

**ACCESS ACADEMICS
ADVISEMENT**

**South County Cal-SOAP CONSORTIUM
2011-2012 ANNUAL PROGRAM PLAN**

**Project Director: Erin C. Gemar
South County Cal-SOAP Consortium
750 W. Tenth Street; Gilroy, CA 95020
Telephone: (408) 848-7177
Fax: (408) 847-2893
E-mail: erin.gemar@gusd.k12.ca.us
Website: www.southcountycalsoap.org**

**Consortium Chairperson: Willard McCabe
Address: 2300 San Juan Highway
San Juan Bautista, CA 95045
Telephone: (831) 623-4500 ext.1213
E-mail: wmccabe@sbcoe.org**

**Fiscal Agent Entity: Gilroy Unified School District
Address: 7810 Arroyo Circle Drive; Gilroy, CA 95020
Telephone: (408) 848-7158
Fiscal Agent Administrator: Kirsten Perez
Telephone: (408) 848-7158
Fax: (408) 842-1158
E-mail: Kirsten.Perez@gusd.k12.ca.us**

Section 1 Demographics of Consortium Service Area (www.appris.org)
1.1. School Information

School Name	# of total students	# of Cal-SOAP students		API Base Number	% Free and Reduced Lunch	University Going Rate (%) (UC + CSU)	Community College Going Rate (%)
		Intensive	General				
Morgan Hill Unified School District							
Live Oak High School 1505 Main St. Morgan Hill, CA 95037	1270	200	1070	722	26.8%	23.02%	9.92%
Ann Sobrato High School (9-11) 401 Burnett Avenue Morgan Hill, CA 95037	1571	200	1371	770	23.2%	27.60%	2.92%
Gilroy Unified School District							
Gilroy High School 750 West 10 th Street Gilroy, CA 95020	1538	400	1138	702	63.4%	17.52%	15.75%
Mt. Madonna Continuation High (9-12) 8750 Hirasaki Ct. Gilroy, CA 95020	185	50	135	531	67.0%	5.36%	5.36%
Christopher High School 850 Day Road Gilroy, CA 95020	1433	200	1233	N/A	42.32%	N/A	N/A
South Valley Middle 385 I.O.O.F. Avenue Gilroy, CA 95020	723	100	623	731	79.1%	N/A	N/A

School Name	# of total students	# of Cal-SOAP students		API Base Number	% Free and Reduced Lunch	University Going Rate (%) (UC + CSU)	Community College Going Rate (%)
		Intensive	General				
Gilroy Unified School District (cont.)							
Asencion Solorsano 7121 Grenache Wy. Gilroy, CA 95020	1124	75	1049	808	53.6%	N/A	N/A
Brownell Middle 7800 Carmel St. Gilroy, CA 95020	670	100	570	746	64.5%	N/A	N/A
Antonio Del Buono Elementary 9300 Wren Gilroy, CA 95020	734	50	317	767	79.8%	N/A	N/A
Las Animas Elementary 845 Wren Avenue Gilroy, CA 95020	680	50	290	814	52.2%	N/A	N/A
Eliot Elementary 470 Seventh Street Gilroy, CA 95020	549	50	274	780	99.6%	N/A	N/A
El Roble Elementary 930 Third Street Gilroy, CA 95020	535	50	217	767	67.5%	N/A	N/A
Glen View Elementary 600 W. Eighth Street Gilroy, CA 95020	602	50	251	757	92.5%	N/A	N/A
Rod Kelley Elementary 8755 Kern Ave. Gilroy, CA 95020	795	50	347	766	78.1%	N/A	N/A
Rucker Elementary 325 Santa Clara Ave. Gilroy, CA 95020	619	50	259	785	66.8%	N/A	N/A
Aromas San Juan School District							
Anzar High School 2000 San Juan Hwy San Juan Bautista, CA	422	100	322	749	38.08%	20.69%	12.07%

School Name	# of total students	# of Cal-SOAP students		API Base Number	% Free and Reduced Lunch	University Going Rate (%) (UC + CSU)	Community College Going Rate (%)
		Intensive	General				
Aromas School (K-8) 365 Vega Street Aromas, CA 95004	478	90	388	714	54.1%	N/A	N/A
San Juan School (K-8) 100 Nyland Drive San Juan Bautista, CA 95045	391	90	301	648	73.5%	N/A	N/A
San Benito High School District							
San Benito High 1220 Monterey Street Hollister, CA 95023	2920	250	2670	728	41.20%	19.93%	13.64%
*TOTALS	17,239	2,205	12,825				

1.2. Other Service Sites Information

In addition to the students and parents at the sites listed in Section 1.1, the South County Cal-SOAP Consortium will serve 50 students at Gavilan Community College. The Gavilan Early College Academy (GECA), on the Gavilan Community College campus in Gilroy, CA enrolls students who choose to transfer from our consortium schools. As a board, we decided in 2009-2010, to offer tutoring services, per a memo of understanding and a fiscal contract with GECA, to the students who enroll in GECA, and who also qualify for Cal-SOAP services.

Service Site	# of Cal-SOAP students		# of Cal-SOAP Parents
	Intensive	General	
Site Name All Service Sites Listed above in Section 1.1	2,205	12,825	12,356
Gavilan Early College Academy (GECA) 5500 Santa Teresa Blvd. Gilroy, CA 95020	50	0	0
Totals	2,255	12,825	12,356

Section 1. Consortium Mapped Demographics

1.3. California Map



Section 2. Consortium and Project Structure

2.1 Consortium Membership

All board members identified are voting members of the South County Cal-SOAP Governing Board.

- **Schools and Districts:**

- Aromas-San Juan Unified School District
 - Gilroy Unified School District
 - Morgan Hill Unified School District
 - San Benito High School District

- **California Community Colleges:**

- Gavilan Community College

- **California Public Universities:**

- California State University Monterey Bay
 - University of California Santa Cruz

- **Independent College:**

- Santa Clara University

- **Non-Profit Agencies:**

- San Benito County Chamber of Commerce & Visitor's Bureau
 - Silicon Valley Education Foundation

2.1.1 Governing Board

<u>Executive Members</u>	<u>Other Members:</u>
<p>Chair:</p> <p>Willard McCabe, Superintendent Aromas-San Juan Unified School District 2300 San Juan Highway San Juan Bautista, CA 95045 (831) 623-4500 ext. 1213 wmccabe@sbcoe.org</p>	<p>David Fajnor, Admissions Representative Office of Admissions-Cook House University of California, Santa Cruz 1156 High Street Santa Cruz, CA 95064 (831) 459-5518- phone (831) 459-4452-Fax davidvf@csus.edu Send Cal-SOAP correspondence to: 111 Snyder Avenue Aromas, CA 95004</p> <p>Jessica French, President & CEO San Benito Chamber of Commerce & Visitor's Bureau 650 San Benito St., #130 Hollister, CA 95023 (831) 637-5315 Jessica@sanbenitocountychamber.com</p> <p>Lynda Kerr, Outreach Gavilan College 5055 Santa Teresa Blvd. Gilroy, CA 95020 (408) 846-4993 lkerr@gavilan.edu</p> <p>John Larsen, Admissions CSU, Monterey Bay 100 Campus Center Seaside, CA 93955 (831) 582-3599 jlarsen@csumb.edu</p>

Section 2. Consortium and Project Structure

2.2. Consortium Structure

The mission of the South County California Student Opportunity and Access Program is to provide access to low-income and first generation students who have the desire to succeed in postsecondary education.

