

CONSORTIUM FISCAL ADMINISTRATION DECLARATION

SONOMA COUNTY ADULT EDUCATION CONSORTIUM

CONSORTIUM INFORMATION

Organizational Information

Consortium Name	61 Sonoma
Long Name	Sonoma County Adult Education Consortium
Short Name	Sonoma
Address	1501 Mendocino Avenue Attn: Adult Education Office Santa Rosa, CA 95401
Website	sonomacountyadulthoodeducation.org

Reporting Period

Start Date	07/01/2016
End Date	06/30/2017
2015 - 16 Grant Period	
2015 - 16 Grant Number	15-328-59

Consortium Administration

Primary Contact(s)	Miller, Nancy <i>Director, Regional Adult Education Planning</i> (707) 527-4720 nmiller@santarosa.edu
	Waxman, Carol <i>Principal</i> (707) 778-4766 cwaxman@petk12.org
	Jackson, Stephen <i>Director, Career Technical Education Support Services</i> (707) 524-2720 sjackson@scoe.org

MEMBERS

Member Name	Contact(s)	District / LEA Code
Windsor Unified School District	Saxon, Lisa (707) 837-7701 lsaxon@wusd.k12.ca.us	75358
Sonoma Valley Unified School District	Touhy, Paul (707) 935-6087 ptouhy@sonomaschools.org	70953
Santa Rosa City Schools	Romo-Flores, Aracely Director, Elementary Education (707) 528-5181 aromoflores@srcs.k12.ca.us	70920
Petaluma Joint Union High School District	Waxman, Carol Principal, Petaluma Adult School (707) 778-4604 cwaxman@petk12.org Waxman, Carol Principal (707) 778-4766 cwaxman@petk12.org	70862
Sonoma County Office of Education	Jackson, Stephen Director, Career Technical Education Support Services (707) 524-2720 sjackson@scoe.org Jackson, Stephen Director, Career Technical Education Support Services (707) 524-2720 sjackson@scoe.org	10496
Sonoma County Community College District	Roberts, Douglas Vice President of Business Services (707) 527-4421 droberts@santarosa.edu Miller, Nancy Director, Regional Adult Education Planning (707) 527-4720 nmiller@santarosa.edu Jolley, Kate Director of Fiscal Services kjolley@santarosa.edu Cummings, Victor (707) 527-4615 vcummings@santarosa.edu	00260

FISCAL MANAGEMENT

Funding Channel

The consortium has chosen direct funding

Rationale

Having a direct funding model will provide money to consortium service provider members more quickly than having a fiscal agent. In the first year of the grant, funding was not distributed until the fourth quarter as MOU's needed to be developed, reviewed and signed. Since the MOE funding is included with the Consortium funding in the second year, the Petaluma Adult School will need their allocation as soon as it is released to continue regular operations. A non-fiscal MOU will still be required for each Consortium member who receives funding to ensure requirements of the grant are followed and information needed to report to the State is managed.

Approach

In a Direct Funding model, local education agencies and the Sonoma County Office of Education will maintain all of their records relating to the expenditure of funds for the AEBG. Each quarter a record of expenses will be transmitted through the Escape fiscal management system to SRJC to be rolled up into the SCAEC reporting template for submission to the State. Because each agency will be submitting their budget separately, the member and object codes will be easy to track. For the program and objective expenditure reporting, each agency will track allocations and expenditures for the categories separately, then submit to SRJC to report to the State.

Certifying Official / Coordinator

Jolley, Kate

Certifying Official / Coordinator's Email

kjolley@santarosa.edu

ALLOCATION SCHEDULE

15-16 AEBG Funds

15-16 AEBG Entitlements	\$2,360,435
15 - 16 Member Allocations	\$0

16-17 AEBG Funds

16-17 AEBG Entitlements	\$2,409,227
16 - 17 Member Allocations	\$2,409,227

MEMBER ALLOCATIONS

#	Member Name	Consortium Allocations (15-16)	Consortium Allocations (16-17)
1	Windsor Unified School District		\$0
2	Sonoma Valley Unified School District	\$5,000	\$0
3	Santa Rosa City Schools	\$5,000	\$0
4	Petaluma Joint Union High School District	\$1,270,486	\$1,294,850
5	Sonoma County Office of Education	\$200,000	\$200,000
6	Sonoma County Community College District	\$879,949	\$914,377
Grand Total		\$2,360,435	\$2,409,227

Funding Changes

For the 2016-17 fiscal year, funding was allocated to the three member agencies that were providing education services throughout the county. The two LEA's who received funding in 2015-16 for professional development did not use it, since the PD days were provided by SRJC. New funding in the amount of \$48,792 was appropriated to Petaluma Adult School to develop regional child care provision, including training and supervision of staff members, and to SRJC to provide regional outreach and advertising of new and expanded courses and programs under the SCAEC.

Consensus and Approval Process

Oversight Committee members discussed the budget and program objectives at meetings on April 1 and 28. Each committee member was given the opportunity to present requests for funding/services and express concerns about service gaps or other program needs. Committee members were informed in advance of the meeting on April 28, 2016 that the budget item, including member allocations, must be approved with a unanimous vote. Members understood that allocations are determined on an annual basis, and that all parties must agree to changes in the allocation structure. The Oversight Committee acknowledged the work by the three agencies providing services and agreed that the funding should be allocated to those agencies. The members agreed to have SRJC coordinate the Consortium reports, to hire consortium staff, and to provide multi-media outreach and advertising services for all programs provided by Consortium members. Petaluma Adult School will be the primary provider of new adult basic/secondary education and high school diploma/equivalent programs at the new AE Learning Centers starting in fall 2016 in the north and east sections of the county. SRJC is the primary provider of ESL and AWD for all parts of the county except south, where services are provided by Petaluma Adult School. The Sonoma County Office of Education is taking the lead in providing Career Technical Education skill training programs. All agencies work in conjunction with one-another in the provision of regional adult programs and services.

OTHER RULES AND PROCEDURES

Additional Information

The Sonoma Valley Unified School District and the Santa Rosa City Schools District did not receive the \$5,000 allocation of funding for fiscal years 2016-17 and 2017-18, as the funding was primarily distributed for professional development, but the agencies are not providing services, and therefore, not sending teachers to training, as was the original reason for the funding distribution.

The \$10,000 was redistributed to the Sonoma County Junior College District who coordinates the professional development seminars on behalf of the consortium.

Supplementary Documentation

SIGNATURE BLOCKS

Windsor Unified School District

Saxon, Lisa

Santa Rosa City Schools

Romo-Flores, Aracely

Petaluma Joint Union High School District

Waxman, Carol

Sonoma Valley Unified School District

Touhy, Paul

Sonoma County Office of Education

Jackson, Stephen

Sonoma County Community College District

Cummings, Victor