

CONSORTIUM FISCAL ADMINISTRATION DECLARATION

SOUTH BAY ADULT EDUCATION CONSORTIUM/SOUTHWESTERN

CONSORTIUM INFORMATION

Organizational Information

Consortium Name	63 South Bay (Southwestern)
Long Name	South Bay Adult Education Consortium/Southwestern
Short Name	
Address	461 Moss Street Chula Vista, CA 91911
Website	http://adulthoodeducation.sweetwaterschools.org/south-baysouthwestern-consortium/

Reporting Period

Start Date	07/01/2016
End Date	06/30/2017

2015 - 16 Grant Period

2015 - 16 Grant Number	15-328-61
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Consortium Administration

Primary Contact(s)	Robinson, Crystal Project Director (619) 934-6300 crystal.robinson@sweetwaterschools.org
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MEMBERS

Member Name	Contact(s)	District / LEA Code
Sweetwater Union High School District	<p>Leyba, Ramon <i>Director of Adult Education</i> (619) 796-7200 ramon.leyba@sweetwaterschools.org</p> <p>McClelland, Kevin <i>Alternate</i> (619) 600-3800 kevin.mcclelland@sweetwaterschools.org</p> <p>Fulcher, Joe <i>Member Representative</i> (619) 691-5533 joe.fulcherjr@sweetwaterschools.org</p> <p>Michel, Karen <i>Chief Financial Officer</i> (619) 691-5550 karen.michel@sweetwaterschools.org</p>	68411
Coronado Unified School District	<p>Gallant, Claudia <i>Alternate</i> (619) 522-8900 cgallant@coronadousd.net</p> <p>Gallant, Claudia <i>Member Representative</i> (619) 522-8900 claudia.gallant@coronadousd.net</p> <p>Schmeichel, Shane <i>Director of Adult Education</i> (619) 522-8911 shane.schmeichel@coronadousd.net</p> <p>Schmeichel, Shane <i>Director of Adult Education</i> (619) 522-6203 shane.schmeichel@coronadousd.net</p>	68031
Southwestern Community College District	<p>Flood, Tim tflood@swccd.edu</p> <p>McClellan, Mia <i>Dean of Instructional Support Services and Continuing Education</i> (619) 482-6542 mmcclellan@swccd.edu</p> <p>Tyner, Kathy <i>Member Representative</i> (619) 482-6337 kytyner@swccd.edu</p> <p>McClellan, Mia <i>Dean, Instructional Support Services & Continuing Education/Workforce Development</i> (619) 482-6542 mmcclellan@swccd.edu</p>	00090

FISCAL MANAGEMENT

Funding Channel

The consortium has designated a fiscal agent

Rationale

The South Bay Adult Education Consortium/Southwestern chose to designate a fiscal agent rather than using direct funding for its fiscal operations for two key reasons. First, several project activities are conducted at a consortium-wide level, such as marketing to new students. Designating a fiscal agent will allow the Consortium to continue to conduct these consortium-wide activities in a collaborative manner. Second, the three consortium Members have developed a strong working relationship that is supported in part by the collaborative work done through the fiscal agency structure. The Advisory Committee and the Chief Financial Officers were concerned that moving to a direct funding structure would reduce the tendency of the Members to work collaboratively, and might negatively impact their working relationships.

Approach

The Project Director will work closely with Fiscal Agent staff to set up the budget for the AEBG, based on the expectation that funds will be paid from the State in equal monthly installments. Following the State's apportionment disbursement schedule, the Fiscal Agent will release a proportionate amount to each Member each month, within 30 days of receipt of funds from the State.

Member Districts will be responsible for monitoring their own activities and providing the Fiscal Agent with all information needed for State reporting. This includes any necessary student participation data, expenditure documentation, and any AB104 information necessary for the successful completion of AB104 mandated reports, performance measures, and program outcomes. Each Member District will designate a person with proper authority to certify all information submitted to the Fiscal Agent. The Member Districts will be responsible for program-related expenditures and will certify that expenditures are in compliance with the approved objectives, rules and regulations that govern the AEBG program.