The South County Cal-SOAP Governing Board consists of the following entities: unified school districts of Aromas- San Juan, Gilroy, Morgan Hill, and San Benito High and; college and universities of Gavilan Community College; CSU Monterey Bay, University of California, Santa Cruz, and Santa Clara University. The current Board Chairperson was elected in September 2010.

The SCCS Governing Board operates via quarterly meetings facilitated by the consortium chairperson. The consortium chairperson, the vice chairperson, and the project director make up the Executive Governing Board and meet one week prior to each regularly scheduled board meeting in order to review the agenda and review all reports that will be shared with the board. The board member affiliated with our fiscal agent continues to prioritize the needs of Cal-SOAP by offering her own time and additional personnel to complete state mandated reports and by contributing the GUSD 10th grade counseling funds to our project. The superintendent from GUSD also assists with grant applications written on behalf of South County Cal-SOAP. In this unstable fiscal climate, all governing board members communicate to the project director any funding resources that may be available, not only at board meetings, but via phone and email throughout the fiscal year. Human Resources, the Accounting Department, and even the Superintendent's Office assist the Project Director on a quarterly, monthly, and even weekly basis to maintain and update the personnel and fiscal responsibilities of the SCCC Project. These responsibilities include hiring and firing of personnel, processing tutor time claims, budget requests, reimbursements, maintaining cell phone bills and maintenance of accounts, balancing budgets, loaning translation equipment and scheduling board meetings. The Project Director appreciates an open door policy at the Fiscal Agent Office and is considered a member of their staff.

Changes in Partner Participation Levels:

Our 7th annual mandatory South County Cal-SOAP Orientation for Principals and Counselors of all schools in our consortium in the fall of 2010 was a great success. This event continues to symbolize established partnerships and communication processes between Cal-SOAP and the schools we serve. The K-12 and high school districts in our region have been pleased with the level of service their students are receiving and have highlighted the successes of our program at individual district school board meetings. We continue to strengthen our relationship with each of our target schools, by improving programs and quality of service, and communicating with the administration and faculty at each site. Governing board representation has changed for our consortium. We have increased our total number of board members from 10 to 12. National University of San José, CA did not participate in 2010-2011, but will return in 2011-2012 along with the addition of Santa Clara University, the Silicon Valley Education Foundation, and the San Benito County Chamber of Commerce and Visitor's Bureau that have enthusiastically joined the SCCC. The student representative, who, by following SCCC by-laws, may not hold their position for more than one year at a time will continue to change on an annual basis. Elections for all officers regularly take place in the fall, at the September board meeting. Neither the student representative nor the project director may vote as they are both employees of the consortium.

See **Attachment A** for the Memo of Understanding between the Consortium and the Fiscal Agent.

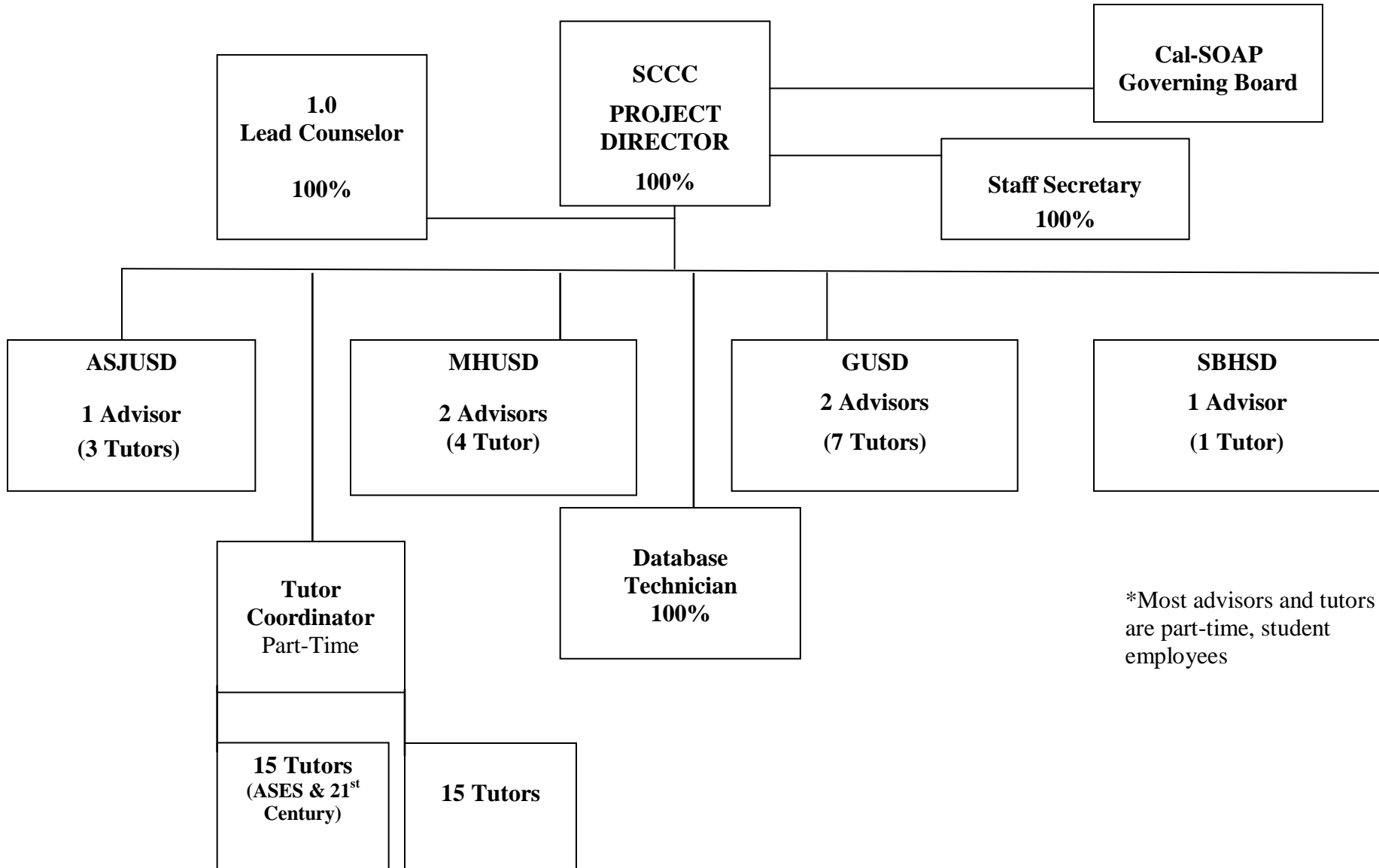
Section 2. Consortium and Project Structure

2.3 Consortium By – Laws (See Attachment B)

Section 2. Consortium and Project Structure

2.4 South County Cal-SOAP Consortium Staffing Chart 2010-2011

2.4.1 Project Director's Resume (See Attachment C)



*Most advisors and tutors are part-time, student employees

SECTION 3. Budget

Submitted and Certified by _____
Consortium Chairperson

_____ Project Director

Section 3. Budget

3.2. Budget Narrative

The 2011-2012 budget will be \$367,173.00 from CSAC and \$213,085.00 from cash contributions, for a total of \$580,258.00. We have been fortunate to receive consistent support (cash contributions) from local school districts, other partners, and private businesses in order to maintain a level of services that has become expected of Cal-SOAP in our communities. Our greatest resource is the dedicated staff members who work directly with students and families in the 19 South County Cal-SOAP schools. The full-time project director position, the full-time lead counselor position, a staff secretary, a database technician, three advisors and eleven tutor salaries and benefits will be paid out of the 2011-12 general Cal-SOAP budget. Two advisors and eleven tutor salaries will be paid out of cash contributions.

