

## 53 Accel San Mateo County CONSORTIUM APPROVED

2024-25

### Fiscal Declaration - Consortium Approved

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

**Funding Channel:** Direct Funded

**Narrative:** During the 2023-24 program year, ACCEL San Mateo County made progress across the strategies identified in the consortium’s three-year strategic plan. ACCEL member organizations continued advancing its priorities of collaboration, shared processes, aligning career and academic standards, establishing relationships with nonprofit and community based organizations to leverage resources for student support services, increasing accelerated learning and on-going development of short term career technical education programs. ACCEL’s planned allocations for the upcoming program year - guided by and in alignment with the consortium’s three-year plan were guided by and in alignment with the consortium’s three-year plan (2022-2025). The consortium will continue to move forward in its efforts and commitment to ensure that all students have effective pathways to success in career, college, and community. ACCEL seeks to continuously improve adult education throughout the region, improve literacy skills, increase completion of high school diplomas/high school equivalency, college preparation and transition to postsecondary study, completion of postsecondary certificates, degrees, and/or training programs. ACCEL will continue to focus on our strategic priorities as specified in our Three-Year Strategic Plan, which include but are not limited to: career pathway projects/employer engagement opportunities, alignment of data systems across member adult schools and community colleges; and sharing of data, findings, program recommendations and best practices. ACCEL members work collaboratively and share responsibility for the achievement of program milestones, as well as defining the parameters for evaluation and program effectiveness. Data derived from the consortium’s data gathering tools guide ACCEL’s strategies for the identification of regional needs, addressing regional gaps, leveraging resources, and potential collaboration/partnership with local government, non-profit and community-based agencies.

**Changes:** Changes: March 14, 2024, ACCEL's Management Team consisting of its adult school directors/principals and community college directors/deans voted to approve the 2024-25 proposed member allocations, as well as an allocation in the amount of for ACCEL's General Fund. Each ACCEL funded member contributes to the ACCEL General Fund (the general fund in included in the allocation distribution). ACCEL's General Fund covers operating expenses of the consortium, including salary and benefits for the consortium's executive director and administrative assistant. The Consortium's executive director is hired by the San Mateo Adult School; as a result, ACCEL's General Fund is managed by the same. Therefore, San Mateo Adult School's allocation as reflected in NOVA consists of: \$5,402,187, and ACCEL's General Fund allocation: \$381,884 for a combined total of \$5,784,071. On April 18, 2024 ACCEL's steering committee in their public meeting approved the proposed - allocations, including the allocation for the ACCEL General Fund.

### Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Cabrillo Unified	\$417,220	\$413,728	\$378,204
Jefferson Union High	\$1,779,651	\$1,764,759	\$1,613,232
San Mateo County CCD	\$618,777	\$613,599	\$560,913
San Mateo Union High	\$5,784,071	\$5,735,667	\$5,243,191
Sequoia Union High	\$1,914,648	\$1,898,625	\$1,735,604
South San Francisco Unified	\$1,353,555	\$1,342,228	\$1,226,981
<b>Total Allocated to Members</b>	<b>\$11,867,922</b>	<b>\$11,768,606</b>	<b>\$10,758,125</b>
<b>Total CAEP Funds</b>	<b>\$11,867,922</b>	<b>\$11,778,411</b>	<b>\$10,883,761</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$9,805</b>	<b>\$125,636</b>

### 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? \***

Member expense reports are reviewed by the Consortium Executive Director and discussed with the funded member director, principal, and/or dean to ensure that the identification of any discrepancies or errors can be resolved in a timely manner, and also address any potential issues of excessive carryover.

**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 funded consortium's adult school members are represented by the respective Director or Principal. The consortium's funded community college members are represented by a workforce director or dean; one representing each of the three member colleges. The community college member representatives are appointed by the college's administrators (Vice President of Instruction). This policy is reflected in the ACCEL member handbook.

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

All consortium decisions are brought first to the ACCEL management team, consisting of a funded member representative from the adult schools and community colleges. The management team discusses the proposed item for decision, then makes a recommendation whether to bring the proposed item forth to the ACCEL Steering Committee for further discussion and final determination.

**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? \***

This decision making model or process was agreed by consensus by the consortium members during the development and organization of ACCEL and documented in the consortium's member handbook.

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

As stated above, proposed decisions that have been approved by recommendation of the ACCEL management team are then brought to the consortium's steering committee for review, discussion, and final determination. The proposed decision is placed on the ACCEL steering committee meeting agenda. The agenda is then properly noticed and placed on the ACCEL consortium's website. Members of the public may comment at the steering committee meeting.

