

California Adult Education Program : CFAD : 2022-23 Produced: May 1, 2022, 12:04 AM UTC Donna Manfredi

55 Santa Clarita Valley Adult Education Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 55 Santa Clarita Valley Adult Education Consortium

Funding Channel: Direct Funded

Narrative: College of the Canyons (COC) and Golden Oak Adult School (GOAS) have partnered together to serve adult learners in the Santa Clarita Valley with a broad array of developmental and career education courses that expand access and opportunity for thousands of existing and potential students . The consortium’s vision, simply stated, is to support a comprehensive regional program for adult learners by fostering partnerships, streamlining pathways, and by creating support programs and courses to accelerate students toward their educational and career goals. Our districts (the Santa Clarita Community College District and the William S. Hart Union High School District) have a long history of collaboration, and the CAEP consortium efforts have served to expand on the tradition of service to our community. We will continue with the development of visual pathway maps for students and the community as well as joint outreach promoting adult education in the Santa Clarita Valley. In addition, we will also continue our efforts toward course alignment, data protocols, and shared resources, and career/technical education programs. Allocations are proportionally equivalent to past years' allocations and reflect the financial needs of each member to support adult students in the Santa Clarita Valley. The method of direct funding allows us a more efficient means of access to funding for each member. Our regular fiscal and activity reports are discussed with the consortium management team and submitted as informational board reports. After discussion, budget and narrative reports are submitted by each member and certified. Additionally, the current year COLA has been allocated between members at the regular percentage calculation as the base allocation.

Changes: No Changes

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Santa Clarita CCD	\$442,679	\$496,416	\$418,091
William S. Hart Union High	\$1,006,000	\$845,247	\$934,016
Total Allocated to Members	\$1,448,679	\$1,341,663	\$1,352,107
Total CAEP Funds	\$1,448,679	\$1,375,371	\$1,321,837
Total Remaining	\$0	\$33,708	-\$30,270

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? *

Available funds will be reported at Board meetings and available to the public. The funds will be evaluated based on quarterly and annual reporting in NOVA and reviewed by the Board.

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? *

Governing Board processes and designees are built in to our bylaws with one Board member per member institution.

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

Monthly Management Team meetings are held to review and discuss all consortium business. At least one member from each member institution is always present or a designated proxy is present, according to our bylaws. When that is not the case, a meeting will be cancelled and rescheduled.

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? *

According to our bylaws, each member will have input for all consortium business and decisions will be approved or denied by the Board. We reached this model due to the 45 year relationship between members on a variety of projects and programs, and this model works well for our consortia. Each member has access to their Board member to bring up any concerns prior to voting.

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

Proposals, per our bylaws, are posted in a public agenda on the consortium website with information for community members who may have questions. Per the Brown Act, community members may pose questions, concerns, or comments to the Board and consortium members at any public meeting. The Board may consider and address any community comments or concerns, or ask any questions of the consortium members present.

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. *

Per our bylaws and Brown Act, public notice is posted on our website with contact information for community members to submit questions or considerations. We are currently working on a website reorganization, and have since dedicated a tab on

the main page to Governance for ease of viewing for the public. Any comments submitted by members of the public will be forwarded to the Board members for consideration prior to the meeting.

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

Within our website, comments from members of the public will be posted below the agenda for the meeting in question.

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. *

Members of the consortia Management Team hail from a variety of departments and programs for both member entities, and as such, any additional information, networking, news, or proposals will be distributed to stakeholders. Within our service area, our member institutions are the two major providers of adult education, and workforce services are embedded within both member institutions.

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

In accordance with Section 84913, distribution of funding and allowable expenses are reviewed by the Management Team, and later the Board. In addition, the distribution and allocation amounts are built in to our bylaws. Should an additional party wish to become a member of the consortia, the Management Team will present that to the Board at a public meeting.

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? *

A) designated a member to serve as the fund administrator to receive and distribute funds from the program

15. How will members join, leave, or be dismissed from the consortium? *

Members may be considered for joining the consortium with a written proposal to the Management Team which will be presented to the Board at a public meeting. Members may voluntarily leave and redirect unused funds to the remaining members. Members may be dismissed from the consortium as ineffective in relation to CAEP guidelines.

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

Each member institution monitors carryover which is later discussed by the Management Team, and by the Board at public meetings. Our consortium also utilizes NOVA reporting to monitor activities of the consortium members and the consortium as a whole.

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

Carryover is not addressed in our bylaws as it is discussed several times per year in accordance with CAEP guidelines. If there are questions or concerns, they are addressed within the NOVA reporting, to the CAEP team, within the consortium Management Team, or Board.

18. How does your consortium define member effectiveness? *

The member has been consistently ineffective in providing services that address the needs identified in the GatewaySCV Plan, has not met deadlines or participated in decision making or plan creation, has used allocations for unallowable expenses, and reasonable interventions have not resulted in improvements.

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

Article IX, Section One addresses decreased funding due to ineffectiveness as follows:

.ARTICLE IX – ALLOCATION OF AEP FUNDS Section 1: Distribution of Initial Allocation of CAEP Funds As stated in Article I, Section 3, Clause iii, GatewaySCV members will work together, ethically and fairly, to allocate financial resources and achieve efficiency in meeting the needs of GatewaySCV students. Thus, initial distribution of AEP Allocation will be done in a fair, transparent method to address gaps individual members have in achieving the GatewaySCV Purpose. Allocation deliberations during Planning Committee meetings are expected to be thoughtful and professional. Members are required to provide a rationale for requesting Allocation. The Planning Committee decisions will be passed on to the Board. The Board vote for Allocation can be approved by simple majority. Section 2: Reduction of Member Allocation Consortia members shall receive no less than they did in the prior year, however, the Board may reduce a member’s Allocation for the following reasons: i. The member no longer wishes to provide services consistent with achieving the GatewaySCV Purpose and the GatewaySCV Annual Plan. ii. The member cannot provide services that address the needs identified in the GatewaySCV adult education plan. iii. The member has been consistently ineffective in providing services that address the needs identified in the GatewaySCV Plan and reasonable interventions have not resulted in improvements. The member must return unused Allocation to the fiscal agent within 15 days of written notification of forfeiture of funds if the Member is deemed ineffective. As outlined in Article II, Section 4, the Board will determine how to redistribute forfeited Allocation funds.

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. *

There are revisions pending to this document per our last Board meeting. Those revisions will be made and posted on our website by May 17, 2022.

Link to bylaws: <https://www.gatewayscv.org/wp-content/uploads/2016/07/GatewaySCVBylawRevision2.0ApprovedJuly30.2020.pdf>

Member Agencies

Member Agency	Member Type	Contact	Phone
Santa Clarita CCD	District	Kim Haglund	(661) 904-3054
William S. Hart Union High	High School District	Donna Manfredi	(661) 645-8179

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)).

Santa Clarita CCD - Member Representative

Kim Haglund

GatewaySCV Coordinator

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Approved by Kim Haglund

04/30/2022 03:47 PM PDT

William S. Hart Union High - Member Representative

Donna Manfredi

Principal

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Approved by Donna Manfredi

04/30/2022 05:04 PM PDT



California
Community
Colleges