Despite the desperate fiscal state in which we currently find ourselves, South County Cal-SOAP is securing the necessary funding from private donations to maintain and improve programs and services rather than eliminate them. In fact, our in-kind matching resources total approximately six times our current general budget. Only the director's travel to a minimal number of project director meetings will be charged to the general budget, whereas all college tours, including transportation to UCSC for students and parents during the summer academy will be paid out of cash contributions (\$10,000.00.) Although the general budget has been enhanced with CTE funding since 2008-2009 for all Cal-SOAP consortia statewide, the SCCC is still operating with fewer staff members and on a lower budget than before the reduction that occurred in 2007-2008. For this reason, time and effort to secure additional funds for program services is a high priority for the project director. Current contributing local partners for the 2011-2012 fiscal year include: ASJUSD, GUSD, MHUSD, SBHSD, ASES & 21st Century (Power School), Syngenta Inc., Nob Hill Foods, and the San Benito Community Foundation. The \$80,000.00 from GUSD Power School allows us to work with students as young as first grade on a daily basis. Our newly formed partnership (2009-2011) with Scholarshare has allowed us to continue our strong "I'm Going To College Program" for the 5th graders in this Power School program and their parents. We aim to renew this partnership in 2011-2012 as early as Fidelity can complete the contractual agreement for a third year agreement. Although the College Access Foundation of CA is not listed here, the SCCC submitted a grant proposal requesting \$344,000.00 for our Cal-SOAP scholarship program. We will be notified in November 2011 regarding the award status of this grant to our consortium.

State Funds:

<ul style="list-style-type: none"> Staffing: \$285,217: 100% Project Director, 100% Lead Counselor, 100% Staff Secretary, 100% Database Technician, 3 Advisors, 11 Tutors, annual web hosting fee and web updates
<ul style="list-style-type: none"> Benefits: \$63,342.00: Health & Welfare for Full & Part Time staff listed above
<ul style="list-style-type: none"> Operating: \$16,614.00: Indirect Cost, Bus Transportation for College Tours
<ul style="list-style-type: none"> Supplies: \$2,000.00: Paper & Ink Cartridges for student computers, pens, pencils, lanyards

Matching Funds:

<ul style="list-style-type: none"> Staffing: \$185,795.00: 100% Counselor, 2 Advisors, 11 Tutors
<ul style="list-style-type: none"> Benefits: \$20,890.00: Health & Welfare for Full & Part Time Staff listed above
<ul style="list-style-type: none"> Operating: \$3,700.00: Cell phones, Staff Development, Mileage
<ul style="list-style-type: none"> Supplies: \$2,700.00: Office supplies (paper, toner, post-its, etc.), food & refreshment for tutor and parent workshops, CMIH & IGTC booklets

In-Kind:

<ul style="list-style-type: none"> Staffing: \$862,500.00: 21 Principals, Counselors, IT & Admin support calculation consists of annual salary divided by annual contracted days times the number of Cal-SOAP work days. (Includes \$25,000.00 IT support, computer maintenance & other uncategorized support)
<ul style="list-style-type: none"> Benefits: \$175,000.00: Health & Welfare for Full & Part Time Staff listed (included under staffing in Cal-SOAP database)
<ul style="list-style-type: none"> Communication: \$2,500.00: Cell phone communication between GUSD Power School, Cal-SOAP Staff.
<ul style="list-style-type: none"> Indirect Costs: \$35,962.00: Small percentage between 4.65% to 8.12% for all expenses
<ul style="list-style-type: none"> Administrative Mileage: \$3,000.00: Quarterly meetings, other events
<ul style="list-style-type: none"> Rent: \$500,000.00: calculation consists of number of rooms or computer labs in use at each site times cost of rental per hour of usage.
<ul style="list-style-type: none"> Staff Development: \$2,500.00: Use of conference rooms for Cal-SOAP staff development meetings & district wide staff development activities for staff
<ul style="list-style-type: none"> Utilities: \$250,000.00: Cost of phones, gas, and electricity not being charged to our program for our main office and satellite offices
<ul style="list-style-type: none"> Office Supplies: \$17,000.00: Use of copiers, paper, copies, books, computer software
<ul style="list-style-type: none"> Supplies Student Participants: \$7,000.00: paper, pens, pencils, workbooks, notebooks

Restricted In-Kind:

<ul style="list-style-type: none"> Staffing: \$33,000.00 for Board Membership (\$3,000.00 each member)

Additional Information regarding in-kind contributions to the SCCC

South County Cal-SOAP has two types of in-kind agreements with staff who donate their time and expertise to assist with the operations of our consortium. As stated in the chart above, there are a number of school district personnel who have encumbered Cal-SOAP responsibilities, but who are not on Cal-SOAPs payroll. These district employees provide a consistent service throughout the school year, without any additional cost to South County Cal-SOAP. Depending on the number of days dedicated to our program operations and/or the number of students on their campus who intensively participate in Cal-SOAP, they are able to calculate their hourly rate, times the number of hours donated, and provide a total figure on their quarterly in-kind reports.

The second type of in-kind contribution record we keep is for one time services. These meetings or events make up a very small percentage of our total in-kind staffing, but if a staff member who is not regularly involved in our program attends a Cal-SOAP meeting, for example, their name, time committed, hourly rate, and purpose for their participation in a meeting is added to the quarterly report for that particular district or partner.

South County is in a unique position to provide full-time and part-time Cal-SOAP advising and tutoring at each of our nineteen school sites. Each district, therefore, calculates rent and utilities for the offices, classrooms, libraries, college and career centers, theaters, cafeterias, and computer labs that the main office staff, advisors, and tutors use regularly to deliver these services to students and parents.

SECTION 4. Program Overview**4.1. Academic and Advisement Support Activities**

4.1 Academic and Advisement Support Activities

4.1 Academic and Advisement Support Activities

Section 4. Program Overview
4.2. 2011-2012 Tentative Calendar of Events

Month	Activity	Outcome Measures
August 14-September 2011	<ul style="list-style-type: none"> CAF Scholarship Distributions College Workshops (CTE) Bilingual Newsletter College Fair @ SBHS 	Scholarship students successfully enrolled in college will receive financial assistance; All students and parents in seven high schools will have access to the college application process and how to help their students succeed in high school; 750 students and parents will attend college fair.
October 2011	<ul style="list-style-type: none"> College Application Workshops Exit Interviews Mailed to High School Seniors Careers After College - (CTE) 	Students will have access to one-on-one assistance with the college app process; SCCC will obtain student status on 80% of our 2011 graduates; All students in 7 high schools will have access to career exploration and planning resources;
November 2011	<ul style="list-style-type: none"> College Fair @ GHS CSU/UC college tour 	1000 students and parents will attend college fair; 100 students will visit a college campus (50% on first visit)
December 2011	<ul style="list-style-type: none"> Parent Financial Aid Workshops (CTE) High School Financial Aid Presentations (CTE) Bilingual Newsletter 	All juniors and seniors and their parents will have access to the fin aid application process.
January 2012	<ul style="list-style-type: none"> Cash For College Events (CTE) Summer program recruitment Jan-Jun (CTE) "Making It Count" wksops for Jrs. & Srs. 	Every school will increase the % of students submitting their FAFSA application.
February 2012	<ul style="list-style-type: none"> CMIH Classroom Presentations (CTE) Cash For College Events (CTE) 	100% of 8 th graders in the SCCC will be exposed to college, career, & fin aid information and submit a personal 6-year plan;
March 2012	<ul style="list-style-type: none"> IGTC (I'm Going to College) Kick-off (CTE) Careers After College (CTE) Bilingual Newsletter 	200 elem. students & 50 parents will understand the financial aid process & be exposed to the IGTC curriculum
April 2012	<ul style="list-style-type: none"> IGTC Classroom Workshops (CTE) FAFSA Follow-up Workshop (CTE) Gavilan Days 	All seniors will have access to assistance with SAR & opp. to meet with the director of each student success program at local community college
May 2012	<ul style="list-style-type: none"> IGTC Adventure at UC Santa Cruz Year End Celebration : IGTC Graduation, 4-yr Cal-Soap Recognition & Cal-SOAP Scholarship Awards 	Students and parents will be recognized for their hard work & will be exposed to a university and a community college campus.
June-July 2012	<ul style="list-style-type: none"> H.S. Scholarship & Grad Ceremonies Gavilan Summer Bridge (CTE) CMIH (College: Making It Happen) Summer Academy (CTE) or Summer Conference Power School Summer Program Stepping Up to Algebra (SVEF) (CTE) 	99% HS graduation rate for Cal-SOAP students; 91% CGR; 100% of participants will enroll at Gavilan College; Participants will earn higher grades in high school, take more college prep courses than their peers, all will have a post-secondary career plan; K-8 graders will be at grade level upon entering school.

