

60 Solano Adult Education Consortium CERTIFIED

Allocation Amendment: 2024-25

Allocation Amendment Summary

Fiscal Declaration

The Fiscal Declaration information in this section has been provided as a courtesy. It has not been changed since CFAD has been approved by the Member Representatives.

Consortium Name: 60 Solano Adult Education Consortium

Funding Channel: Direct Funded

Narrative: Solano Adult Education Consortium (SAEC) developed its 2023-24 Annual Education plan to build upon the successes of the first 12 months of its three-year plan. The three-year plan goals include: (1) Increase marketing and outreach efforts to increase enrollment; (2) Increase support for undocumented students; (3) Develop and implement dual enrollment; (4) Develop pathways to employment; (5) Develop data driven solutions for the consortium; (6) Collaborate to offer consortium wide professional development opportunities. The SAEC 2023-24 Annual Education plan emphasized increased marketing, collaboration, and outreach efforts to: (1) Restore enrollment above pre-pandemic levels. (2) Adjust course offerings to better match student needs and interests. (3) Develop and implement dual enrollment. (4) Prioritize data driven solutions. During the 2023-24 program year the Consortium achieved several significant regional accomplishments: (1) Several successful marketing campaigns have restored enrollment beyond pre-pandemic levels by the end of Q3. This included four months of on-bus advertising, social media and Google Business analytics, and leveraged regional partnerships. CALRegional produced a awareness video featuring four adult ed students learning healthcare skills which was shared at a CCAE regional meeting. The consortium website showcases our schools and their innovative CTE classes. Student inquiries are shared with schools. A one-page "Fact Sheet" about our consortium's students and programs was created and will be shared with future stakeholders. The consortium manager and team from Fairfield-Suisun Adult School participated in two annual Legislative Day events in Sacramento, and met with Solano county legislators to emphasize how workforce development, apprenticeships, and adult education are aligned together. (2) Based on hundreds of student survey responses, additional ESL classes were added on evenings and Saturdays. High school administrators requested an ESL program be hosted at their campus for parents -- a successful program which continues to grow. Our adult ed campuses offer supportive services including access to free mental health counseling, childcare, a food closet, supplies, and loaner textbooks and technology devices. All aspects of our programs are evaluated with a lens of equity to make sure our students are given the supports they need to be successful. (3) In addition to the quarterly Data and Accountability Workgroup meetings, a new "Counselors' Council" monthly webinar was launched. This regional zoom meeting allows collaboration between counselors and transition/career navigators from K12, Adult Ed, Solano College, the Solano Workforce Development team, and outside agencies. Although the dual enrollment and career ladders project has been slow to make progress, other projects supporting students transitioning to college which had been sidelined due to the pandemic are being reinstated. This included: a campus tour for adult ed students in March 2024, planned onsite visits from the college outreach team to the adult ed schools, and strengthened relationships with several new staff members at Solano College who can assist the SAEC counselors with questions about admissions, financial aid and student services. (4) SAEC will continue to explore ways to collaborate with the Solano Workforce Development Board to identify job markets and promising career pathways for our students.

Changes: The 2024-25 fiscal year represents an intentional, strategic shift to return to state-mandated fiscal guidance where all members are given allocations based on a historically-recognized percentage, based on the 20-21 and 21-22 program years. The SAEC's preliminary allocation for the FY 2023-24 is \$4,862,938 which includes the proposed COLA of \$36,677 (.007599 %) which has been applied proportionally to all SAEC members allocation percentages. Please see the table below for a detailed accounting of the SAEC's fiscal year 2024-25 allocations. In the past years, consortium common cost funds may have been

moved via CFAD allocation between agencies acting as the AU. This could have thrown off the percentages established with the state for at least the past two years. To rectify this, the SAEC Board members have worked with our CAEP-assigned technical assistance consultant and the CAEP TAP Office, reviewing consortium emails dating back to 2021, and have adopted the percentages from 2020-21 as the new consortium distribution baseline. This was presented to members during a public meeting April 19, 2024, discussed at length, and voted to be our funding process in this 24-25 CFAD. Common Cost funding: Last year, the annual 2023-2024 common cost amount allocation per the CFAD was \$113,348, voted and approved by members in April 2023. It was allocated in full to SCOE in the CFAD -- as it was in 2022-23 (which caused a slight deviation in agency percentages). In August 2023, the consortium voted to change the AU from SCOE to Vallejo, and a part-time Consortium Manager was hired by Vallejo City USD. The common cost funds pay for the Consortium Manager's salary plus consortium-related expenses, GoDaddy website fees, and indirect costs. The 2024-2025 common cost amount is expected to be the same, \$113,348, based on a discussion April 19, 2024, during a public SAEC Board meeting, but not voted on due to lack of quorum. Vallejo will cover the common cost out of their allocation of funds for 24-25.