Each Member District will separate expenditures by the seven program areas and by objective, using a template provided by the Fiscal Agent. Members will provide a listing and narrative of expenditures (by appropriate object code) as well as general ledger reports which categorize the budget and expenditures by object code for the specific reporting period. These documents will be submitted on a semi-annual basis. Each Member District will provide the Fiscal Agent with reports on AB104 expenditures and progress at least 10 days prior to the State reporting due dates.

The Project Director will review each semi-annual expenditure report to ensure that expenditures are in keeping with the expectations of the AEBG Annual Plan and budget, and will follow-up with the Member liaison with any questions. Once all issues are resolved the Project Director will approve the semiannual expenditure report and send it to the Fiscal Agent for review and payment. The Fiscal Agent will notify the Member and the Project Director if they have any additional issues to resolve as a result of their invoice review.

The Project Director will develop a revised program/Member budget based on the budget changes requested, and will review it with the Member liaisons before approving it and passing it along to the Fiscal Agent to enter the change into the grant system. Budget changes that change the program plan will be referred to the CDC for approval. The Fiscal Agent will request State approval of the change if required.

The Fiscal Agent will roll up all expenditures into a single report and provide semiannual budget updates to the Project Director. Each quarter, Member liaisons will report on their AEBG activities to the Project Director, who will use these reports as the foundation of the required semi-annual reports to the State. The Fiscal Agent will prepare the semi-annual budget reports and submit all required budget reports to the State.

Certifying Official / Coordinator

Robinson, Crystal

Certifying Official / Coordinator's Email

crystal.robinson@sweetwaterschools.org

ALLOCATION SCHEDULE

15-16 AEBG Funds

15-16 AEBG Entitlements	\$13,670,302
15 - 16 Member Allocations	\$0

16-17 AEBG Funds

16-17 AEBG Entitlements	\$13,728,936
16 - 17 Member Allocations	\$13,728,936

MEMBER ALLOCATIONS

#	Member Name	Consortium Allocations (15-16)	Consortium Allocations (16-17)
1	Sweetwater Union High School District	\$12,824,882	\$13,072,630
2	Coronado Unified School District	\$218,660	\$216,001
3	Southwestern Community College District	\$626,760	\$440,305
Grand Total		\$13,670,302	\$13,728,936

Funding Changes

Each member of the South Bay Adult Education Consortium/Southwestern will receive the same funding allocation for the 2016/2017 reporting year that they received for the 2015/2016 reporting year. Each Member will determine the specific changes within their funding allocation needed to address the activities in the annual plan. This will be reported in the 2016/2017 Annual Plan Template. The only significant changes in funding allocations will be at the consortium- wide level. In the first year, only seven months of salary and benefits for the Project Director and the Administrative Assistant were budgeted; in the second year, a full 12 months of salary and benefits will be required. Both the Project Director and Administrative Assistant are SUHSD employees, and consortium level funding is allocated to SUHSD to cover these costs. The Consortium will change the funding by object code for the consortium-wide funds to ensure that these salary and benefit requirements are met. The Advisory Committee is working to ensure that all project activities will be addressed even with changes to the consortium-wide budget allocations by object code. Several activities that were included in the year one annual plan will be completed with that year's budget allocation, freeing up funds to apply to salaries and benefits. SWC as Fiscal Agent held the consortium level funding for the 2015/2016 reporting year, whereas SUHSD as Fiscal Agent will hold the consortium level funding for the 2016/2017 reporting year. In addition, 5% admin costs were split among all three members in 2015/2016, whereas SUHSD as Fiscal Agent will keep all admin costs in 2016/2017.

