals including career advancement, college preparation, workforce re-entry, and life enrichment. Together, we continue to work to leverage resources and increase collaboration and partnerships among providers of adult education and support services within the region. When the Leadership Council developed our three-year plan, we had agreed upon the priorities for funding and a timeline for implementation of activities to support the seven program areas and populations. Based on member self-assessments and survey results from key stakeholders, together with analysis of labor market data and local workforce current and projected needs, we have developed five overarching Smart Goals for 2019-2022. Each goal includes how they will be measured and the percentage increase we hope to obtain at the end of the next year three cycle: 1. Shorten the timeframe for students to successfully transition to post-secondary education and careers (by 25% as measured by professional development outcomes, new curriculum, new pathways, and student surveys.) 2. Increase successful student transitions to post-secondary education and careers (by 25% as measured by student interviews, data collected, and surveys completed.) 3. Incorporate the regular use of data in decision making (by implementing a digital dialogue as measured by professional development, professional learning community artifacts, and implementation protocols.) 4. Expand and enhance community and business partnerships and overall awareness of Adult Education in the region (through community forums, Strong Workforce Partnerships, Job Fairs, and cross consortia referrals as measured by professional development artifacts, agendas, event information, community surveys, and partnership lists.) 5. Promote healthy communities and civic participation through family literacy and immigrant integration efforts (through parent education and professional development as measured by class artifacts, survey results, professional development agendas, communications, and enrollment data). While much progress is being made to bridge the gap in a variety of areas that affect the ability for adult learners to reach their desired education and career goals, there is still much work to be done. ETCN will continue to work together as a consortium and with our community partners to ensure our students succeed at all levels, now and into the future. The distribution schedule follows this plan with only minor updates based on real costs and expenditures. ETCN will continue to work according to our plan with the same allocation amount for each agency plus the COLA adjustment from last year. All members reached consensus for funding the distribution schedule. Please note that the allocation for Vista Adult School (\$3,155,845) represents both the allocation to Vista Adult School (\$2,753,084) and to Vista USD as our fiscal agent (\$402,761). In order to avoid confusion, the ETCN Leadership Council elected NOT to distribute the fiscal agent portion across each member district.

**Changes:** The Leadership Council agreed by consensus that the allocation previously reduced from Palomar College for the Job Developer shared position to be re-allocated to Poway instead of distributing amongst the member districts in order to better serve member districts not equipped with designated student support personnel. Allocations were increased by the 2.29% COLA for each member district also agreed by the Leadership Council by consensus.

### Amended Member Allocations for 2020-21

Member Agency	Amended Allocation	Adjustment Made
Escondido Union High	\$2,761,406	\$6,600
Palomar CCD	\$436,007	
Poway Unified	\$1,636,938	
Ramona City Unified	\$28,378	
San Marcos Unified	\$89,603	
Vista Unified	\$3,078,596	-\$6,600
<b>Total Allocated to Members</b>	<b>\$8,030,928</b>	
<b>Total CAEP Funds</b>	<b>\$8,030,928</b>	
<b>Total Remaining (Must be \$0)</b>	<b>\$0</b>	

## Member Agencies

Member Agency	Member Type	Contact	Phone
<a href="#">Escondido Union High</a>	High School District	Tom Allison	(760) 737-8021
<a href="#">Palomar CCD</a>	District	Suzanne Sebring	(760) 744-1150 ext: 3758
<a href="#">Poway Unified</a>	Unified School District	Kathleen Porter	(858) 668-4016
<a href="#">Ramona City Unified</a>	Unified School District	Mrs. Erin Kent	(760) 787-4302
<a href="#">San Marcos Unified</a>	Unified School District	Cyndi Etnyre	(760) 290-2538
<a href="#">Vista Unified</a>	Unified School District	Vista Adult School Elizabeth O'Shea-West	(760) 758-7122

## 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, 84914(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)).

**Palomar CCD - Member Representative****Suzanne Sebring**

Director, Occupational and Noncredit Programs

[ssebring@palomar.edu](mailto:ssebring@palomar.edu)

(760) 744-1150 ext: 3758

**Susan Garland**

Sr Grants Administrative Specialist

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Approved by Suzanne Sebring

06/30/2021 01:59 PM PDT

**Escondido Union High - Member Representative****Tom Allison**

Co-Principal

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Approved by Tom Allison

07/01/2021 10:27 AM PDT

**Poway Unified - Member Representative****Kathleen Porter**

Executive Director, Career Technical, Adult and Alternative Education

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Approved by Kathleen Porter

06/30/2021 02:19 PM PDT

**Ramona City Unified - Member Representative****Erin Kent**

Secretary Ramona

Secretary, Ramona  
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**Melissa Satterlee**  
Fiscal Services Manager  
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Approved by Melissa Satterlee

07/08/2021 12:51 PM PDT

**Vista Unified - Member Representative**

**Elizabeth O'Shea-West**  
Principal  
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Approved by Vista Adult School Elizabeth O'Shea-West

06/30/2021 02:15 PM PDT

**San Marcos Unified - Member Representative**

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Approved by Garth Phillips

06/30/2021 02:00 PM PDT



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