Amended Member Allocations for 2024-25

Type of allocation amendment *

May revise

Explanation for amendment *

This amendment documents the disbursement of \$14,967 to all members of the Solano Adult Education Consortium . All members received an email notification from the CAEP office, dated July 11, 2024, regarding the 2024 May revise and COLA. The State Legislature passed the 2024-25 budget bill that provides a \$6.9 million Proposition 98 increase to support a 1.07% cost-of-living adjustment (COLA) for the California Adult Education Program. The individual distribution amounts were calculated by the CAEP office, and are based on the historical percentages documented in our 2024 CFAD. This allocation amendment was prepared following guidance shared during a webinar hosted by CDE, the CAEP office, and the CCCCCO office on July 30, 2024.

References:

Allocation details: <https://caladulted.org/DownloadFile/1356>

Notification letter: <https://caladulted.org/DownloadFile/1355>


Member Agency	Amended Allocation	Adjustment Made
Benicia Unified	\$187,049	\$574
Fairfield-Suisun Unified	\$2,039,132	\$6,257
Solano CCD	\$46,096	\$141
Total Allocated to Members	\$4,877,904	
Total CAEP Funds	\$4,877,904	
Total Remaining (Must be \$0)	\$0	

Member Agency	Amended Allocation	Adjustment Made
Solano Co. Office of Education	\$26,793	\$82
Vacaville Unified	\$598,781	\$1,837
Vallejo City Unified	\$1,980,053	\$6,075
Total Allocated to Members	\$4,877,904	
Total CAEP Funds	\$4,877,904	
Total Remaining (Must be \$0)	\$0	

Member Agencies

Member Agency	Member Type	Contact	Phone
Benicia Unified	Unified School District	Erica Dudley	(707) 747-8367
Fairfield-Suisun Unified	Unified School District	Elizabeth Kolakoski	(707) 421-4155
Solano CCD	District	Lisa Neeley	(707) 864-7000 ext: 7287
Vacaville Unified	Unified School District	Tiffany Donahue	(707) 453-6018 ext: 1122
Vallejo City Unified	Unified School District	Laura Dutch	(707) 556-8850
Solano Co. Office of Education	County Office of Education (COE)	Siobhan Dill	(707) 399-4867

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)).

Certification

Solano CCD - Member Representative
Lisa Neeley

Dean
lisa.neeley@solano.edu
(707) 864-7000 ext: 7287

Sylvia Ramirez
sylvia.ramirez@solano.edu
(707) 864-7000 ext: 4508

Janice David
Accountant
janice.david@solano.edu
(707) 864-7000 ext: 4527

Approved by Lisa Neeley

08/23/2024 02:43 PM PDT

Solano Co. Office of Education - Member Representative

Siobhan Dill
Executive Director, Specialized Services
sdill@solanocoe.net
(707) 399-4867

Approved by Siobhan Dill

08/16/2024 11:36 AM PDT

Benicia Unified - Member Representative

Erica Dudley
Director
edudley@beniciaunified.org
(707) 747-8367

Charles Bickel
Accounting Supervisor
cbickel@beniciaunified.org
(707) 748-2632

Approved by Charles Bickel

08/02/2024 03:36 PM PDT

Fairfield-Suisun Unified - Member Representative

Elizabeth Kolakoski

Principal
elizabethk@fsusd.org
(707) 421-4155

Approved by Elizabeth Kolakoski

08/02/2024 03:35 PM PDT

Vacaville Unified - Member Representative

Tiffany Donahue
Adult Education Principal
tiffanyd@vacavilleusd.org
(707) 453-6018 ext: 1122

Approved by Tiffany Donahue

08/14/2024 11:14 PM PDT

Vallejo City Unified - Member Representative

Laura Dutch
Principal
ldutch@vcusd.org
(707) 556-8850

Approved by Laura Dutch

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