**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. \***

Minutes of the Accel steering committee are posted on the consortium's website. Any comments submitted by members of the public will be submitted to ACCEL's management team for further review and consideration.

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

As stated above, comments submitted by members of the public for decisions brought before the steering committee will be included in meeting minutes and 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 other entities located within the adult education region who provide education and workforce services for adults. In addition, ACCEL's executive director has been and continues to develop relationships with education and workforce providers, inviting them to become members of the ACCEL steering committee, and engaging them in the consortium's education processes.

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

ACCEL is a direct funded 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? \***

ACCEL has begun drafting consortium Bylaws which are presently in progress and projected to be completed in the upcoming 2024-25 program year. The proposed bylaws will specify and outline the consortium's policy for administering carryover funds, technical assistance, and intervention process. As this time, ACCEL does not have any additional bylaws that govern carryover.

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

ACCEL has decided to opt out of determining a member carryover percentage threshold. However, ACCEL's executive director and management team will be reviewing and monitoring member quarterly expense reports in the NOVA financial system and has agreed to maintain individual member carryover to be no more than 20% of the total consortium allocation.

**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? \***

Member expense reports are reviewed by the Consortium Executive Director and discussed with the funded member director, principal, and/or dean to ensure that the identification of any discrepancies or errors can be resolved in a timely manner, and also address any potential issues of excessive carryover.

As stated above in Question No. 15, ACCEL has begun drafting consortium Bylaws which are presently in progress and projected to be completed in the upcoming 2024-25 program year. The proposed bylaws will specify and outline the consortium's policy for administering carryover funds, technical assistance, and intervention process. As this time, ACCEL does not have any additional bylaws that govern carryover.

**18. How does your consortium define member effectiveness? \***

ACCEL has adopted CAEP's member effectiveness declaration for its members as specified and outlined in CAEP's Memorandum to CAEP Consortium Directors and Members dated June 30, 2021 regarding Member Effectiveness Guidance.

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

As stated above, ACCEL has adopted CAEP's member effectiveness declaration for its members. In the program year, ACCEL's management team will revise and develop policies and procedures regarding member effectiveness and remediation should the need arise.

ACCEL effective members participate and abide by the following practices. ACCEL members actively engage in developing, completing and updating any consortium long range and/or short range planning efforts and/or budget work plans (EC 84906, 84914(a), (a)). Effective members expend all CAEP funding within the CAEP seven program areas, and services provided are consistent with ACCEL's -year plan, the annual plan, and the member district's work plan & budget as submitted in NOVA (EC 84913(1-7), ,84906, 8914(a)). Member expenditures of CAEP funds match the objectives/activities included in the consortiums annual plan and the member work plan (EC 84906, 84914 (a)). The member expenditures of CAEP funds adhere to the allowable uses of funds as identified in the CAEP Fiscal Management Guide. Effective ACCEL members submit and/or report student level enrollment data and outcomes as prescribed by the State CAEP Office (EC 84920), and share financial expenditure and progress reports with the members of our regional consortium. ACCEL members acknowledge that all CAEP expenses have been expended only for the education of persons 18 years of age or older (EC 84901(a)). Members understand and agree

that as a member if any of the aforementioned items are met and/or adhered to, they will be deemed an ineffective member which may result in a loss or reduction of CAEP funding (EC 84914(b)).

**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. \***

ACCEL Regional Annual Plan 2023

[https://docs.google.com/document/d/1Y0Ed\\_hHhLnDT\\_aq85mqxu-thB5uOxRt2/edit](https://docs.google.com/document/d/1Y0Ed_hHhLnDT_aq85mqxu-thB5uOxRt2/edit)

**Member Agencies**

Member Agency	Member Type	Contact	Phone
Cabrillo Unified	Unified School District	Drew Gamet	(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	Tatiana Roganova	(650) 306-8866 ext: 77902
South San Francisco Unified	Unified School District	Seema Prasad	(650) 827-8455 ext: 2701
La Honda-Pescadero Unified	Unified School District	n/a	
San Mateo Co. Office of Education	County Office of Education (COE)	Katia Sturtevant	

**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**

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Approved by Drew Gamet

04/10/2024 07:04 PM PDT

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04/16/2024 04:27 PM PDT

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04/10/2024 03:48 PM PDT

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04/17/2024 10:41 AM PDT

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04/18/2024 05:45 PM PDT

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04/11/2024 08:23 AM PDT



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04/16/2024 04:46 PM PDT



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