The breakdown in funding in 15-16 was as follows:

SWC (member & fiscal agent): \$440,305 member allocation + \$59,560 admin costs + \$126,895 consortium level funds (for consortium level activities) = \$626,760

SUHSD (member): \$12,661,094 member allocation + \$28,700 admin costs + \$135,088 consortium level funds (for Project Director & Admin Assistant) = \$12,824,882

CUUSD (member): \$216,001 member allocation + \$2,659 admin costs = \$218,660

The breakdown in funding in 16-17 is as follows:

SUHSD (member & fiscal agent): \$12,661,094 member allocation + \$98,464 admin costs + \$313,072 consortium level funds (for Project Director, Admin Assistant, & consortium level activities) = \$13,072,630

SWC (member): \$440,305 member allocation

CUUSD (member): \$216,001 member allocation

***Consensus and Approval
Process***

The South Bay Adult Education Consortium/Southwestern chose to designate a fiscal agent rather than using direct funding for its fiscal operations. To reach this decision, the Advisory Committee reviewed the pros and cons of each structure option, and then reported their conclusions about the structural options to the Chief Financial Officers of the three Members. The three Chief Financial Officers met and discussed the fiscal agency and direct funding options in detail, and reached consensus on a recommendation that the consortium use a fiscal agent structure, and agreed that all admin costs would remain with the 16-17 fiscal agent. This recommendation was then returned to the advisory committee, which discussed it further and achieved consensus to forward this recommendation and distribution schedule to the Consortium Directors Council. The Consortium Directors Council members reviewed the recommendations from the Chief Financial Officers and Advisory Committee, and approved the fiscal agency structure and distribution schedule.

OTHER RULES AND PROCEDURES

Additional Information

The Consortium Directors Council (CDC) is the decision-making body on issues pertaining to AB104 and adult education in the region, and is responsible for approving the annual plan and budget of the consortium. The decision-making process of the South Bay/Southwestern Adult Education Consortium reflects the shared governance expectations of each Member district, wherein voting should adequately represent districts' constituent groups. For matters concerning the funding for the Consortium as a whole, Sweetwater Union High School District has three (3) votes, Coronado Unified School District has one (1) vote, and Southwestern College Community College District has three (3) votes on decisions facing the CDC. For matters concerning the Maintenance of Effort (MOE) funding, each Member that receives MOE funding, as delineated in the 2016-2017 Consortium Allocation Schedule, has full jurisdiction over the MOE funding it receives, subject to the Consortium's three-year plan and annual action plan. The Advisory Committee consists of two individuals working in adult education from CUSD, six representatives from SUHSD and six representatives from SWC. One representative from SUHSD and one representative from SWC serve as Co-Chairs of the Advisory Committee. The Co-Chairs serve as facilitators of Committee meetings. Advisory Committee representatives are named by the CDC representative from each Member. The responsibility of the Advisory Committee is discussion and making recommendations to the CDC. The Advisory Committee works to consensus through discussion; the majority rules when consensus cannot be reached. Consortium partners, interested faculty, teachers and staff, and members of the public may attend Advisory Committee meetings. The Project Director is a SUHSD administrator. The Project Director sets the agenda for Advisory Committee meetings, but does not act as a member representative. The CDC representative from each Member has identified a project coordinator from their District to serve as key contact person for implementation of activities, and to provide follow-up on communications and tasks to be completed. The three project coordinators serve as member representatives of the Advisory Committee.

Supplementary Documentation

[20162017governancerulesandprocedures.docx](#)

SIGNATURE BLOCKS

Coronado Unified School District

Signature:



Gallant, Claudia

Sweetwater Union High School District

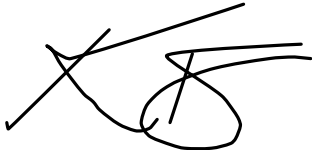
Signature:



Fulcher, Joe

Southwestern Community College District

Signature:

A handwritten signature in black ink, appearing to be 'Kathy Tyner'. The signature is stylized with a large 'K' and a circular flourish.

Tyner, Kathy