

California Adult Education Program : CFAD : 2022-23 Produced: May 2, 2022, 03:47 PM UTC Suzanne Sebring

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

Fiscal Declaration - Consortium Approved

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

Funding Channel: Fiscal Agent

Fiscal Agent: Vista Unified

Narrative: Each year, our member district representatives determine the goals and objectives of our annual and/or three-year plans. When determining member district allocations for the CFAD, we also prepare a line item budget that aligns to consortium goals and calls out specific elements identified in our plan. For example, several of our member districts employ staff members who support the entire consortium. (Escondido UHSD employs our data coordinator, Vista USD employs our Support Counselor for Students with Disabilities, and Poway USD employs both our Technology Integration Specialist and our Partnerships Coordinator.) As our fiscal agent, Vista USD employs an Accountant who supports the consortium on a part-time basis and contracts with two entities to provide support to the consortium overall - one a Public Relations/Marketing firm, and the other a consultant for Curriculum and Planning. Also denoted in the line item budget are specific priorities developed for the consortium. These include, but are not limited to, four of our six member districts each hiring both a Transition Specialist and a Career Advisor, accommodations to students with disabilities, tutoring, hosting special events (career fairs, community forum, and college information night), professional development, and outreach and marketing.

Changes: No Changes

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Escondido Union High	\$3,025,448	\$2,797,110	\$2,817,891
Palomar CCD	\$484,143	\$443,531	\$445,992
Poway Unified	\$1,800,314	\$1,662,475	\$1,674,424
Ramona City Unified	\$37,396	\$29,787	\$29,028
San Marcos Unified	\$104,501	\$91,932	\$91,655
Vista Unified	\$3,349,766	\$3,126,551	\$3,155,845
Total Allocated to Members	\$8,801,568	\$8,151,386	\$8,214,835
Total CAEP Funds	\$8,801,568	\$8,356,184	\$8,030,928
Total Remaining	\$0	\$204,798	\$-183,907

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? *

Reporting and evaluating all available funding for each member occurs on an annual basis and is reviewed by all consortium members at an annual meeting. This includes a discussion of carry-over from prior years' funding. This requirement is outlined in our MOA for Participation and in our Governance Charter under member expectations.

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 consortium has a Memorandum of Agreement (MOA) for each member district. Part of the agreement is that each member district has designated representative to the consortium that has been approved by the governing-board of the member district. Evidence of the approval is provided with the MOA. When staffing changes affect the designated representative, member districts amend the MOA.

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

Our consortium leadership council meets monthly. In these meetings, activities are reported on and decisions are made. Part of our member district MOA for participation details the expectations and requirements of both member districts and designated representatives. This framework has served to ensure that there is participation from each member district in decision-making and the opportunity to participate in activities the consortium leadership council has planned.

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

1 member = 1 vote

7. How will decisions be approved? *

by consensus

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

This decision-making structure was decided upon when the consortium was first established by all members involved in the planning process. The process was detailed in our original planning and governance documents. It has been carried forward each year and is detailed in both our Governance Charter and in our MOA for Participation.

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

The Education to Career Network Leadership Council holds both formal and informal meetings. All discussions about funding and about annual and three-year plans occur in what we refer to as our formal meetings. The formal meetings follow the Brown Act requirements. Agendas are posted on the website at least 72 hours in advance and meetings are open to the public. Each formal agenda includes a regular agenda item for public comment, and members of the public wishing to address the ETCN leadership council have the opportunity to do so by turning in a speaker slip (also available through the agenda on our

website) to the Leadership Council clerk prior to the meeting. The Leadership Council typically holds 3 or 4 formal meetings each year. The meetings are generally on the same days as our regular monthly informal meetings. The ETCN Leadership Council uses the monthly informal meetings for operational matters; these meetings typically include reports out on progress toward the goals and objectives established in the formal meetings.