August 14, 2011 - August 13, 2012

Section 4. Program Overview

4.3 Program Overview Narrative

The South County Cal-SOAP consortium (SCCC) has developed a unique project design that enhances the delivery of services to students in a structured environment. In 2010-2011, the SCCC Staff has offered tutoring, counseling, and workshops, and even classroom instruction for both students and parents at nineteen school sites. At all high schools, 4-year plans, intensive counseling, academic support, tutoring and monthly workshops for students and parents have been implemented and have reached increased levels of success. Every senior in our SCCC high schools has received assistance on their financial aid applications, and those who successfully complete their FAFSAs are invited to a FAFSA Follow-up workshop in order to review and process their SARs. Cal-SOAP counselors and lead tutors/advisors are on-hand to assist every student with the understanding and completion of the A-G requirements, and in the end, the college application.

In 2010-2011, South County Cal-SOAP toured Southern California UC, CSU, and private campuses with almost 50 high school juniors. This event was possible due to student fundraising efforts and with local donations. The tours proved to be both educational and motivational for Cal-SOAP students and parents. Workshops and evaluations were and continue to be incorporated with every campus tour sponsored by Cal-SOAP. In 2011-2012, it cash contributions will allow us to continue college tours with high school and elementary students throughout the school year. In the core program curriculum, (IGTC & CMIH) students learn about the UC, CSU, community college and private school systems while studying the 4-year college pathway. In 2011-2012, South County Cal-SOAP will again use outside funding to offer at least one college visit to all 5th, & 9th-12th graders in the consortium.

Anticipated Changes in the Program or Services Area

Funding from site principals for AVID tutoring, the College Access Foundation, community foundations, and other private donors, will add more tutors and/or tutor hours to our staffing structure, however, enough funding in order to revive our staff to full capacity is still not available. Prior to our program's 2008-2009 budget reduction, the bulk of Cal-SOAP's work was done by having a full time certificated counselor assigned to each of the districts we serve. We continuously make adjustments as new information and funding is received. We are thankful to have continued support from the California Student Aid Commission, our fiscal agent, and several partners to continue providing the high quality services to students and parents that our South County community has come to expect.

South County Cal-SOAP will also offer tutoring at Gavilan Community College, inside the classrooms of the Gavilan Early College Academy (GECA). Many of our Cal-SOAP students have recently transferred from a comprehensive high school within our consortium to GECA. As a governing board, it was approved for the SCCC to continue tutoring services for these students as long as it did not cause a financial burden to the SCCC. The GECA principal and the SCCC Project Director created an MOU in which GECA pays the SCCC for tutoring and administrative services so that resources for our consortium schools are not stretched beyond our current staffing capacity.

Intensive Services and Delivery of Services

The intensive service model primarily focuses on the advisor/student relationship created by having staff on-site and/or available Monday thru Friday at each of our seven high schools for our intensive Cal-SOAP students. The SCCC will use a similar model to provide these services,

however the services are now (in this economy) delivered by student advisors as well as certificated staff. Unless a site or a district can afford extended services, satellite offices are open to students up to 20 hours per week rather than the 40-50 hours they had been staffed in the past. The Cal-SOAP Staff members work closely with the Student Services or Counseling Departments at each high school in order to increase resources available to Cal-SOAP students and to avoid duplication of those services.

Students who apply for our SCCC services submit a one-page application and an essay. We are currently accepting applications for the 2011-2012 school year, and students qualify for intensive services if they are 1) first in his or her family to attend college, 2) meet the low-income criteria (Cal-Grant B guidelines), and/or if they attend 1 of our 7 high schools and have special circumstances that express a need for additional academic and counseling services. Parents of qualified students are also added to our mailing list and receive services. All students at each of our nineteen schools qualify for general Cal-SOAP services, and often self intensify through self motivated participation in after school tutoring and evening workshops. For the generally served population, one-on-one counseling only occurs when these students or parents seek out this service.

As defined in the 04-05 draft of the Cal-SOAP Policies and Requirements Manual, a contact for the intensive service level is defined as providing a service directly to an eligible student on a person to person or one on one basis, three or more of the same contacts with the same student, ten or less students in any type of activity, or an activity that lasts four or more hours with a student that is tracked by a database. For example, if student 'A' voluntarily attends an after school tutoring program on several different occasions, and in turn, receives a total of more than four hours of one-on-one math instruction/assistance, the State, and therefore, the SCCC would track this student as "intensive." It is possible, then, for a student attending a school or a geographic region with documented low-eligibility or college going rates could become an "intensive" student in the Cal-SOAP database, without ever having filled out an application.

Evaluation Criteria

A comprehensive evaluation design will include formative and summative evaluation components. Formative evaluation procedures will assess management of the program, collaboration in context of related activities, implementation according to timelines and activities to achieve objectives, and processes that extend services and outreach to under-represented, low-income students. The formative evaluation is essential to project improvement, and systematic collection of data and record keeping, in addition to post-activity evaluations, will provide this information.

Evaluation will be ongoing and will include an initial assessment of students' needs, monitoring of program implementation, and interim assessments of outcomes and accomplishments. The Project Director will use results to refine the program implementation. Highlighted data collected from seniors, will include, but not be limited to college-going rates, grade point averages, high school graduation rates, and numbers of students who apply and qualify for financial aid. The number of students participating in tutoring programs, academic marks, CST scores, CAHSEE, and SAT/ACT results of students at all secondary grade levels, will also be assessed.

As an eighth year consortium, the South County Governing Board will continue to hold our Project accountable for data above and beyond the statewide requirements. In addition to using the Statewide Cal-SOAP database as an assessment tool to improve upon each of the core elements of our program, the SCCC is using grade point average trends and college

preparatory class enrollment to evaluate our strengths and weaknesses. A few highlights are listed below:

- 506 2010 seniors from SCCC high schools completed their FAFSA and Cal-Grant applications, compared to 262 seniors from the same high schools in 2003-2004, our first year of operation.
- 11th -12th graders receiving intensive SCCC services are outperforming their peers in number of college prep courses taken by over 23%.
- Cal-SOAP students take the SAT and/or ACT at double and in some of our consortium high schools, almost triple the rate of non-Cal-SOAP students.

