

San Diego Adult Education Regional Consortium (SDAERC) Agenda

Date: July 8, 2020

Time: 3:00-4:00

Location: Online Zoom

Teleconference Access: <https://cccconfer.zoom.us/j/92231123314>

Or Telephone: +1 669 900 6833 (US Toll) Meeting ID: 922 3112 3314

| <u>Agenda Item</u> | <u>Lead/Presenter</u> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Call to Order | All |
| 2. Adoption of Agenda & Selection of Chair | All |
| 3. Public Comment | |
| 4. Consent Items: Approval of Minutes | All |
| 5. Action Items: | |
| a. Revised PY 20/21 Allocation | Kelly Henwood, SDCE |
| 6. Discussion Items: | |
| 7. Presentation Items: None | |
| 8. Information Items | |
| a. Standing Student Services Update | Esther Matthew, Dean of Counseling, SDCE |
| b. Upcoming Due Dates | Kelly Henwood, SDCE |
| Adjournment: Next Meeting, July 16th 3-4:30 | |
| <u>SDAERC Indicators of Success</u> | |
| <ul style="list-style-type: none"> ▪ Increase referrals ▪ Increase enrollments ▪ Increase retention ▪ Increase student supports ▪ Increase completions ▪ Increase transitions ▪ Incorporation of Pathways pillars ▪ Incorporation of LMI ▪ Increase placements ▪ Increase recognition and awareness ▪ Improve accessibility | <ul style="list-style-type: none"> ▪ Increase relationships and partnerships ▪ Creation of a research agenda ▪ Overcome data reporting challenges ▪ Leveraging resources ▪ Shared Professional Development ▪ Increase knowledge about CAEP priorities ▪ Increase use of effective practices ▪ Increased use of technology ▪ Continued capacity for reporting and accountability ▪ Continued capacity for management, communications, and governance |

Approved SDAERC Annual Meeting Calendar PY 20/21

Action & Discussion: According to the SDAERC Governance Charter, the SDAERC shall adopt an annual meeting calendar.

Meetings are proposed to continue to take place bi-monthly meetings, every other month, for a total of 6 regular meetings a year on the third Thursdays from 3:00 – 4:30.

SDAERC shall discuss if this is an adequate amount of regular meetings with the option of adding special meetings as needed. Location of the meetings will also be discussed.

Proposed PY 20/21 Meeting Calendar:

- Thursday, July 16th, 2020
- Thursday, September 17th, 2020
- Thursday, November 19th, 2020
- Thursday, January 21st, 2020
- Thursday, March 18th, 2020
- Thursday, May 20th, 2020

Location*:

Consortium meetings shall take place in accordance with the Public Meetings Act as described by the [State CAEP Office](#) to comply with legislative requirements of AB 104. and shall be accessible online format in addition to in-person, face-to-face meetings when permitted by both member agency institutions.

Face-to-face meeting locations shall revolve between SDCE Educational Cultural Complex (ECC) in the Professional Development Conference Room at SDCE Administrative Headquarters on 4343 Ocean View Blvd., San Diego, CA 92113 and an SDUSD site to be determined.

**unless otherwise noticed*

Remote Access: As allowed by bylaws, all meeting will be accessible via teleconference Join from PC: <https://cccconfer.zoom.us/j/95364392008>

Or Telephone:

+1 669 900 6833 (US Toll)

Meeting ID: 953 6439 2008

Special Meetings: SDAERC shall hold regular meetings with the option of adding Special Meetings as needed. Special Meetings may be planned as requested by the SDAERC, including meetings needed to accomplish tasks and deadlines as determined by the State CAEP Office.



July 1, 2020

To: Adult Education Consortium Directors and Members

From: The California Adult Education Program Office (CAEP)

Subject: CAEP 2021 Final Allocations by Consortia

[Here is the link](#) to the draft 2020-21 final allocation for CAEP by regional consortia. The Governor signed a 2020-21 budget that gave CAEP an additional **\$54,356,000**. The additional funds will be added to the approved May Revise reduction in NOVA. Please review the attached amount for your consortium and let TAP know if you have any questions or concerns.

The State CAEP Office plans to upload the increased amount listed on the attached sheet in NOVA by tomorrow – July 2, 2020. It is critical, especially for direct funded consortia, that you meet and agree to the allocation amounts, by member, as soon as possible. The state will need to lock in this amount for the disbursement schedules due in early July.

Consortia will have until August 14, 2020 to complete the allocation amendment in NOVA. However, direct funded consortia will need to let me know as soon as possible if you agree to the allocation amounts, by member. Remember, education code still applies for member reductions or increases (see EC 84914).

With good news, always comes more work!!!

