

CAEP  
CFAD

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## 55 Santa Clarita Valley Adult Education Consortium

CONSORTIUM APPROVED

2024-25

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 55 Santa Clarita Valley Adult Education Consortium

**Funding Channel:** Direct Funded

**Narrative:** The Annual and Three-Year Plans for GatewaySCV address community need in many areas, including educational attainment, pathways between members, student and community-facing communications, as well as data elements to better capture outcomes at the community college. The planned allocations are in direct alignment with consortium goals, allowing members to focus on partnership, staffing, curriculum development, and other key areas integral to the success of current and possible students. As the only community college and high school district in the service area, it is vital our Districts work collaboratively to achieve outcomes, and our goals will enable us to develop strategies which enhance equity, access, and comprehensive adult education in the Santa Clarita Valley. Practitioners and experts in adult education take many forms, and our combined faculty and staff will be utilizing funds to enhance all programs, training, and staffing needs. According to the Claritas data received by College of the Canyons for the Santa Clarita Valley Adult Education Consortium, or GatewaySCV, and roughly 11% percent of adult residents in our valley have less than a high school diploma, and 10% of adults have limited English proficiency. In addition, nearly 13% of adults in the valley are fully unemployed as of the last data set. This all speaks to substantive demand for our two agencies to collaborate and align in the most proficient manner possible to quickly yet strategically launch new opportunities and expand upon existing adult education programs to a larger number of residents in the valley. To accomplish this, funding will be devoted to data integrity, pathway mapping, transitions services, identifying gaps to increase outcomes, among other identified items in the Annual and Three Year Plans.

**Changes:** No Changes

### Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Santa Clarita CCD	\$492,187	\$487,815	\$442,679
William S. Hart Union High	\$1,105,935	\$1,096,934	\$1,006,000
<b>Total Allocated to Members</b>	<b>\$1,598,122</b>	<b>\$1,584,749</b>	<b>\$1,448,679</b>
<b>Total CAEP Funds</b>	<b>\$1,598,122</b>	<b>\$1,586,069</b>	<b>\$1,465,597</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$1,320</b>	<b>\$16,918</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 \***

20%

**Corrective Action Fiscal Reporting Quarterly Thresholds**

If member carryover is over the threshold set below, a corrective action narrative will be required to complete.

	Q1	Q2	Q3	Q4
% of Carryover Threshold	30%	25%	20%	20%

**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? \***

Our bylaws indicate how governing Board members are established, how they vote, and what if any proxy terms are permitted. In addition, the available funds will be reported within NOVA reporting systems, and they will be evaluated by NOVA and reported to voting entities.

**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? \***

Our bylaws indicate how governing Board members are established, how they vote, and what if any proxy terms are permitted. Any potential new member will be incorporated into the Board structure.

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

A Management Team exists, consisting of individuals from each member, who meet and communicate in order to evaluate program progress, data, expenditures, and who are also tasked with strategizing prior to Board meetings to discuss possible gaps in service, community need, and overall consortium efficacy

**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? \***

As one of the few two-member consortium, this model was built in to our bylaws in alignment to applicable state laws, and (AB86, AB104, AB2257, AB1491 etc.) is reviewed annually.

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

In open, properly noticed public meetings of the consortium at which members of the public may comment, in order to avail any community member a chance to extend their voice, public notice shall be posted in order to give community members a voice. Board meetings will be posted publicly on each member's website as well as the consortium website. Community questions will be encouraged, and questions may be sent to the Coordinator for incorporation into the Board agenda following time frames allowed through the Brown Act.

**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. \***

Public notices at the physical locations of each member will be posted. Additionally, the information will be available on the consortium website and each individual member's websites. The notices will be in compliance with the Brown Act. All questions provided to the Coordinator by the public shall be incorporated into the Board agenda with instructions, any pertinent limitations of content or time, or answered by the Team as a whole.

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

A summary of comments submitted by members of the public will be recorded in the meeting minutes and distributed publicly on the Consortium website. All public comments will be included in the GatewaySCV Board Meeting Minutes. Community partners and other entities are invited and encouraged to participate in all Consortium meetings. GatewaySCV may encourage membership to benefit the region as appropriate until a formal partnership can be established. Regularly scheduled planning meetings will held with community stakeholder agencies and invitations may be sent in advance.

**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 GatewaySCV Adult Education Consortium will annually approve the distribution schedule pursuant to Section 84913 with a simple majority vote. In accordance with the California Adult Education Program (formerly AEBG) and the GatewaySCV Governance Plan, a majority vote will be needed for the passage of any motion. The vote(s) of each official designated member shall be recorded as cast. The names of the members making and seconding each motion shall be recorded in the Consortium Minutes. The distribution schedule will follow the funding priorities as specified in the GatewaySCV Comprehensive Regional Plan(Three-Year Plan), applicable law, and will be submitted via the annual CFAD

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

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 CAEP allocations 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, or 100% of a two-member consortia.

**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? \***

According to our bylaws, members may petition to join, may leave upon request, and may be dismissed as ineffective members. Currently, the consortium consists of two members; should membership increase, those members in excess of two Members can voluntarily leave the consortium but must provide written notice thirty (30) days prior to vacating. Any member that voluntarily chooses to leave the consortium must return its Allocation to the fiscal agent within 15 days of the effective date of leaving, or as stipulated in Article IX, Section 1. The GatewaySCV Executive Board (described in Article III) will determine how to redistribute the Allocation returned by the departing member. The decision to add a new member require a 100% majority vote. The decision to remove a current member requires each Representative (as defined in Article III, Section 1) to obtain the acknowledgement and approval from the Superintendent/President of the member institution. Vote for approval to remove a member must be a two-thirds majority should additional members be added.

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

The GatewaySCV consortium has defined "excessive" Member carryover to be 20% or more for each member, and all agree to review financial submissions on a quarterly basis.

**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? \***

Should the consortium decide to indicate an individual carryover threshold, that will be monitored through NOVA and reported back to members and the Board. This will be incorporated into our bylaws should the consortium decide to assign an individual carryover threshold for each member.

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

GatewaySCV relies on the CAEP Assurances for effectiveness. If a member has been consistently ineffective in providing services that address the needs identified in the consortium plan and reasonable interventions have not resulted in improvements, that member may be deemed ineffective.

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

The member may be removed if the member has been consistently ineffective in providing services that address the needs of our community as identified in the Annual and Three Year Plan(s).

**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. \***

[Link to Bylaws](#)

## 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	Bryan Wilson	(661) 253-0583 ext: 105

## 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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**Carolyn Shaw**  
 Director, Grants and Categorical Accounting  
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 Dean, Academic Innovation and Continuing Education  
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**Jason Hinkle**  
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Approved by Ms. Carolyn Shaw

04/29/2024 06:17 PM PDT

#### William S. Hart Union High - Member Representative

**Bryan Wilson**  
 Principal  
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**Carolyn McMahon**

Account Technician II

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Approved by Bryan Wilson

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