



**MEMORANDUM**

October 5, 2023

23-024 | Via Email

**TO:** Regional Consortia Chairs  
Statewide Technical Assistance Providers

**FROM:** Sandra Sanchez, Interim Vice Chancellor  
Workforce and Economic Development Division

**CC:** Lynda Phan, Dean  
Workforce and Economic Development Division

**RE:** Process for K12 Pathway Coordinator Distribution

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Education Code, Section 88833 appropriates \$12,000,000 in annual career technical education funding to support the establishment of Career Technical Education (CTE) Key Talent field positions to support both the CTE Incentive Grant Program and the K-12 component of the Strong Workforce Program (SWP) with the positions of K14 Technical Assistance Providers and K12 Pathway Coordinators. Funding is inclusive of eight K14 Technical Assistance Providers (TAPs) (one per California Community College regional consortium) and 72 K12 Pathway Coordinators (K12 PCs) (one per California Community College district).

In academic year 2021, the K12 SWP was subject to an audit by the California State Auditor's Office. In the audit findings, the state auditor's office stated, "Local Education Agencies (LEAs) do not have equal access to the workforce pathway coordinators that help them build partnerships with community colleges and pursue workforce grant funding." The State auditor recommended the Chancellor's Office implement a process for distribution of K-12 PCs "to provide LEAs equal access to the support staff who assist them with pursuing workforce grants and allow for regional consortiums to propose modifications to the areas that its workforce pathway coordinators are assigned to serve."

**Chancellor's Office, Division Name**

1102 Q Street, Sacramento, CA 95811 | 916.445.8752 | [www.cccco.edu](http://www.cccco.edu)

A11Y 10/5/23

## Process for K12 Pathway Coordinator Distribution

September 29, 2023

To address the audit recommendation, the Chancellor's Office has determined that the decision and determination of PC distribution are under the purview of the regional consortia as contracts are held between the regional consortia and K12 PC host organizations. The changes requested to the distribution must fall within the existing budget allocated to the region. In this redistribution there will not be any additional dollars issued.

The Chancellor's Office is implementing the following process for the regional consortia to inform the Chancellor's Office of a region's decision to redistribute K12 PC service areas, ensuring equitable access for local education agencies within the region:

- The regional consortia, in partnership with the K12 and community college stakeholders, will annually evaluate the distribution of the K12 PCs within their region to consider availability of support, equity, and access.
- If needed, the regional consortium may submit a proposal to modify the distribution of K12 PCs to the California Community College Chancellor's Office (Chancellor's Office) to best suit the needs of the region. Modification proposals shall include an explanation of the proposed changes and a justification.

For justification purposes, modification proposals may include, but are not limited to:

- K12 district or site level Average Daily Attendance (ADA)
- Community College full-time equivalence (FTE)
- Geographical area
- Number of colleges, districts, school sites, etc.
- Distance
- Other relevant information or data that supports a change.

**Request due date:** Regional Consortia Fiscal agents should submit requests for redistribution of K12 Pathway Coordinator service areas by **September 30th** to the K12 Strong Workforce inbox at [K12SWP@cccco.edu](mailto:K12SWP@cccco.edu). The Chancellor's Office will render decisions by **October 31st** to allow for changes to be implemented by the beginning of the following fiscal year.