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. *

As noted in #9 above, formal meetings of the Leadership Council occur any time the leadership council approves matters related to funding for members and establishing priorities for the annual or three-year plan. The public receives notice of the meetings by posting of the agendas no less than 72 hours in advance of the meetings. Public comment is a regular agenda item at all formal meetings. Members of the public turn in a speaker slip (available on the website) to address the Leadership Council about agenda items or other concerns.

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

Comments submitted by members of the public are included in the meeting summaries and are posted on the website for public review.

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. *

For formal items (i.e., those addressing the plan or funding decisions), the Leadership Council includes notice of meetings and solicits comments from other entities involved in providing adult education and workforce development services in the same ways it solicits comments from all members of the public. Additionally, the Education to Career Network holds an annual Community Forum. At this forum, other entities providing educational and workforce development services to adults in the community review regional data and provide feedback about the services provided by the ETCN member districts. Additionally, the annual Community Forum approves our annual Comprehensive Local Needs Assessment for Perkins.

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

As noted earlier, in adopting our annual budgets, the consortium's member districts also adopt a line-item budget that is aligned to specific goals and priorities of the California Adult Education Program and in alignment with the consortium's three-year plan. Additionally, because our member districts share a data coordinator and an accountant through our fiscal agent, member districts regularly share performance data and expenditures with one another. All of these factors support transparency and ensure that the distribution schedule is in accordance with 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? *

The Education to Career Network's Governance Charter describes the purpose of the leadership council, the roles and responsibilities of member districts, and the decision-making process. The charter also outlines membership - including new members wishing to join the consortium and the expectations of current members.

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

As noted earlier, the consortium has a fiscal agent structure in place. The fiscal agent provides reports on expenditures at each leadership council meeting. Additionally, twice yearly, the Leadership Council members review planned v. actual expenditures

and discuss plans to fully allocate/expend funds. It is not uncommon for a member district to let other members know that it is not able to fully expend funds allocated - so funds can be redistributed to member districts with needs.

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

Our by-laws currently do not address carry-over directly. However, as noted in the response to #16, we do regularly review expenditures and frequently make adjustments to member allocations in order to address needs around the region. On an annual basis, member districts are able to propose one-time expenditures to support programs. These one-time expenditures come from unexpended funds held at the fiscal agent level. Member districts with carry-over have been excluded from receiving additional allocations.

18. How does your consortium define member effectiveness? *

From our Governance Charter and our Memorandum of Agreement for Participation, we have defined the role of a Leadership Council member as:

It is intended that the Leadership Council members leverage their experiences, expertise, and insight as representatives of their respective member districts. Leadership Council members are not directly responsible for managing annual activities, but provide support and guidance for those who do. Thus, individually, Leadership Council members should:

- Have a comprehensive understanding of the strategic implications and outcomes of the Plan and
- Appreciate the significance of the project for some or all major stakeholders and represent their i
- Act as an advocate for broad regional support for the outcomes of the Plan;
- Have a deep understanding of the region and its adult education, immigrant integration, and wor
- Have the authority to make programmatic decisions involving adult education on behalf of their d

In practice, this means that they will:

- Ensure regular attendance and participation in both the formal and informal Leadership Council
- Take appropriate effort regularly to review the status of the annual activities;
- Represent their member district's interests, but act so that the region's need for comprehensive a
- Ensure the annual activities meet the requirements of the state, the SDNAEP Plan, and key stak
- Help balance conflicting priorities and resources;
- Provide guidance to the SDNAEP Chair;
- Solicit and consider ideas and issues raised by community partners, faculty, students and other
- Check adherence of annual activities to standards of best practice both within their member distr
- Foster positive communication outside of the Leadership Council regarding the annual activities
- Report and evaluate member services whose outcomes may help achieve the Plan's objectives.

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

Please see answer to #18, above.

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. *

In the responses to prompts above, we have referenced the following documents. Links to each are provided below.