Above and beyond the core components of Cal-SOAP, we use the data derived from the Cal-SOAP database to study and revise programs unique to the South County Consortium. As the SCCC staff refines our annual goals, we continue to work in small committees to achieve them. In 2010-2011, we succeeded in increasing our presence and collaboration with the elementary school programs, creating procedural binders for each of our core programs, and continued to work on marketing our services by completing an SCCC video, expanding our list of community partners, and setting measurable goals for the next two years. Through professional development exercises, the SCCC staff completed action plans with the following goals and objectives: 1) By June, 2012 100% of Under-served Population (USP) have an intimate invitation to join Cal-SOAP 2) By 2012, 100% of all Cal-SOAP students will have a 6-year Post-Secondary Plan, submitted in writing, and 3) By 2014, 100% of Cal-SOAP students will attend college; 75% to 4yr, 25% to 2yr, with a 50% transfer rate. Internally, we assure high quality services in all that we do. On a statewide level, the project director aligns our local goals by participating with the advocacy and data committees that have been formed by the project directors to increase visibility and data accountability for the Cal-SOAPs as a collective pre-college program. Our high school graduation, CAHSEE passing, FAFSA completion, college-going and college readiness rates reflect the impact of our efforts on South County Cal-SOAP students. This data encourages discussion and decisions around those activities that are most successful and worth while on each campus. In summary, the data provided in the database reports will assist us (both regionally and throughout the state of CA) to increase participation levels of first generation, low-income, and highly at-risk students, increase the cash donations to our Project from supportive community organizations, and, continuously improve the expectations we set for our parents, students, and ourselves.

The schedule for reports to be updated, reviewed, and evaluated by the SCCC Governing Board is as follows:

<u>Fall -1st Meeting of the year</u>	<u>Spring-Meeting #3</u>
Summer Program Highlights	College Prep Course Report
ACT/SAT Data	Cal-Grant Report
College Going Rate	Student Upload to Cal-SOAP Database
Student Upload to Cal-SOAP Database	Intensive Student Lists sent to Districts
Intensive Student Lists sent to Districts	Up to Date Budget Report Q2
Up to Date Budget Report Q4	
<i>SCCC Board Report Schedule (con't)</i>	

<u>Winter-Meeting #2</u>	<u>Summer-Last meeting of the year</u>
College Fair Report	GPA Report (Summer Academy)
Scholarship Report	Scholarship Breakdown Report
Year End Activity Counts by District	Up to Date Budget Report Q3
State Year End Activity Report	
Up to Date Budget Report Q1	

Promotion of Career Technical Education

Staffing the College and Career Center at Gilroy High School, SCCC's main office, provides a consistent flow of information to parents and students from all four school districts we serve and in each of our 19 schools. In the majority of our activities, there is a CTE component that has already existed under a different name (ie, CMIH, Careers after College, Financial Aid Awareness, Cal-SOAP 4-year plans, etc.) We continue to enhance our activities and build new partnerships in order to unite with county offices, school districts, site administrators, and ROP programs to make statewide CTE efforts a common language for all parents and students in our region.

In addition to two established summer programs (Summer Bridge for community college bound high school graduates, Power School for K-8) the SCCC is once again collaborating with the Migrant Education Department of the Gilroy Unified School District, and has formed a new partnership with the Silicon Valley Education Foundation, Stepping Up to Algebra (SUTA) which adds a fourth summer program to our list of activities. These additional summer programs not only offer more job opportunities for 1st generation and low income college students, but also exposes more elementary and middle school students to high school pathways and the chance to explore their post-secondary options. Although we were not able to finance the College: Making It Happen Summer Academy at UC Santa Cruz to incoming 9th graders, we are especially excited to offer a new opportunity made possible with additional funding that came from CSAC in May 2011. We have added a 3-day summer conference for parents and students that will include college and career workshops, 3 college tours, and an opportunity for parents and students to meet the Cal-SOAP staff on their respective high school sites. We aim to secure funding for either the CMIH Summer Residential Academy or the Summer Conference in the summer of 2012. The SCCC continues to strengthen our relationship with Gavilan Community College specifically with the following departments (Outreach, Financial aid, EOP&S, TRIO, Basic Skills program & the STEP program) in order to assist with information dissemination and recruitment for each of their programs.

The SCCC will continue to staff and coordinate Cash for College events, Financial Aid workshops in every senior classroom, as well as in the evenings at each of our 7 high schools. We will also provide financial aid workshops for parents through our I'm Going to College (IGTC) and our College: Making It Happen (CMIH) program in order to reach parents of younger students (5th-8th graders.) Through CMIH, at each of our 5 consortium middle schools, students are meeting with advisors and exposed to the program curriculum in the classroom during the regular school day and on a Saturday with their parents. Eighth graders are also recruited for a variety of summer academic programs as well as into high school pre-college programs such as Cal-SOAP & AVID during these sessions. Cal-SOAP advisors will also meet one-on-one with each of our high school applicants to assist them with building and reviewing their six-year plan and to review their accounts on a variety of career assessment and college exploration websites. In the spring of 2011, the SCCC has committed to also recruiting incoming 9th graders for the STEM summer program coordinated and sponsored by the Silicon Valley Education Foundation. In fact, we plan to include a student's enrollment in one of our CTE

summer programs as an integral part of our family interview process as new students apply to our consortium each year. For a calendar of CTE events, please see activities and events marked (CTE) on the annual calendar of events on page 19.

The project director will continue to participate in K-12 district, community college, and county level meetings and committees to bring CTE resources and opportunities (such as the Who Do You Want to Be? materials, Road Trip Nation, and career speakers) to the students on each of our campuses. In our current fiscal climate, 100% of the \$55,834.00 CTE funding allocated to the SCCC will be expended on staff and student salaries. Maintaining current programs and staff, especially advisors and tutors who work with students and families every day is the most valuable resource we can offer the communities within the SCCC for 2011-2012.

CTE funding (included in general budget narrative):

<ul style="list-style-type: none"> Staffing: : 10% Project Director, 20% Lead Counselor, 20% Staff Secretary, 20% Program Advisor: The four staff members listed above will collaborate to coordinate 2 college fairs, 4 cash for college events, a career speaker series in Cal-SOAP & AVID classes, & prepare and update materials for all college and career exploration workshops.
<ul style="list-style-type: none"> Benefits: \$11,166.80.00: Health & Welfare for % of Full Time staff listed above

Section 5. Statute Requirements

5.1. Peer Advisors and Tutors

Student employees are recruited from consortium entities, University of California, Santa Cruz, California State University, Monterey Bay, and Gavilan Community College. Student employees are also attending nearby institutions such as Cabrillo College in Aptos, CA, San José State University, and West Valley Community College, CA. Student Advisors and Tutors must all go through an interview and selection process authorized and coordinated by the Fiscal Agent.

Students are selected based on these qualifications:

- 1) Strong leadership, organizational, communication, and interpersonal skills
- 2) Teacher/faculty recommendation
- 3) Financial Need (FAFSA)
- 4) Minimum GPA of 2.5
- 5) Ability to obtain fingerprint verification and TB test before employment
- 6) Ability to relate to students of diverse backgrounds
- 7) Enrollment in at least 6 units of college or other postsecondary school as an undergraduate or graduate student.

Student tutors and advisors will attend mandatory monthly training workshops. Student advisors must also attend bi-monthly staff meetings and all staff development activities.

