


<p>Steering Committee</p> 	<p><u>MEETING MINUTES</u></p> <p>Thursday, March 21, 2024</p> <p>12:30 p.m. to 1:00 p.m. Lunch 1:00 p.m. to 2:00 p.m. Meeting</p> <p>Location: San Mateo Adult & Career Education 789 E. Poplar Avenue San Mateo, CA</p>
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TIME:	AGENDA TOPIC:
1:00 pm	Welcome & Introductions
1:05 p.m.	Proposed New Funding Allocations Program Year 2024-2025
1:15 p.m.	New CTE Programs <ul style="list-style-type: none"> ● Sequoia Adult School ● La Costa Adult School
1:50 p.m.	Public Comments
2:00 p.m.	Adjourn

Attendees:

- Angulo, Nereida, Skyline College
- Babych, Olena, San Mateo Adult School
- Beshirs, Mark, Jefferson Adult School
- Brown, Gloria, Community Activist and Advocate
- Cervantes, Xochitl, South San Francisco Public Library
- Frye, Kathy
- Gamet, Drew, La Costa Adult School
- Garcia, Alexis, Sequoia Adult School
- Garcia, Lynette, San Mateo Career & Adult School
- Kravtsova, Marina, San Mateo Adult School
- Livingstone, Todd, Sequoia Adult School
- Ramirez, Janet, Cañada College
- Scott, Richard, Goodwill
- Sparks, Lisa, San Mateo Career & Adult School
- Torres, Stephanie, South Francisco Public Library
- Xiao, Lani, South San Francisco Adult School

ACCEL Proposed Budget Allocations 2024-2025

- CAEP funding allocations are based upon a formula that takes into consideration numbers; specifically the number of students served in the school district and adult school transfers to the community college.
- The funding allocation that the ACCEL funded members receive is used to cover expenses such as program costs (adult basic education, high school diploma, GED, HiSet, operational costs [books, materials, technology], staff salaries).
- San Mateo Adult School is ACCEL's fiscal agent; and manages the ACCEL's consortium funding allocation
- Program year 2024-25, CAEP consortias received a proposed COLA increase of \$89,511 - 0.76% increase from last program year (2023-24).
 - Uncertain if this will remain; Governor's proposed budget will be reviewed May 2024; the budget approved by the legislature will occur in July 2024
- The Brown Act requires the Consortia's proposed funding allocations be presented during a public meeting (the ACCEL Steering Committee meeting) for discussion, public comment, and approval of the proposed funding allocation
- Once ACCEL has reached consensus, the Consortia's proposed funding allocations for program year 2024-25 will be entered into the Certified Financial Funding Agreement (CFAD) in CAEP financial reporting system (NOVA)
- If the Governor's budget is revised, and CAEP's funding allocations are changed (a reduced COLA), the revised proposed funding allocations will be shared with the ACCEL Management Team and the ACCEL Steering Committee for discussion and approval
- All ACCEL funded members support and contribute to the ACCEL general fund
- ACCEL's general fund is utilized to cover all consortium expenses which include salary and benefits for the consortium staff (executive director, administrative assistant) and other consortium related expenses.
- ACCEL's general fund is included in the funding allocation along with the consortia's member adult schools and community colleges
- ACCEL member schools and college will enter their budgets into CAEP's financial system (NOVA) based on their work plans and activities planned for the 2024-2025 program year in September 2024

**Vote: Question Posed to ACCEL Steering Committee Members:
Do you approve the ACCEL proposed funding allocations for the program year
2024-2025?**

Name	School	Vote Yes or No
Angulo, Nereida	Skyline College	Yes
Babych, Olena	San Mateo Career & Adult School	Yes
Beshirs, Mark	Jefferson Adult School	Yes
Brown, Gloria	Community Activist and Advocate	Yes
Cervantes, Xochitl	South San Francisco Public Library	Yes
Frye, Kathy		Yes
Gamet, Drew	La Costa Adult School	Yes
Garcia, Alexis	Sequoia Adult School	Yes
Garcia, Lynette	San Mateo Career & Adult School	Yes
Kravtsova, Marina	San Mateo Career & Adult School	Yes
Livingstone, Todd	Sequoia Adult School	Yes
Ramirez, Janet	Cañada College	Yes
Scott, Richard	Goodwill San Francisco	Yes
Sparks, Lisa	San Mateo Career & Adult School	Yes
Torres, Stephanie	South San Francisco Public Library	Yes
Xiao, Lani	South San Francisco Adult School	Yes

