

California Adult Education Program : CFAD : 2022-23 Produced: Apr 28, 2022, 08:10 PM UTC Devon Smith

## 56 Santa Monica Regional Consortium for Adult Education

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 56 Santa Monica Regional Consortium for Adult Education

**Funding Channel:** Direct Funded

**Narrative:** The planned CAEP allocation is consistent with the SMRC for Adult Education current three-year plan and annual plans as funds will be utilized to continue to support noncredit and adult education marketing and outreach, partnership discussions and collaborative programs, curriculum development and alignment, digital literacy, technology, virtual and in person student support services, professional development, and staff support to fulfill SMRC for Adult Education activities in alignment with CAEP objectives. Thus, the SMRC for Adult Education seeks to become the regional hub for literacy, secondary education, and workforce preparation for adult learners. Through basic skills and vocational education, training and support services that align with the SMMUSD/Adult Education Center and SMC Noncredit Programs, and in collaboration with regional community and industry partners i.e. AJCC/JVS WorkSource Center in Culver City and the City of Santa Monica adult learners will be provided services and academic programs for career development, college preparation, and job placement. Through short-term vocational and workforce preparation training, adult learners will become prepared for mid-level or higher employment in high demand/high growth industries. The Consortium will explore and potentially develop robust short-term vocational, ESL, immigrant education, workforce skills for disabled learners and English and math (ASE) to meet regional workforce needs to aid the regional economic recovery efforts. With continued efforts in marketing and outreach opportunities (virtual and in person), coupled with intentional collaborative efforts with key partners, the Consortium will continue to increase program awareness and growth. Existing and emerging programs will be strengthened by consortium members' collaborative efforts with support from teachers/faculty in various disciplines/departments as well as support and referrals from/to community and industry partners. The Consortium will continue to operate in alignment and share performance/outcomes data to better inform instruction and student services in order to ensure accelerated progression through all programs and will hold joint professional development opportunities to help inform those efforts. The Consortium seeks to increase adult learner employment through assessment, orientation, counseling and follow-up services provided by student services; development and implementation of CAEP noncredit allowable curriculum/programs; and creation of new career pathways from SMMUSD-AEC basic skills and secondary education to SMC noncredit and/or credit programs ultimately to career. Consortium members will operate with the goal of sustained integration of services between its member organizations. Allocation will be divided equally between both members.

**Changes:** No Changes

### Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Santa Monica CCD	\$483,716	\$436,750	\$441,333
Santa Monica-Malibu Unified	\$787,862	\$740,895	\$745,478
<b>Total Allocated to Members</b>	<b>\$1,271,578</b>	<b>\$1,177,645</b>	<b>\$1,186,811</b>
<b>Total CAEP Funds</b>	<b>\$1,271,578</b>	<b>\$1,207,233</b>	<b>\$1,160,242</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$29,588</b>	<b>\$-26,569</b>

### 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? \***

Each member is responsible for preparing budget reports to distribute and discuss at each public general consortium meeting. Additionally, at the end of each semester each Co-Director is responsible for providing the general meeting a presentation on the progress of activities and expenditures.

**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? \***

Each member district (SMC and SMMUSD) is represented by one Co-Chair, one Co- Director, Co-Faculty Lead, and one Administrative Assistant or clerical staff. Generally, the Co-Chairs are the Dean of Noncredit (SMC) and designated SMMUSD administrator determined by the SMMUSD Assistant Superintendent; the Co-Project Directors are the Project Manager of Noncredit Initiatives (SMC) and the Principal of the Adult Education Center (SMMUSD); Faculty Leads includes one noncredit faculty (SMC) and one adult education teacher (SMMUSD); and the Administrative Assistants or clerical support staff are classified professionals directly supporting noncredit (SMC) and adult education (SMMUSD) administrators.

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

All decisions under the jurisdiction of Consortium Board Members will be decided by a simple majority vote unless otherwise indicated in these by-laws. It is suggested that whenever possible Board Members strive for unanimous decisions as a demonstration of consortium cohesion and collaboration. Decision making is through consensus. Discussion of issues continues until all members are able to accept the decision. If, for any reason, consensus is not reached:

- a) The Co-Chairs will be charged to negotiate a solution.
- b) The Co-Chairs will bring back resolution to the remaining Governing Board Members for consensus.

**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? \***

As a two member consortia, consisting of one adult school and one noncredit program consensus is easily achieved.