Salary schedules are set by the fiscal agent for all staff classifications. Student employees and program staff who are Cal-SOAP tutors are paid on a scale that ranges from \$11.37-\$14.55 dollars per hour depending on experience, education, and levels of training completed. Student and non-student program advisors are paid from \$16.42-\$20.98 dollars per hour. Non-contracted certificated staff members are paid up to \$27.00 per hour for counseling, coordinating or consulting services. Tutors work 4-20 hours per week. The average work week per tutor is 12 hours and the average pay is approximately \$12.50 per hour. Program advisors work 8-40 hours per week. The average work week per advisor is 25 hours per week and the average pay is approximately \$18.00 per hour. Program advisors are responsible for the bulk of the work that Cal-SOAP counselors contributed to the program, before our staff was reduced from 7 full time members to 4, in 2007-2008.

Student and non-student staff members document all tutoring, general, academic, and career counseling appointments. Student contacts may occur by appointment, on a drop in basis, and during the scheduled hours for tutoring services. Parents and students at all of the target schools may schedule an appointment with a program advisor at both parties' convenience. Schedules of all tutors and program advisors are approved by the project director. Student employees are highly encouraged to participate in campus visits, evening workshops, and all family services coordinated by SCCC Staff. Non-student advisors and tutors are college students who are taking a 1 semester break, or students who have graduated, but choose to continue working with Cal-SOAP while looking for full time jobs. Student employees who work with our K-5 population are also considered non-student staff for the purpose of reporting salaries and activities in the Cal-SOAP database.

South County Cal-SOAP currently employs 1.0 Cal-SOAP Counselor with the financial support of all four school districts (see MOU), and with the internal support from the Human Resources Department of our Fiscal Agent. Cal-SOAP Counselors must have a California Pupil Personnel Services Credential. Bilingualism and Biculturalism are always preferred.

5.2. Secondary School Staff Involvement

The staff at each of our four district's high schools is very involved with the daily operations of the project. In fact, in September of 2004, the SCCC held their first mandatory Cal-SOAP Orientation. Each school we serve must send a representative to the Orientation, who will continue, throughout the year, to act as a site coordinator for Cal-SOAP as an in-kind matching contribution. It was well attended the past six years and collaboration for classroom presentations, after school tutoring programs, and data collection has become an expectation without obstacles that we frequently faced in the early years. During the school year, the principals and Cal-SOAP staff meet regularly to ensure that they are meeting proposed goals and objectives. The Cal-SOAP (1) & AVID teachers (3) provide direct intensive services of in-class instruction on a weekly basis and also meet regularly with the Cal-SOAP counselor, AVID Coordinator, tutors, and the project director. The Cal-SOAP teachers are an additional in-kind contribution from Gilroy High School and our fiscal agent to our Project. The Cal-SOAP counselor and lead tutors/advisors meet with regularly identified middle school personnel who assist with the implementation of the College: Making It Happen Program. Gilroy High School's academic coordinators and counselors and principals from Mt. Madonna High School, Christopher High School, Anzar High School, San Benito High School, Live Oak High School, Ann Sobrato High School, all strong supporters of the project, meet with the project director to ensure completion of educational plans, test dates, grade verifications, and accurate data collection. In addition, most of the administrators listed above have created individual contracts with the SCCC in order to make a financial contribution from their site budgets in exchange for additional tutoring services. The site staff members help with the organizing and planning of college visits, college placement exams and special events. Counselors, teachers, and administrators at all middle and high schools have taken time this year to educate themselves regarding the mission and the reporting requirements of Cal-SOAP. Cal-SOAP staff members are also well received by clerical staff when requests are made for student information, access into classrooms for workshops, and even access to the school message systems and newsletters in order to effectively and inexpensively communicate with students and parents at each site.

Tutoring services at the elementary level are offered in partnership with the Power School, P.S. "I can do it!" program, administered by the Gilroy Unified School District, and funded by the After School Educational & Safety & 21st Century grants. Cal-SOAP tutors paid by the Power School Program are required to attend tutor workshops mandated by the program administrator of this program, in addition to the mandatory Cal-SOAP tutor trainings each month. Tutors have also been provided on some elementary campuses, specifically campuses that share space with 7th and 8th grade students. Middle school involvement is very special because of the importance of college awareness at this grade level; these are future high school SCCC students. School site staff members are an essential resource for the information dissemination for Cal-SOAP events, workshops, and all services available for students and parents. Although recruitment efforts are particularly concentrated in the late spring and early fall, school personnel, counselors, teachers, parents, community members, and current project participants may refer potential participants at any time during the year, or the potential participant may be self-referred.

5.3. Minimizing Duplication of Services

The consortium's basic programs are implemented in partnership with at least one college, school district, or community agency. Such cooperative efforts minimize duplicated services provided to the same-targeted student population. Gavilan College and all high school sites have become accustomed to inviting at least one Cal-SOAP staff member to student service-type meetings. For example, the TRIO, EOP&S, Puente, and Financial Aid programs at Gavilan College coordinate with South County Cal-SOAP regarding Cash for College events, Financial Aid Workshops, FAFSA Follow-up Workshops, the Summer Bridge Program, recruitment for the community college STEP and Basic Skills programs, and student and parent workshops throughout the year.

The University of California, Santa Cruz- Early Academic Outreach Program eliminated its services to Live Oak High School and Gilroy in the 2002-03 year, and to San Benito High School in the Fall of 2003 and have not been reinstated to date. At San Benito High School, ETS eliminated services in 2007-2008. In the past, ETS staff and our San Benito High School Cal-SOAP counselor communicated regularly to compare student lists and services available to them, in order to make sure there is little to no duplication of services, and mainly to provide each eligible student with the most beneficial program available to him or her. In addition, agencies share costs of the events and activities, thus not only minimizing the duplication of services but also producing savings to be spent on other programs. A similar model of collaboration is used between the AVID Coordinators in three of our four unified school districts. South County Cal-SOAP acts not only as a hiring agency for tutors needed for their programs, but has a contract with Gilroy High School to administrate their AVID program. As this provides our consortium with additional funding, and provides Gilroy High with additional opportunities for students' eligible for a pre-college program, we aim to encourage more of our Cal-SOAP schools to adopt this model of expansion in 2011-2012. We are enthusiastic about offering more jobs to low-income college students in this region, and the impact of having college students as role models in more of our high school classrooms is most definitely a positive one. Our tutors work with site personnel and full time Cal-SOAP staff to be sure that our recruitment procedures do not identify the same students for the same services.

The project director is an active member of two CTE Advisory Committees (1 district level and 1 county level) on behalf of South County Cal-SOAP and the fiscal agent (GUSD). As a result, the Cal-SOAP Staff assists local school districts in planning and informing students of CTE options and course sequences. Incorporation of CTE materials and messages into our existing career counseling sessions (9th -12th), College: Making It Happen Program for 8-10th grade students and parents, and for high school seniors in our Transfer: Making It Happen (TMIH) program occurred during the 2010-11 school year and with the exception of TMIH, will continue throughout 2010-11.

5.4. Database

South County Cal-SOAP utilizes the CSAC-sponsored database that provides an accessible and accurate system to monitor budget, eligibility (compliance), and the academic progress and performance of both intensive and general participants. The database stores records pertinent to each student and services received. The South County Cal-SOAP database technician, with support from the staff secretary, the project director, and the fiscal agent (GUSD) is responsible for maintaining the database with each advisor and tutor providing data on a daily basis. In addition to the CSAC sponsored database, South County Cal-SOAP created an additional ACCESS-based, electronic download procedure for tracking all activities, tutoring, and other contacts with students and parents. Currently, all program advisors, tutors, and counselors at each target school, are following this procedure by using an ACCESS or EXCEL template that is compatible with the Cal-SOAP database.