Link to a sample MOA for ETCN member districts:

https://drive.google.com/file/d/1KCVMPpCBjdmJH29xhJJDgXDyUk_fWd/view?usp=sharing

Link to Governance Charter - adopted 10-2015:

https://docs.google.com/document/d/13y_xZdO2IPmJK6ZoJiPd2YQRRl0ZXbj/edit?usp=sharing&oid=111194946984040692142&rtpof=true&sd=true

Link to Funding Philosophy: https://docs.google.com/document/d/1tVD_6pl_EV6UMSuxLKxPY_ZhUl4jL0Hw/edit?usp=sharing&oid=111194946984040692142&rtpof=true&sd=true

<https://docs.google.com/document/d/1mIXP2cQ-kSkEmsHCAVT-sk9P3ZX9eFw6/edit?usp=sharing&oid=111194946984040692142&rtpof=true&sd=true>

Link to Fiscal Agent Protocol: <https://docs.google.com/document/d/1mIXP2cQ-kSkEmsHCAVT-sk9P3ZX9eFw6/edit?usp=sharing&oid=111194946984040692142&rtpof=true&sd=true>

<https://docs.google.com/document/d/1mIXP2cQ-kSkEmsHCAVT-sk9P3ZX9eFw6/edit?usp=sharing&oid=111194946984040692142&rtpof=true&sd=true>

Member Agencies

Member Agency	Member Type	Contact	Phone
Escondido Union High	High School District	Tom Allison	(760) 737-8021
Palomar CCD	District	Suzanne Sebring	(760) 744-1150 ext: 3758
Poway Unified	Unified School District	Kathleen Porter	(858) 668-4016
Ramona City Unified	Unified School District	Mrs. Erin Kent	(760) 787-4302
San Marcos Unified	Unified School District	Cyndi Etnyre	(760) 290-2538
Vista Unified	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, 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)).

Escondido Union High - Member Representative

Tom Allison

Co-Principal

tallison@euhsd.org

(760) 737-8021

Stacey Adame

Co-Principal

sadame@euhsd.org

(760) 737-8003

Approved by Tom Allison

04/29/2022 07:34 AM PDT

Palomar CCD - Member Representative

Suzanne Sebring

Director, Occupational and Noncredit Programs

ssebring@palomar.edu

(760) 744-1150 ext: 3758

Susan Garland

Sr Grants Administrative Specialist

sgarland@palomar.edu

(760) 744-1150 ext: 3047

Pauline Moroz

Sr Grants Administrative Specialist

pmoroz@palomar.edu

(760) 744-1150 ext: 3401

Nora Kenney-Whitley

nkenneywhitley@palomar.edu

Approved by Suzanne Sebring

05/02/2022 08:47 AM PDT

Poway Unified - Member Representative

Kathleen Porter

Executive Director, Career Technical, Adult and Alternative Education

Executive Director, Career Technical, Adult and Alternative Education

kporter@powayusd.com

(858) 668-4016

Approved by Kathleen Porter

04/28/2022 05:48 PM PDT

Ramona City Unified - Member Representative

Erin Kent

Secretary, Ramona

ekent@ramonausd.net

(760) 787-4302

Pauline Leavitt

Principal

pleavitt@ramonausd.net

(760) 787-4300

Melissa Satterlee

Fiscal Services Manager

msatterlee@ramonausd.net

(760) 787-2024

Approved by Pauline Leavitt

04/29/2022 12:00 PM PDT

San Marcos Unified - Member Representative

Cyndi Etnyre

Office Manager

cyndi.lafon-etnyre@smusd.org

(760) 290-2538

Shauna Wright

Accountant

shauna.wright@smusd.org

(760) 752-1236

Garth Phillips

Interim Principal

garth.phillips@smusd.org

(760) 290-2555

Approved by Shauna Wright

04/29/2022 06:57 AM PDT

Vista Unified - Member Representative

Elizabeth O'Shea-West

Principal

elizabethosheawest@vistausd.org

(760) 758-7122

Approved by Vista Adult School Elizabeth O'Shea-West

04/29/2022 07:01 AM PDT



California
Community
Colleges



2022 © California Community Colleges

NOVA Site Version: [4.48.6](#)