

CAEP
CFAD

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49 San Francisco Adult Education Consortium

CONSORTIUM APPROVED

2024-25

Fiscal Declaration - Consortium Approved

Consortium Name: 49 San Francisco Adult Education Consortium

Funding Channel: Direct Funded

Narrative: City College of San Francisco (CCSF), as the primary provider of Adult Education services in the region, receives 90% of the annual allocation, and SFUSD receives 10%. Each member institution creates an annual budget that aligns with the activities outlined in the current annual plan, which is derived from the Regional Comprehensive Three-Year Consortium Plan. CCSF spends the bulk of AEP funds on activities that either directly support students or improve systems that deliver academic and student support services. SFUSD uses their allocation to provide counseling and support services for their eligible students Newcomer Schools (English Language Learners), Special Education, and those likely to transition to CCSF AE programs through dual enrollment or credit recovery. The current funding level is adequate for the strategies and activities outlined in the current plan.

Changes: No Changes

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
San Francisco CCD	\$4,295,593	\$4,259,646	\$3,893,903
San Francisco Unified	\$477,288	\$473,294	\$432,655
Total Allocated to Members	\$4,772,881	\$4,732,940	\$4,326,558
Total CAEP Funds	\$4,772,881	\$4,736,883	\$4,377,084
Total Remaining	\$0	\$3,943	\$50,526

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 Off

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? *

Members will complete and update consortium long-range and/or short-range plans, budgets, and work plans in NOVA. Quarterly fiscal reports will be completed and certified in NOVA on or before due dates. Member expenditures will be aligned with previously-approved plans, budgets, and work plans. Expenditures will be only for allowable expenses and for services to students 18+ years in one of the seven CAEP program areas.

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 voting members of the Consortium have been appointed by the governing boards of their respective institutions.

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

Consortium-level decisions are governed by our Annual and Comprehensive Regional Three Year plans. CCSF does the bulk of the planning, since almost all Adult Education services in the region are provided by the College. Planning has been a collaborative, inclusive, and iterative process. Draft plans and strategies are shared widely, and there are multiple opportunities for member institutions, practitioners, and partners to provide input. The public vetting of plans in advance assures participation in and acceptance of decisions based in those plans. Consortium decisions have historically been made by consensus and unanimous approval.

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. *

The Consortium has two members, City College of San Francisco (CCSF) -- a single college district, and San Francisco Unified School District (SFUSD) -- the only public school district for the City and County. As the main provider of Adult Education in the region, City College of San Francisco has two votes: the Chief Instructional Officer and the Chief Student Services Officer, or their designees. Because SFUSD does not operate any adult schools or ROPs, but does provide services to students who are over 18 and fall into one of the AEP service areas, they have one vote: the Executive Director of College and Career Programs, or their designee.

7. How will decisions be approved? *

by majority vote of 51%

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

Adult Education in San Francisco is unique in that Adult Education has been delivered by the community college district since the 1970s, and ongoing funding is derived from apportionment. There has been no Regional Occupational Program (ROP) since 2006, there are no adult schools, and a single K-12 district serves the region. At the formation of the Consortium in 2015 the member institutions agreed that the bulk of the decision-making should reside with the College as the primary provider of Adult Education services in the City and County. To date all of our key decisions have been made by consensus and with unanimous support, but we have the voting structure in place should we need it.

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

Consortium meetings are publicly noticed at least two weeks in advance, and agendas, and all meeting materials are provided at least 72 hours in advance. Invitations and notices of meetings are shared with members and the community and are open to any who wish to attend. The public can either provide comments in advance by email or ask to be recognized during the meeting. The agenda also contains a section for public comment on items not on the agenda.

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. *

Consortium meetings are publicly noticed at least two weeks in advance, and agendas and all meeting materials are provided at least 72 hours in advance. Agendas clearly list topics and whether items are informational (reports), discussions, or action items (decisions). Agendas and meeting notices are also on the Consortium website sfadulthood.org

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

Comments submitted in advance are read aloud at the meeting, and included in the minutes. All minutes and meeting materials are available on the Consortium website sfadulthood.org

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. *

Partner entities, including community based organizations and the San Francisco Office of Economic and Workforce Development receive invitations to public meetings.

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

Each member creates an annual budget and work plan based on the current Three Year Regional Comprehensive Plan. This outlines activities that will be funded with CAEP monies.

Each member also annually certifies that all CAEP expenses have been expended:

- for students 18+ years
- in the seven CAEP program areas
- for services consistent with the 3-year plan, the annual plan, and the district's work plan & budget as submitted in NOVA.

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? *

Voluntarily

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

The Consortium and both its members operate using the First In First Out (FIFO) method. Each member follows accepted accounting principles for publicly-funded educational institutions, as described in their institution's Board Policies and Administrative Procedures, accounting standards, and audit requirements.

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? *

We do not currently have written bylaws, but we have established a shared understanding of our roles in providing Adult Education services to the region. Our unique situation, direct funding, and ongoing collaboration have made such a formal structure unnecessary.

18. How does your consortium define member effectiveness? *

Each member evaluates their own effectiveness by reviewing internally and externally reported data. CCSF maintains a three-year Comprehensive Program Review cycle, with annual plans and reviews in the intervening years. CCSF also conducts regular reviews of enrollment and retention data, student learning outcomes assessments, CASAS data, and solicits regular feedback from students and practitioners. SFUSD regularly reviews data related to enrollment, students not on track to graduate, dual enrollment, credit recovery, and students accessing services.

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

We do not currently have written bylaws, but we have established a shared understanding of our roles in providing Adult Education services to the region. Our unique situation, direct funding, and ongoing collaboration have made such a formal structure unnecessary. However, with new people representing the membership in place, the consortium will work on developing appropriate bylaws during the 24/25 year.

20. Does the consortium have a formal document detailing its work beyond the questionnaire? *

No

20.1 (No) If no, could you please address why not? *

Adult Education in San Francisco is unique in that Adult Education has been delivered by the community college district since the 1970s, and ongoing funding is derived from apportionment. There has been no Regional Occupational Program (ROP) since 2006, there are no adult schools, and a single K-12 district serves the region. At the formation of the Consortium in 2015, the member institutions agreed when that the bulk of the decision-making should reside with the College as the primary provider of Adult Education services in the City and County. CCSF's Adult Education work is detailed in the Regional Comprehensive Three Year Plan, Education Master Plan, Student Equity and Achievement Plan, Strong Workforce Plan, Reimagining the Student Experience (RISE) Guided Pathways Plan, Equitable Access to Student Services Plan, and the Student Affairs Action Plan.

Member Agencies

Member Agency	Member Type	Contact	Phone
San Francisco CCD	District	Stephanie Chenard	(415) 267-6560
San Francisco Unified	Unified School District	Zachary Gardner	(305) 281-6828

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)).

San Francisco CCD - Member Representative

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Approved by Stephanie Chenard

05/02/2024 02:10 PM PDT

San Francisco Unified - Member Representative

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Approved by Zachary Gardner

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