The SCCC relies on GUSD as the fiscal agent for all back-up and maintenance assistance as well as for any security measures used. Not only does the fiscal agent maintains two different servers, located in separate locations, but GUSD provides tech support staff who create and save a copy of our entire database at least one time per month. The SCCC has successfully used the Cal-SOAP database in the Main Office as well as at the fiscal agent's office for over two years now, in order to input data, generate reports for the commission, query student records and activities, prepare address labels for mailings, to keep track of expenditures, and to export data for evaluative purposes. A highly qualified database technician has become an established position within our consortium. This position allows us as a consortium to better use the Cal-SOAP database, and more importantly, the data retrieved, for the purpose of making the most effective program decisions possible, to better assist students and their families to reach their educational goals.

ATTACHMENT A – Memo of Understanding

MEMORANDUM OF UNDERSTANDING

SOUTH COUNTY Cal-SOAP AND GILROY UNIFIED SCHOOL DISTRICT

This is a Memorandum of Understanding (“MOU”) between South County Cal-SOAP (“CONSORTIUM”) and the Gilroy Unified School District (“DISTRICT”). The purpose of this MOU is to specify the roles, responsibilities and agreements of participating parties in order to promote an effective, collaborative partnership in the provision of services to students and their families.

Gilroy Unified School District’s commitment to act as the fiscal agent beginning July 1, 2003 for the administration of the South County Gilroy Cal-SOAP grant will continue throughout the 2011-2012 fiscal year for the South County Cal-SOAP. As fiscal agent the District agrees to provide oversight for general grant administration including compliance with all government and other agency regulations. Oversight will also include fiscal accounting and reporting as required.

The following is understood and agreed upon by all parties:

PURPOSE OF COLLABORATION

- A. To develop and promote an effective and coordinated Cal-SOAP Consortium in the South County region which reduces duplication of effort, and facilitates access to services for children and families in targeted schools of Santa Clara and San Benito Counties.
- B. To thoughtfully and creatively disseminate limited resources to respond to the needs of first generation students coming from low-income family backgrounds, for supportive and consistent academic opportunities.
- C. To actively engage in evaluation of services and student success, and to collaborate on the identification and removal of fiscal or personnel barriers.
- D. To ensure proper reporting and accounting procedures for Cal-SOAP Staff in order to comply with planning grant processes required by the California Student Aid Commission.
- E. To ensure that all integral departments and personnel employed by Gilroy Unified School District, who are directly, involved with maintenance and compliance procedures pertaining to the Cal-SOAP, are fully aware of their responsibilities to South County Cal-SOAP and understand the role of the Cal-SOAP Governing Board.

DESCRIPTION OF SERVICES

A. Human Resources Department

1. The Director of Human Resources accepts responsibility for employment procedures, including, but not limited to coordinating interviews, updating staff on current GUSD policies and procedures, overseeing the payment procedures of Cal-SOAP staff, and attending meetings requested by the Cal-SOAP Board Chairperson, and/or the Cal-SOAP Director.
2. The Director of Human Resources agrees to provide all employees with a copy of their employment contract.
3. Other personnel, supervised by the Human Resources Director, will ensure that all Cal-SOAP employees, including student tutors and advisors, are properly fingerprinted and tested for TB prior to working with students in the South County region.
4. Other personnel, supervised by the Human Resources Director, will process all paperwork required for Cal-SOAP Staff employment in a timely manner.
5. Other personnel, supervised by the Human Resources Director, will mail all due payments to Cal-SOAP personnel to their address on record three days after issue, if the employee is unable to receive a monthly paycheck in person.

B. Business & Accounting Services

1. The Director of Business Services understands that the Student Aid Commission may withdraw funding from a project for the failure to make regular accounting of project funds, irregular use of funds, or use of funds in a manner that is inconsistent with the approved proposal.
2. The Director of Business Services understands that 30 percent of the total amount of the Cal-SOAP general fund must be allocated for student employment.
3. The Director of Business Services understands the Cal-SOAP law regarding budget transfers and agrees to request and receive permission from CSAC prior to transferring funds from any one line item to another that would exceed 10% of the line item total.
4. The Director of Business Services assumes the fiduciary responsibility for the proper accounting and safeguarding of the program funds.
5. The Director of Business Services agrees to maintain and document an accounting system that conform to generally accepted accounting principles and practices and allows the Commission to determine adherence to fiscal responsibility.
6. The Accounting Supervisor agrees to maintain records of current expenditures, salaries, and benefits using the Cal-SOAP database as well as following recording procedures for the DISTRICT.
7. The Accounting Supervisor agrees to collect and input quarterly reports from Cal-SOAP Board Members in order to maintain records of in-kind contributions to South County Cal-SOAP.

8. Other personnel, supervised by the Director of Business Services, agree to maintain and document evidence of receipt of funds, expenditures of funds, and all other accounting records necessary to account for all transactions under the name of the South County Cal-SOAP Consortium.

C. The Cal-SOAP Staff

1. As employees of the fiscal agent, GUSD, the Project Director and other Cal-SOAP Staff will abide by their employment contracts and follow proper procedures pertaining to performance of duties and attendance expected by the DISTRICT.
2. As employees of the fiscal agent, GUSD, the Project Director and other Cal-SOAP Staff will follow proper procedures pertaining to documentation of all fiscal matters for GUSD as well as the California Student Aid Commission.
3. The Project Director and all Cal-SOAP Staff members agree to attend any meeting called by the Human Resources Director, the Director of Business Services, and/or the Accounting Supervisor for the DISTRICT.

2011-2012 CASH CONTRIBUTION

It is the agreement of each K-12 and High School District within the 2011-2012 South County Cal-SOAP Consortium that cash contributions to the South County Cal-SOAP Project are subject to the principals' and superintendents' individual Form As. South County Cal-SOAP school district donations are no longer agreed upon by the board as a required and fixed contribution.

NON-DISCRIMINATION

The DISTRICT and Cal-SOAP shall not discriminate against any person rendering or receiving services pursuant to this MOU on the basis of race, color, national origin, sex, creed, sexual orientation, or physical or mental disability including HIV disease as provided by State and Federal law.

CONFLICT RESOLUTION

All parties agree that differences of opinion regarding personnel or service practices of both parties will be discussed as soon as practically possible following awareness of a conflict. All parties will attempt early resolution of conflicts, which may include discussion of relevant facts, agreements, policies, and state and federal law. If resolution is not obtained, the decisions will be made after discussion between the management representatives of the DISTRICT & Cal-SOAP.

Project Director:

(Signature)

Erin C. Gemar

(Name Typed)

Friday, July 22, 2011

(Date)

Consortium Chairperson:

(Signature)

Willard McCabe

(Name Typed)

**Superintendent, Aromas-San Juan
Unified School District**

(Title)

Friday, July 22, 2011

(Date)

Fiscal Agent Administrator:

(Signature)

Kirsten Perez

(Name Typed)

Director of Business Services

(Title)

Friday, July 22, 2011

(Date)

[end; MOU]

ATTACHMENT B – Consortium By - Laws

ARTICLE I

The name of this organization shall be the South County California Student Opportunity and Access Program Consortium, hereafter referred to as the SCCC.

ARTICLE II

Mission

The SCCC is an organization of educational institutions and non-profit agencies made possible by the commitment of the governing boards of administrative officers of those institutions and agencies. The mission of the SCCC Governing Board is to establish management policy, set budgetary priorities, and maintain the required level of matching funds, in order to support the SCCC Staff in their efforts to meet the primary objectives and purposes of this consortium.