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

To assure that guided principles are adhered to for all decisions:

- The consortium announces meetings and invite public comment on each meeting agenda, through the members' own communication channels and protocols, minutes and other supporting documents are posted on the Consortium website. Public comment will be requested directly from the students, faculty, staff, essential community-based partners, and other critical stakeholders. In these formal meetings, the Governing Board will follow public meeting motions, and discussion. In these formal meetings public comment, written in advance or received in person, will be sought and carefully reviewed.
- Post decision-making meeting notices and agendas on the Consortium website and disseminate to partners, stakeholders, and interested parties; For these formal meetings, the minutes, and supporting documents will be posted on the SMRC website no later than one business/work week before the next meeting date. Meeting agendas and supporting documents will be disseminated to all interested parties with the explicit intention of eliciting public comment.

**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. \***

Meeting notices and agendas on the Consortium website and disseminate to partners, stakeholders, and interested parties; For these formal meetings, the date, time, location, agendas, minutes, and supporting documents will be posted on the SMRC website no later than one business/work week before the meeting date. Meeting agendas and supporting documents will be disseminated to all interested parties with the explicit intention of eliciting public comment. SMC Noncredit Initiatives sends invitation to public meetings to all noncredit instructors and students to encourage community participation. All public meeting agendas include a portion dedicated to public comment.

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

Comments submitted by members of the public are accounted in meeting notes and distributed the the publicly through the SMRC website and also provided to interested parties when upcoming public meeting agendas are disseminated.

**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. \***

Intentional outreach to community partners and industries is made to encourage their participation in general consortium meetings. The structure of these public meetings is designed to engage all participants in dialogue and decision making. For those parties that are unable to attend public meetings, partners are encouraged to meet with governing board leadership. Information and planning made in these separate meetings is discussed at the future general meeting.

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

As a direct funded consortia, individual members are responsible to oversee their funds based on the approved distribution schedule.

**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? \***

Motion for changes in membership must be brought to SMRC governing board leadership. Each Co-Chair will be responsible for making recommendations to their respective Board of Trustees for final approval.

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

Each member is responsible for preparing budget reports including carryover reports to distribute and discuss at each public general consortium meeting. As direct funded members with different district policies, each member is responsible for spending down funds the CAEP deadlines. As a direct funded consortium, each respective member is responsible for administering and monitoring their carryover. Great care is made to not have carryover funds. Near the end of the fiscal year plans will be made to expend any anticipated carryover funds. In the event that a member is unable to spend carryover, the motion would be brought to the governing board leadership. Each Co-Chair would submit their recommendations to their respective Board of Trustees.

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

Each member is responsible for preparing budget reports including carryover reports to distribute and discuss at each public general consortium meeting. As direct funded members with different district policies, each member is responsible for spending down funds the CAEP deadlines. As a direct funded consortium, each respective member is responsible for administering and monitoring their carryover. Great care is made to not have carryover funds. Near the end of the fiscal year plans will be made to expend any anticipated carryover funds. In the event that a member is unable to spend carryover, the motion would be brought to the governing board leadership. Each Co-Chair would submit their recommendations to their respective Board of Trustees.

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

Member effectiveness is defined as each member agency having designated officials in the roles of Co-Chair, Co-Director, Faculty-Co Leads and having those representatives be active in decision making and activities of the Santa Monica Regional Consortium for Adult Education. As a direct funded consortia, each member is responsible for the monitoring and timely submission of financial and programmatic reports.

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

As a direct funded two- member consortia, consisting of one adult school and one noncredit community college program, self-assessment is utilized to address member effectiveness. Member effectiveness is measured by having members represented by an official designated by each district that are committed to creating programs and support for adult learners and reporting any funds available to them for the purposes of adult education. Effective members are active contributors in SMRC meetings and events. Effective members submit all required CAEP reporting deliverables in a timely manner. In the event of disagreement, the Co-Chairs are responsible for reaching a solution and making any needed recommendations to their respective Board of Trustees.

**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. \*

[SMRC Governing Board Bylaws](#)

## Member Agencies

Member Agency	Member Type	Contact	Phone
<a href="#">Santa Monica CCD</a>	District	Scott Silverman Ed.D.	(310) 434-4370
<a href="#">Santa Monica-Malibu Unified</a>	Unified School District	Anthony Fuller	(310) 392-2494

## 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)).

<p><b>Santa Monica CCD - Member Representative</b></p> <p><b>Scott Silverman</b>          Dean, Noncredit &amp; External Programs  <a href="mailto:silverman_scott@smc.edu">silverman_scott@smc.edu</a>          (310) 434-4370</p> <p><b>Ashley Mejia</b>          Project Manager, Co-director  <a href="mailto:mejia_ashley@smc.edu">mejia_ashley@smc.edu</a>          (310) 434-4383</p>
<p>Approved by Ashley Mejia</p>
<p>04/28/2022 09:52 AM PDT</p>

<p><b>Santa Monica-Malibu Unified - Member Representative</b></p>
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Approved by Dr. Devon Smith

04/28/2022 01:10 PM PDT



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