

CAEP  
CFAD

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## 48 San Diego Adult Education Regional Consortium

CERTIFIED

Allocation Amendment: 2023-24

# 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:** 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

## Amended Member Allocations for 2023-24

### Type of allocation amendment \*

Standard member transfer

### Explanation for amendment \*

SDUSD Adult School is requesting a one-time allocation amendment to transfer between member agencies. A range was approved by the SDAERC on 11/16/23 from 200,00 - \$250,000 from SDCCE allocation to SDUSD Adult School. In the spring the SDAERC will review and make adjustments to the Consortium Fiscal Allocation Declaration (CFAD).

The rationale is that SDUSD Adult School is currently running over budget primarily in Adult School salaries for the following CAEP Instructional Programs: Adult Secondary Education and Adult Basic Education instructional services and supports.

The SDUSD Adult School has 4 sites with 5 teachers. The intention with these additional funds is to provide an increase in support to students as well as instructors, including professional development, instructional coaching, and to keep up with salary and benefits increases.


At this same point in time, SDCCE, as a member agency, has expended approximately \$2,206,444 year to date (11/15/23) from the total active CAEP budget funds of \$8,855,811. SDCCE expects to have adequate funds for this transfer.

Member Agency	Amended Allocation	Adjustment Made
San Diego CCD	\$4,058,753	-\$250,000
San Diego Unified	\$1,686,252	\$250,000
<b>Total Allocated to Members</b>	<b>\$5,745,005</b>	
<b>Total CAEP Funds</b>	<b>\$5,745,005</b>	
<b>Total Remaining (Must be \$0)</b>	<b>\$0</b>	

### Member Agencies

Member Agency	Member Type	Contact	Phone
San Diego CCD	District	Kelly Henwood	(619) 388-4896
San Diego Unified	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)).

### Certification

<b>San Diego CCD - Member Representative</b>
<p><b>Kelly Henwood</b>  Special Projects Manager  khenwood@sdccd.edu  (619) 388-4896</p>

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Approved by Kelly Henwood

12/01/2023 10:22 AM PST

**San Diego Unified - Member Representative**

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**Sarah Vielma**

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Approved by Nate Sachdeva

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