Neil



SDAERC
PY 20/21 (Year 6) Allocation Trends

| Member Level | PY 15/16 Allocation | PY 16/17 Allocation | PY 17/18 Allocation | PY 18/19 Allocation | PY 19/20 Allocation* | PY 20/21 Allocation** | PY 20/21 Proposed Revised Allocation*** | PY 20/21 Final Revised Allocation+ | Change from previous year + (-) |
|----------------------------------------|------------------------|------------------------|------------------------|------------------------|-------------------------|--------------------------|--------------------------------------------------|------------------------------------------|----------------------------------------|
| SDUSD | \$ 1,580,628 | \$ 1,621,739 | \$ 1,621,739 | \$ 1,159,189 | \$ 1,196,978 | \$ 1,224,388 | \$ 1,076,169.50 | \$ 1,196,978 | \$ - |
| SDCE | \$ 2,752,360 | \$ 2,823,332 | \$ 2,823,332 | \$ 3,477,562 | \$ 3,590,933 | \$ 3,673,165 | \$ 3,228,508.50 | \$ 3,590,933 | \$ (0) |
| Total Consortium Allocation | \$ 4,332,988 | \$ 4,445,071 | \$ 4,445,071 | \$ 4,636,751 | \$ 4,787,911 | \$ 4,897,553 | \$ 4,304,678 | \$ 4,787,911 | \$ (0) |
| CFAD Breakout∞ | | | | | | | | | |
| SDUSD | 25% | | | | | | | | |
| SDCE | 75% | | | | | | | | |

*represents a 3% COLA increase

**represents a 2.29% COLA increase

***represents a 12.105% reduction proposed 2020-21

(+) adding back funds to CAEP Consortia as allocated by the

∞approved by Consortium March 2018

| | CASAS Q2 Report (students in services) | |
|-----------------------------------------------------------------|----------------------------------------------|------------------|
| Students Served | | % Of Enrollments |
| SDUSD | 501 | 2% |
| SDCE | 22637 | 98% |
| Total Students Served by Consortium PY 17/18 | 23138 | |

CAEP Allocation Amendment: 2020-21 Produced: Jul 8, 2020, 09:14 PM UTC Kelly Henwood

48 San Diego Adult Education Regional Consortium

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: 48 San Diego Adult Education Regional Consortium

Funding Channel: Direct Funded

Narrative: The SDAERC is using an annual allocation method based on a percentage split that was developed when the consortium was first formed: SDCE receiving 75% of the funding allocation and SDUSD receiving 25% of funding allocation. This allocation takes into consideration the size of the Adult Education programs offered by each member in terms of the number/percentage of students. Consortium member data shows that SDCE is currently serving approximately 98% of the total Consortium headcount being reported to CAEP. Additionally, the SDAERC has acknowledged funding levels needed to maintain and sustain AE programming with SDUSD. The SDAERC planned allocation to members is based upon the budgeted and planned expenditures that utilize funds efficiently and that are justifiable and reasonable.

Changes: No Changes

Member Allocations for 2020-21

| Member Agency | Current Allocation | Proposed Allocation | Adjustment |
|-------------------------------|--------------------|---------------------|------------|
| San Diego CCD | \$3,228,508 | \$3,590,933 | \$362,425 |
| San Diego Unified | \$1,076,170 | \$1,196,978 | \$120,808 |
| Total Allocated to Members | \$4,304,678 | \$4,787,911 | |
| Total CAEP Funds | \$4,787,911 | \$4,787,911 | |
| Total Remaining (Must be \$0) | \$483,233 | \$0 | |

Member Agencies

| Member Agency | Member Type | Contact | Phone |
|-----------------------------------|-------------------------|---------------|----------------|
| San Diego CCD | District | Kelly Henwood | (619) 388-4896 |
| San Diego Unified | Unified School District | Lance Larson | (858) 503-1744 |

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)(ii)).
- 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)).

San Diego CCD - Member Representative

Kelly Henwood

Special Projects Manager

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(619) 388-4896

Michelle Fischthal

Vice President of Instruction

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Approved by Kelly Henwood

05/22/2020 02:11 PM PDT

San Diego Unified - Member Representative

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Approved by Michael Reynolds

05/29/2020 01:21 PM PDT



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NOVA Site Version: [4.20.1](#)

AEP Due Dates

* Items with an asterisk are consortium deliverables

June 2020

- **Jun 1:** 18/19 and 19/20 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q3)
- **Jun 30:** End of Q4

August 2020

- **Aug 1:** Student Data due in TOPSPro (Q4) FINAL
- **Aug 15:** Annual Plan for 2020-21 due in NOVA

September 2020

- **Sep 1:** 18/19 and 19/20 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2019 to June 30, 2020 expenses by program area due (estimates only) in NOVA
- **Sep 30:** 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q4)
- **Sep 30:** 20/21 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

October 2020

- **Oct 30:** 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- **Oct 31:** Student data due in TOPSPro (Q1)

December 2020

- **Dec 1:** July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- **Dec 1:** 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1)
- **Dec 31:** 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2