

California Adult Education Program : CFAD : 2020-21 Produced: Apr 30, 2020, 10:16 PM UTC Allen Sinor

## 53 Accel San Mateo County

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 53 Accel San Mateo County

**Funding Channel:** Direct Funded

**Narrative:** ACCEL San Mateo County Consortium adult education and community college members continue to make progress towards the achievement of its recently developed 3 Year Strategic Plan. As a tool to further assist in the achievement of its goals, the Consortium established new workgroups arising out of its steering committee. The workgroups are focused on developing tools and promising practice guidelines to support the integration and contextualization of basic skills and career pathways, as well as fostering collaboration between ESL, ABE/ASE and CTE faculty. The workgroups are also engaged in research, development, and implementation of best practices for student learning, acceleration, and career assessment for both English language learners and ABE/ASE students. The Consortium workgroups: (1) Packaging of Support Services; (2) Curriculum Alignment Between Adult Schools & Community Colleges; and (3) Short Term CTE Certificates and Training. The San Mateo Adult School and the College of San Mateo has an articulation agreement for the adult school Modern Office Technology Program. Jefferson Adult Education is in the process of articulating their Modern Office Technology Program as well. This articulation agreement allows adult school students to engage in the modern technology classes and upon successful completion (passing a test at the adult school) having the ability to receive up to 9 college credits. Establishing strong relationships and working closely with the member College Workforce Development Directors, and Strong Workforce Regional Deputy Sector Navigators, the consortium has identified in-demand jobs within the San Mateo County Region and has launched short term CTE certificate courses including externships to meet employer demand, lead to gainful employment with upward mobility, and stackable certification for continual life-long learning and skill attainment. CTE course offerings among the adult school members consist of: Modern Office Technology, Pharmacy Technician, Business & Professional Communications, Entrepreneurship, and computers and digital literacy for college and the workplace for low and intermediate English language learners. A Clinical Medical Assisting will be offered at South San Francisco Adult Education and San Mateo Adult Education in Fall 2020.

**Changes:** On April 16, 2020, the ACCEL San Mateo County Steering Committee met, reviewed, and discussed the 2019-20 CAEP proposed funding allocations for the ACCEL Consortium members and the proposed 1.47% COLA funding. During this meeting, the ACCEL San Mateo County Co-Director proposed a 1.67% increase in COLA funding for each member as opposed to the proposed 1.47% COLA increase. The 1.67% increase would result in a difference of \$64,000 in the 2020-21 proposed funding allocations which is needed to sustain the ACCEL Consortium General Fund. The Consortia members were reminded of their agreement to contribute funding to the ACCEL Consortium General Fund which supports the Consortia's operational and staffing (executive director and ACCEL assistant) expenses. Upon the conclusion of the funding allocation discussions, the ACCEL Steering Committee Members voted to accept the proposed 2020-21 funding allocations, as well as a reduction in the proposed COLA funding from 1.47% to 1.67% and place the remaining \$64,000 in the ACCEL General Fund. San Mateo Adult Education is the fiscal agent for the ACCEL Consortium, therefore an additional \$274,000 is added to their allocation.

### Member Allocations



Member Name	(2020-21)	(2019-20)	(2018-19)
Cabrillo Unified	\$354,775	\$349,611	\$340,122
Jefferson Union High	\$1,513,298	\$1,491,268	\$1,450,791
San Mateo County CCD	\$526,167	\$518,507	\$504,433
San Mateo Union High	\$4,867,661	\$4,737,194	\$4,546,650
Sequoia Union High	\$1,628,089	\$1,604,388	\$1,560,841
South San Francisco Unified	\$1,150,974	\$1,134,218	\$1,103,432
<b>Total Allocated to Members</b>	<b>\$10,040,964</b>	<b>\$9,835,186</b>	<b>\$9,506,269</b>
<b>Total CAEP Funds</b>	<b>\$10,040,964</b>	<b>\$9,816,176</b>	<b>\$9,506,269</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$-19,010</b>	<b>\$0</b>

## Member Agencies

Member Agency	Member Type	Contact	Phone
<a href="#">Cabrillo Unified</a>	Unified School District	Matt Linton	(650) 712-7140 ext: 2102
<a href="#">Jefferson Union High</a>	High School District	Allen Sinor	(650) 550-7874
<a href="#">San Mateo County CCD</a>	District	Ms. Kelsey Harrison Ms.	(650) 378-7245
<a href="#">San Mateo Union High</a>	High School District	Dr. Ka'Ryn Holder-Jackson Ph.D.	(650) 558-2111
<a href="#">Sequoia Union High</a>	High School District	Lionel de Maine	(650) 306-8866
<a href="#">South San Francisco Unified</a>	Unified School District	Stephen Redmond	(650) 877-8844
<a href="#">La Honda-Pescadero Unified</a>	Unified School District	n/a	
<a href="#">San Mateo Co. Office of Education</a>	County Office of Education (COE)	Karen Gnusti	(650) 455-4327

## 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 84906, 84914(a)).
- 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)).

**Cabrillo Unified - Member Representative****Matt Linton**

Assistant Director

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(650) 712-7140 ext: 2102

**Jason Owens**[owensj@cabrillo.k12.ca.us](mailto:owensj@cabrillo.k12.ca.us)

Approved by Matt Linton

04/29/2020 04:39 PM PDT

**Jefferson Union High - Member Representative****Allen Sinor**[asinor@juhsd.net](mailto:asinor@juhsd.net)

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Approved by Allen Sinor

04/30/2020 03:16 PM PDT

**San Mateo Co. Office of Education - Member Representative****Karen Gnusti**[kgnusti@smcoe.org](mailto:kgnusti@smcoe.org)

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**Katia Sturtevant**[ksturtevant@smcoe.org](mailto:ksturtevant@smcoe.org)

Approved by Karen Gnusti

04/30/2020 01:17 PM PDT

**San Mateo County CCD - Member Representative****Kelsey Harrison**

Transition Coordinator

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**Alex Kramer**

Director, Workforce Development

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Approved by Ms. Kelsey Harrison Ms.

04/29/2020 02:14 PM PDT

**San Mateo Union High - Member Representative**

**Ka'Ryn Holder-Jackson**

Executive Director

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**Tim Doyle**

Director

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Approved by Tim Doyle

04/28/2020 12:18 PM PDT

**Sequoia Union High - Member Representative**

**Lionel de Maine**

Director, Sequoia Adult School

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Approved by Lionel de Maine

04/28/2020 12:48 PM PDT

**South San Francisco Unified - Member Representative**

**Stephen Redmond**

Alternative Education Principal

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**Seemaa Prasad**

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Approved by Seemaa Prasad

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