Primary objectives and purposes of this consortium shall be:

- A. To increase the number of students from groups with historically low college eligibility and low college attendance rates who successfully complete their K -12 education;
- B. To increase the number of students from groups with historically low college eligibility and attendance rates who are academically prepared to attend post-secondary institutions;
- C. To increase the amount of knowledge among designated students and their parents concerning post-secondary opportunities, preparation and admissions criteria and procedures, as well as financial aid sources and application procedures;
- D. To increase targeted students' interest in transferring to four-year institutions when they complete their community college experience and to facilitate their transfer process;
- E. To enhance access to post-secondary institutions transfer options for designated students;
- F. To help our service population explore, develop and/or clarify career interest, requirements and opportunities; and better understand the relationship between post-secondary education and future career aspirations.

ARTICLE III Membership

Section 1

Membership is open to any educational institution or nonprofit educational agency, which makes a Commitment of the purpose of the Consortium and whose location makes possible participation in the Consortium. As defined here, educational institutions refer to each participating school district, college or university. Current Board members are listed in Section 2.1.1. of this APP.

Section 2

College/University students employed by the Consortium shall serve as a representative on the Board. The representative shall be selected from among those college/university students who volunteer themselves for the position. The selection shall take place as early as possible in the fall semester. The term shall be one year. The student representative shall be entitled to one vote and may cast that vote on each matter submitted to a vote by the Consortium.

Section 3

The SCCC is open to new membership with the goals of strengthening community support for Cal-SOAP and expanding our services to nearby school districts. New membership is essential in the case of a current member's retirement, termination, or inactive status. A member may be terminated by a 2/3 vote of the total membership. A member may become inactive due to an honorable leave of absence, and may be reinstated upon return. It is the responsibility of the inactive board member to designate an alternate to attend board meetings in his or her absence.

ARTICLE IV Governing Board

- A. The Consortium will designate an institution/agency to serve as fiscal agent and/or administrative headquarters. Duties of the fiscal agent are outlined in the MOU, **Attachment A**, of this APP.
- B. The Consortium is responsible for the hiring of a Project Director, and will notify the State in writing of any change in the status of the Project Director.
- C. Supervision of the Project Director is provided by the Board Chairperson.
- D. Each member institution shall be entitled to one vote and may cast that vote on each matter submitted to a vote by the Consortium. The member institution shall designate one person to represent and cast the vote of the institution. The member institution has the privilege of designating an alternate to the Consortium Board. The right to vote shall be attained after an institution/agency has been accepted as a member by a majority vote of the body in the preceding meeting.
- E. The Consortium shall be guided by its parliamentary procedure by Robert's Rules of Order.
- F. A majority of the membership shall constitute a quorum. The total number of board members is ten.

ARTICLE V

Officers

The Executive Board is made up of three officers, ***two of them elected on a yearly basis***. The elected officers of the Consortium shall include a Chairperson and Vice-Chairperson. The Project Director shall serve as the Executive Secretary for the Consortium.

The duties of the Executive Board and individual officers are as follows:

- The Chairperson shall preside at all meetings and shall be ex-officio of all committees.
- The Chairperson shall assume responsibilities commensurate with the position and discharge any others as may be delegated by the membership.
- The Vice-chairperson shall assume the role and duties of the Chairperson in the Chairperson's absence and shall be an ex-officio of all committees.
- The Executive Secretary shall assist the Chairperson in the development of the agenda, record and maintain minutes of all Consortium meetings, provide minutes to all the members, maintain an updated roster of members and an attendance roll.
- The Executive Secretary shall also serve as the Project Director for the Consortium in the operations of the project and represent the Consortium.
- The Executive Board must meet at least once between scheduled Governing Board Meetings in order to prepare the agenda and to evaluate progress of the SCCC.

Elections and Terms of Office

- Nominations and elections shall be conducted at the first fall meeting. The officer's term shall commence the following month.
- Officers serve for one-year terms. Officers may serve for no more than two consecutive terms.
- Any officer elected by the Consortium may be removed or terminated by a 2/3 vote of the total membership.

ARTICLE VI

Committees

There are no special committees formed within the SCCC Board at this time.

ARTICLE VII

Meetings

Meetings of the Consortium shall be scheduled quarterly. Additional meetings may be called as needed. A tentative calendar of meetings is set at the end of each fiscal year for the following fiscal year.

Meetings are open to interested parties. The Executive Board has the right to schedule a closed meeting, or to designate an already scheduled meeting “closed” by notifying each board member one week prior to the meeting date.

The minutes are published and distributed to board members, interested parties, and emailed to CSAC, by the Project Director **at least one week prior to the following meeting**. The minutes are approved at the beginning of the following meeting.

ARTICLE VIII

Conflict of Interest

No representative on the governing board shall have a personal financial interest in any activity receiving Cal-SOAP funds nor should they receive any funds or salary from the SCCC, with the exception of the project director and the student representative. The project director and the student representative are the only two of ten voting representatives, who may have all, or a portion of, their salaries funded by the SCCC.

No member of the SCCC board of directors, its committees, consultants or staff who is also an officer, board member, committee member or staff member of the consortium shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the organization.

Each individual shall disclose any personal interest which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.

ARTICLE IX

Amendments

The bylaws may be amended at any regular meeting by a 2/3 vote of those present provided due notice has been given at the preceding regular meeting or has been sent with the agenda prior to the meeting at which the vote is to be taken.

ATTACHMENT C – Project Director’s Resume

ERIN C. GEMAR

OBJECTIVE

To experience challenging, educational opportunities and to sharpen my skills in the fields of coordination, management, and communication with personnel.

EMPLOYMENT

- South County Cal-SOAP Project Director **Oct 2003-present**
1. Developed an imbedded counseling model to increase access to counselors throughout the South County area
 2. Increased the number of schools with services from five to nineteen in three years
 3. Developed additional partnerships to provide almost \$400,000 in scholarships to graduating seniors and college students over the past 3 years.
 4. Coordinated services in 2007-2008 at 7 high schools that resulted in a 93.9% college going rate for seniors involved in Cal-SOAP activities

- Gilroy Unified School District; Gilroy, CA **1996-2003**
1. Spanish Teacher (1 year)
 2. Bilingual Resource Teacher (3 years)
 3. Badminton Coach (2 years)
 4. Field Hockey Coach (6 years)
 5. Adult Education Administrative Assistant (1 year)
 6. Academic Coordinator (4 years)

- Hemet Unified School District; Hemet, CA **1992-1995**
1. Spanish and ELD Teacher
 2. Assistant Swim Coach

EDUCATION

- John F. Kennedy University, Campbell **2006**
Administrative Services Credential
- California State University, San José **2002**
Professional Clear Secondary Teaching Credential
- California State University, Sacramento **1996 – 1999**
M.A. Spanish
- California State University, San Bernardino **1993-1995**
Preliminary Secondary Teaching Credential
- University of Kansas; Lawrence, KS **1987-1991**
B.A. Spanish; B.A. Political Science

PHONE ~ (408) 848-7177 • E-MAIL ~ ERIN.GEMAR@GUSD.K12.CA.US

7249 CHURCH ST. • GILROY, CA 95020

Section 6. Certification and Authorization Statement

We certify that the information provided on this 2011-2012 Cal-SOAP [Section 69560 of Chapter 2 of Part 42 of the Education Code] funding application is true and correct to the best of our knowledge. This application is submitted with the approval and authorization of our governing board. Furthermore, we agree to comply with state rules and regulations governing the program, and accept responsibility for the proper administration of state funds relative to this application.

Project Director:

(Signature)

Erin C. Gemar

(Name Typed)

Friday, July 22, 2011

(Date)

Consortium Chairperson:

(Signature)

Willard McCabe

(Name Typed)

**Superintendent, Aromas-San Juan
Unified School District**

(Title)

Friday, July 22, 2011

(Date)