Management Team Vote Conducted at Meeting on March 14, 2024:

Hyla Lacefield	Cañada College	Yes
Kramer, Alex	College of San Mateo	Yes
Ford, Lauren	Skyline College	Yes
Beshirs, Mark	Jefferson Adult School	Yes
Roganova, Tatiana	Sequoia Adult School	Yes

Gamet, Drew	La Costa Adult School	Yes
Taylor, Angela	San Mateo Career & Adult School	Yes
Prasad, Seemaa	South San Francisco Adult School	Yes
Brown, Sharon	San Mateo County, Office of Education	Yes

Proposed Budget Allocation Submission Process:

- Funded members will receive a notice from the NOVA financial system advising that the CFAD has been submitted for certification
- Before funded members can certify the CFAD, each member will be asked to review and agree to CAEP Member Assurances. Funded members agree to:
 - Spend the funding allocation according to the programs they have listed
 - To judiciously work to minimize carryover of funding across multiple program years
 - Abide by the State mandates to provide the education program as set forth and approved by the California State Education Program seven program areas and listed in their funded member’s programs
 - Submit accurate expense reports via the NOVA financial system on or before scheduled due dates
- Once funded members agree and submit (certify) in NOVA, the proposed budget allocation will be submitted to the State
- The Governor’s budget revision will be completed in July 2024; if CAEP’s funding allocations are changed, the revised proposed funding allocations will be shared with the Management Team and the Steering Committee for discussion and consensus

New Proposed CTE Programs

Education Code Section 84906 (3) (a) states that before establishing a Career Technical Education Program, each member of a local adult education consortium, or the consortium as a whole, shall conduct a job market study of the labor market area in which it proposes to establish the career technical education training program or rely upon the most recent job market study of the labor market area conducted by the local workforce development board. The study shall use local labor market information and consider a supply analysis of existing career technical education programs for adults maintained by high schools, community colleges, and other postsecondary educational institutions in the geographic area to ensure that the anticipated employment demand for adults enrolled in the proposed training program justifies the establishment of the proposed courses of instruction.

(b) After completing the job market study and before establishing the career technical education training program, the governing body of a member of a local adult education consortium, or the consortium as a whole, as applicable, shall determine if the job market study justifies the proposed career technical education program.

ACCEL Proposed New Career Technical Education Training Programs

The following proposed New Career Technical Education Training Programs were submitted to ACCEL's executive leadership team. The leadership team consists of the directors of each of the five K12 adult schools, and the workforce directors/deans of the three community colleges.

The proposed new programs were presented by the directors of the adult schools hosting the programs. The proposed programs were reviewed, discussed and approved for recommendation for presentation and approval by the ACCEL steering committee at its meeting scheduled for Thursday, March 21, 2024.

La Costa Adult School, Half Moon Bay

Senior Home Care Aide Certificate Program

- The Home Care Aide (HCA) program, aims to equip students with the essential skills and knowledge required to excel in the home care industry. This program is meticulously designed to meet the training requirements outlined in California Assembly Bill 1217: Home Care Services Protection Act, which mandates initial and ongoing annual training for Home Care Aides. Targeting ESL students at the intermediate level and above, the program is a comprehensive blend of workforce preparation, training, and literacy support, ensuring students are well-prepared for the demands of the home care sector.

Sequoia Adult School, Redwood City

E-Commerce Program

- E-commerce (electronic commerce) involves the buying and selling of goods and services, as well as the transmission of funds or data, over an electronic network, primarily the internet. Upon completion of the program (in partnership with Goodwill SF), students will receive priority for job placement with Goodwill and will acquire the skills necessary to apply to other e-commerce companies. Additionally, students can initiate their own e-commerce businesses, with support from workshops provided by the Renaissance Entrepreneurship Center.

The aforementioned proposed new programs were presented to the steering committee by Drew Gamet, Director, LaCosta Adult Education, Half Moon Bay; and Todd Livingstone, Assistant Director, Sequoia Adult Education, Redwood City.

After presentation and discussion, the proposals were submitted for a vote. The proposals were approved and will be open for registration immediately.