

California Adult Education Program : CFAD : 2022-23 Produced: Apr 27, 2022, 09:39 PM UTC Leslie O'Connor

52 San Luis Obispo County Adult Education Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 52 San Luis Obispo County Adult Education Consortium

Funding Channel: Direct Funded

Narrative: The SLOCAEC met to prepare the CFAD and ensure each member had an allocation amount that allowed the member to successfully meet the goals outlined in the annual and 3-year plan. The progress and effectiveness of goals and expenditures will be reviewed during regular scheduled meetings.

Changes: No Changes

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Lucia Mar Unified	\$521,104	\$485,752	\$491,534
San Luis Coastal Unified	\$513,397	\$478,233	\$483,687
San Luis Obispo County CCD	\$451,019	\$417,384	\$421,526
Templeton Unified	\$84,480	\$72,653	\$68,593
Total Allocated to Members	\$1,570,000	\$1,454,022	\$1,465,340
Total CAEP Funds	\$1,570,000	\$1,490,553	\$1,432,535
Total Remaining	\$0	\$36,531	\$-32,805

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? *

ARTICLE IX– ALLOCATION OF CAEP FUNDS Section 1: Additional funding or cost of living adjustments (COLA) distributions will be discussed during Executive Committee meetings. Members are required to provide a rationale for requesting Allocation.

Section 2: Reduction/ Redistribution of Member Allocation I. The Executive Committee may reduce a member's Allocation for the following reasons: II. The member no longer wishes to provide services consistent with achieving the SLOCAEC Purpose and the SLOCAEC Annual Plan. III. The member cannot provide services that address the needs identified in the SLOCAEC three year plan. The member has been consistently ineffective in providing services that address the needs identified in the SLOCAEC Plan and reasonable interventions have not resulted in improvements. The member must return unused Allocation to the Executive Committee within 30 days of written notification of forfeiture of funds.

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? *

Each member of the consortium submits the board approved agenda item that designates the official district representative/s.

Section 3: Each of the organizations in Article II is represented in the Executive Committee by the official designee of their respective local governing boards or elected Superintendent .Additional representatives from each member organization may attend the Executive Committee meetings. All members are expected to abide by the bylaws of SLOCAEC.

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

ARTICLE IV —GOVERNANCE & DECISION MAKING Section 1: Role: The Executive Committee is responsible for overall policy and direction of the Consortium. The Executive Committee will be comprised of the member organizations' officials designated by the local governing boards and agencies. Section 2: Officers and Duties: There shall be two officers of the Executive Committee, consisting of two Co-chairs. The Co-Chairs will consist of a K-12 and Community College district member. Their duties are as follows: A Co-chair shall preside at all meetings of the Executive Committee, prepare the meeting agendas and supporting materials, post scheduled meetings, and perform other duties, which may be assigned by the Executive Committee. Section 3: Voting: Each member will have one vote. In order to cast a vote, all member organizations must be present.

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? *

The Executive team met to review the bylaws in 2019 and decided consensus was the best model for the size of our consortium. The SLOCAEC also reviewed feedback from partners to help determine the best model to implement.

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 SLOCAEC meeting agenda is posted in a timely manner per the Brown's Act to provide the public with the agenda items and prepare for comment. The agenda is also emailed to community partners and posted on the SLOCAEC website

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. *

The public can provide comment during an open meeting per the Brown's Act. Also, the SLOCAEC website offers the community the opportunity to provide comment, feedback, and ask questions regarding the work of the consortium.

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

Comments by the public will be noted on the meeting minutes which will be posted on the SLOCAEC website.

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. *

The consortium will solicit and consider comments by the public and community partners through open meetings and SLOCAEC website. The SLOCAEC will share proposed decisions in open meeting and reported on meeting minutes that are posted on the SLOCAEC website and emailed to community partners.

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

Section 4: Funding I. SLOCAEC recognizes members may have multiple revenue streams that directly or indirectly support the purpose of SLOCAEC. II. SLOCAEC recognizes that it will receive an annual allocation of funding from the California Adult Education Program (CAEP). III. SLOCAEC will annually allocate funding for members in accordance with the law and the annual plans and budgets developed and agreed by the Executive Committee.

