

California Adult Education Program : CFAD : 2022-23 Produced: Apr 27, 2022, 12:03 AM UTC Matt Linton

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 continues to make progress toward the achievement of the goals and strategies as set forth in its 3 Year Strategic Plan. ACCEL's consortium members persist in their efforts to anticipate, plan, and adapt to the ever-changing challenging educational environment due to the Covid-19 Pandemic. ACCEL's planned budget allocations for the program year 2022-2023 are aligned with our upcoming three-year plan. ACCEL consortium members are actively engaged in serving our students and remain committed to ensuring equitable access, growth, and successful outcomes for adult education students throughout the region. ACCEL members are continuous improvement driven, committed to excellence in program and curriculum development, as well as working to deliver of high quality education. In 2021-2022, ACCEL's steering committee work group project teams (support services and short term CTE) advanced toward the achievement of strategic goals as outlined in our 3 Year and Annual Plan. The project teams each administered survey questionnaires to students enrolled in ACCEL member adult schools, community colleges, and community-based organizations in the region. The workgroup project teams analyzed the survey data, shared their findings with ACCEL's management team and steering committee, along with their recommendations to advance the work as the consortia works to develop its next 3-year strategic plan. The workgroup project teams continue to focus on developing tools and promising practice guidelines to support and foster collaboration between ESL, ABE/ASE & CTE faculty to increase transitions between programs and post-secondary education. This activity is in alignment with CAEP's shared vision and goals. ACCEL San Mateo County consortium is on track for achieving its goal of developing new CTE programs and collaboration between its adult school and college members. New CTE programs: AWS Cloud Computing Level 2; San Mateo Adult School & College of San Mateo, Dental Assisting Intro Program, LaCosta Adult School & Canada College; Medical Billing & Coding, San Mateo Adult School, Intro to Medical Terminology, San Mateo Adult School, Fork-Lift Certification, South San Francisco Adult School; NETX IT Certification Training, Jefferson Adult School & Skyline College.

Changes: On March 10, 2022, ACCEL's Management Team consisting of its adult school directors/principles and community college directors/deans voted to approve the member allocations, as well as an allocation in the amount of \$346,174.49 for ACCEL's General Fund. On April 21, 2022, ACCEL's steering committee in their public meeting approved the proposed 2022-23 allocations, including the allocation for ACCEL's general fund. ACCEL's general fund covers the consortium's operating expenses. ACCEL's General Fund covers all consortium expenses such as: salary and benefits for the Consortium's executive director, administrative assistant, and other operating expenses . Operating Expenses include: office supplies, website & website maintenance, Community Pro (database system), Zoom. Please note that the consortium executive director and administrative assistant are employed by San Mateo Adult School. San Mateo Adult serves in an administrative capacity overseeing the ACCEL General Fund, therefore the funds allocated to the general fund in the amount of \$346,174.49 has been added to the allocation of the San Mateo Adult School.

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Cabrillo Unified	\$378,204	\$350,265	\$354,775
Jefferson Union High	\$1,613,232	\$1,494,060	\$1,513,298
San Mateo County CCD	\$560,913	\$519,478	\$526,167
San Mateo Union High	\$5,243,191	\$4,855,872	\$4,867,661
Sequoia Union High	\$1,735,604	\$1,607,393	\$1,628,089
South San Francisco Unified	\$1,226,981	\$1,136,342	\$1,150,974
Total Allocated to Members	\$10,758,125	\$9,963,410	\$10,040,964
Total CAEP Funds	\$10,758,125	\$10,213,734	\$9,816,176
Total Remaining	\$0	\$250,324	\$-224,788

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? *

ACCEL’s proposed budget allocations for the program year 2022-23 was shared, discussed, and approved by to its management team and steering committee. ACCEL member budgets and available funds are listed in the NOVA financial system. Quarterly reports entered into NOVA as required by CAEP, will be reviewed by ACCEL’s executive director. In the upcoming program year, ACCEL member quarterly expense reports will be reviewed and evaluated in our management team meetings to ensure the members are meeting their spending targets. ACCEL’s management team consists of the adult school principals/directors, a director/dean from each of the community colleges, and a management level representative from the San Mateo County Office of Education.

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? *

ACCEL’s consortium structure consists of a Management Team and Steering Committee. The Management Team consists of the Adult School Director/Principal, and a Director or Dean from each of its member Community Colleges, and a management level representative from the San Mateo County Office of Education. The management team members have the designated authority to officially represent their organizations in our consortium.

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

ACCEL's Executive Director, Dr. Ka'Ryn Holder-Jackson meets monthly with ACCEL management team as a group, but also schedules appointments for one-on-one meetings with the team members. The one-on-one meetings provide an opportunity for the management team member to share information regarding their school/college's programs, challenges if any. These meetings also provide the opportunity for the Executive Director to advise and/or remind the management team member of an upcoming meeting where issues that require decision making process will be discussed. Meeting agenda are sent to each management team member prior to the meeting as well.

Once ACCEL's management team has reviewed, discussed, and approved a program, initiative, proposed budget, policy or procedure, that item then moves to the ACCEL Steering Committee as a recommendation from the Management Team. The specific item to be brought to the ACCEL steering committee is placed on the steering committee meeting agenda, placed on the consortium's website, and sent to all steering committee members. Steering Committee members are sent an electronic calendar invite for the meetings and instructed to review the agenda before the meeting.

When the need arises for important issues to be discussed and approved, the executive director reaches out and connects with the steering committee members via email and phone calls advising them of the importance of the meeting and issues to be discussed, asking them to be in attendance.

The matter is then presented during an ACCEL Steering Committee upon the recommendation of the Management Team for discussion and engagement in the voting process.

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

1 member = 1 vote

7. How will decisions be approved? *

by majority vote of 51%

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

ACCEL's decision making process was developed during the formation of the Consortium; this process is discussed each year with ACCEL's management team.

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

Work of the consortium that requires decisions be approved by the members and public are first discussed and approved by the Consortium's Management Team. The Management Team consists of the Adult School Director/Principal, and a Director or Dean from each of the Community Colleges in our region.

Once approved by the Management Team, the item to be decided upon moves to the ACCEL Steering Committee for discussion and the voting process. ACCEL's executive director or member of the management team leads the discussion and approval process.

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. *

ACCEL Steering Committee meeting agendas are placed on the Consortium's website 30 days before a regularly scheduled meeting. The meeting agendas are also sent to each steering committee member and invited guests prior to the meeting. All meeting attendees are provided the opportunity to offer comments; any comments submitted by members of the public are recorded in the meeting minutes.

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

Comments submitted by members of the public attending ACCEL steering committee meetings will be recorded in the meeting's minutes. A copy of the meeting minutes is provided to each member and attendee of the ACCEL steering committee. In

addition, a copy of the meeting minutes are placed on the Consortium's 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. *

ACCEL's Steering Committee includes members from San Mateo County organizations such as: the South San Francisco Library, San Mateo County Library Project Read, Redwood City Library, Goodwill Industries, San Mateo County Office of Community Affairs, Immigrant Integration Services, NOVA Job Works (our workforce development board). During ACCEL Steering Committee meetings, projects and/or initiatives that require a decision are discussed and approved by the members.

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

ACCEL San Mateo County is direct funded; this decision was voted on and approved by the members during the formation of this consortium.

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? *

Request For membership in ACCEL:

Institutions or organizations that desire to become a member of the consortium will submit a letter/or email to the ACCEL's Executive Director. Upon receipt of the request, the Executive Director will present the request to the ACCEL Management Team for discussion and recommended action. The matter then moves to the ACCEL Steering Committee; discussions will include discussion and recommendations from ACCEL's Management Team and a vote will be taken.

Leaving the Consortium:

The member desiring to no longer be a member of the Consortium will submit this request in writing to ACCEL's Executive Director, which will then be shared with the Management Team in the regularly scheduled meeting. The management team will discuss, vote and determine the next steps for dissolving the membership.

Dismissed From the Consortium:

In the history of the consortium, ACCEL has not had a member dismissed. In the upcoming program year 2022-23, the management team will be working on developing Consortium Bylaw's which will address this issue.

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

ACCEL's Executive Director reviews the member budgets and quarterly expense reports in NOVA. As stated in question no. __, the Executive Director has monthly meetings with management team members who are responsible for managing funds. If the Executive Director notices or discovers that a member will have carryover funds in a program year, the member is required to provide a written explanation as to why a carryover occurred to be placed in NOVA. In addition, the executive director meeting and the member discuss how the carryover funds will be used for CAEP programming and by what date the funds will be expended.

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

At this time, ACCEL San Mateo County does not have bylaws that govern carryover. However, in the program year 2023, ACCEL's management team will be working on developing bylaws, which will include carryover.

18. How does your consortium define member effectiveness? *

ACCEL San Mateo County defines member effectiveness as defined by the CAEP Assurances and mandated by education code Sections 84900-84920. In the upcoming program year 2022-23, ACCEL will work to further define member effectiveness for the consortium.

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

At this time, ACCEL San Mateo County does not have bylaws that govern member effectiveness. However, in the program year 2023, ACCEL's management team will be working on developing bylaws, which will address this issue.

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://docs.google.com/document/d/0B3KeYyC1TumbQjINREN1bVYyMkU/edit?resourcekey=0-kK204LA0_FfU9A9hBAA7tw

Member Agencies

Member Agency	Member Type	Contact	Phone
Cabrillo Unified	Unified School District	Matt Linton	(650) 712-7140
Jefferson Union High	High School District	Mark Beshirs	(650) 550-7874
San Mateo County CCD	District	Nereida Angulo	
San Mateo Union High	High School District	Angela Taylor	(650) 558-2120
Sequoia Union High	High School District	Cindy Dominguez	(650) 569-0919
South San Francisco Unified	Unified School District	Stephen Redmond	(650) 877-8844
La Honda-Pescadero Unified	Unified School District	n/a	
San Mateo Co. Office of Education	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 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)).

Cabrillo Unified - Member Representative

Matt Linton
 Director
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Approved by Matt Linton

04/26/2022 05:03 PM PDT

Jefferson Union High - Member Representative

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Approved by Mark Beshirs

04/26/2022 04:03 PM PDT

San Mateo Co. Office of Education - Member Representative

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Approved by Karen Gnusti

04/25/2022 05:43 PM PDT

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Approved by Nereida Angulo

04/26/2022 04:01 PM PDT

San Mateo Union High - Member Representative

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04/26/2022 04:21 PM PDT

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Approved by Cindy Dominguez

04/26/2022 03:11 PM PDT

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Approved by Seema Prasad

04/25/2022 10:02 AM PDT



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