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? *

Section 6: New Member, Member Leaving, and Dismissal of Member Addition of New Member: Any organization or institution receiving funding from the State of California for delivery of adult education as described in Assembly Bill 104, Section 39, Article 9, Section 84900, may be added as a member. Such organizations must provide in writing to the Consortium Lead/Point Person the name of the "Official Representative" (and alternate) of the organization, and verification of the funding stream as cited in the legislation. Member Leaving: Members can voluntarily leave the consortium but must provide written notice thirty (30) days prior to vacating membership. Any member that voluntarily chooses to leave the consortium must return its unused Allocation to the Executive Committee within 30 days of the effective date of leaving. The SLOCAEC Executive Board will determine how to redistribute the allocation returned by the departing member. Dismissal of Member: Members may be dismissed from the Consortium for the following reasons: I. Failure to adhere to laws and regulations governing adult education programs and services. II. Failure to submit annual plans. III. Failure to adhere to reporting requirements for expenditures and student data. IV. Failure to designate at least one "official representative" (in writing and approved by the governing board) to serve on the executive committee and represent the interests of the member organization. V. Failure to participate in the decision making process for development of regional adult education programs and services. VI. Failure to deliver adult education programs and services in accordance with standards established in AB 104, Section 39, Article 9, Section 84900 A member may be dismissed from the consortium by consensus of the Executive Committee if the member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements. The member will be required to submit any reporting and data required of them for current year before being formally dismissed or removed from the consortium.

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

The consortium will begin to monitor carryover funds during open meetings and quarterly fiscal meetings.

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

Currently, there is no bylaw that outlines the governance of carryover funds. The SLOCAED will review bylaws to determine how this can be added.

18. How does your consortium define member effectiveness? *

Member effectiveness is defined in the SLOCAEC bylaws by *Guiding Principals*.

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

Section 3: Guiding Principles SLOCAEC collaboration and implementation to achieve the Purpose will be guided by the following guiding principles (herein referred to as "Principles"): I. SLOCAEC places the highest value on students achieving their goals and to provide access and success to all. II. SLOCAEC strives to help improve the community by providing adults with educational pathways toward workforce and higher education. III. SLOCAEC works together collaboratively and fairly to allocate financial resources and achieve efficiency in meeting the needs of our adult students. IV. SLOCAEC shares responsibility and accountability for all project and student outcomes. V. Adult education programs are open to all adults in accordance with current laws and regulations. VI. SLOCAEC adheres to a transparent process of open and collegial communication.

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. *

<https://img1.wsimg.com/blobby/go/9b853ef9-270d-4103-a065-5b9786e9a099/downloads/SLOCAEC%20Bylaws.pdf?ver=1644942686861>

Member Agencies

Member Agency	Member Type	Contact	Phone
Lucia Mar Unified	Unified School District	Jennifer Bowen	(805) 474-3000 ext: 1220
San Luis Coastal Unified	Unified School District	Leslie O'Connor	(805) 549-1222
San Luis Obispo County CCD	District	Mia Ruiz	(805) 591-6270
Templeton Unified	Unified School District	Cheryl London	(805) 434-5827

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)).

Lucia Mar Unified - Member Representative

Jennifer Bowen
 Principal of Alternative Education
jennifer.bowen@lmusd.org
 (805) 474-3000 ext: 1220

Approved by Jennifer Bowen

04/26/2022 01:52 PM PDT

San Luis Coastal Unified - Member Representative

Leslie O'Connor
 Director of Adult Education
loconnor@slcusd.org
 (805) 549-1222

Approved by Leslie O'Connor

04/27/2022 02:39 PM PDT

San Luis Obispo County CCD - Member Representative

Mia Ruiz
mrui@cueta.edu
 (805) 591-6270

Approved by Mia Ruiz

04/26/2022 11:27 AM PDT

Templeton Unified - Member Representative

Cheryl London
clondon@templetonusd.org
 (805) 434-5827

Approved by Cheryl London

04/26/2022 11:49 AM PDT



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