

CAEP Allocation Amendment: 2019-20 Produced: May 28, 2019, 3:14 PM UTC Robert Beck

12 Contra Costa Adult Education Consortium

Allocation Amendment Summary

Fiscal Declaration

The Fiscal Declaration information in this section has been provided as a courtesy. It has not been changed since CFAD has been approved by the Member Representatives.

Consortium Name: 12 Contra Costa Adult Education Consortium

Funding Channel: Direct Funded

Justification: The CCCAEC elected to change the 2019-20 CAEP disbursement method from a fiscal agent model to a direct-funded model. For the immediate future, this change will only impact the CCCAEC's disbursement method and will not result in changes to 2019-20 planned allocations, overhead fees, common costs, or consortium staffing. The Contra Costa County Office of Education (CCCOE) will still manage common costs, be the employer of K-12 transition specialists and consortium accountant, and manage consortium contracts with external providers. The CCCOE will collect an overhead fee for fiscal and administrative services that they will continue to provide in 2019-20 as outlined in the CCCOE's Memorandum of Understanding with the consortium. The CCCAEC had multiple reasons for changing their disbursement method to direct funding. At an operational level, the CCCAEC's decision to change the disbursement method is considered a first step towards engaging in a process of evaluating the CCCAEC's organizational structure in order to inform potential administrative and operational adjustments. The CCCAEC views a shift to a direct funding disbursement method as a step to implementing future operational changes and giving members more capacity to use, share, and reallocate funds in a more flexible manner. From a fiscal perspective, funding challenges for K-12 members are also a large reason for supporting a change disbursement. As many CCCAEC members still struggle with insufficient funding levels to meet the needs of adult learners, there is great interest in identifying strategies to reduce administrative overhead costs and to reallocate those funds to adult education programs and services. This change in disbursement gives the CCCAEC the option to implement a fiscal structure with less overhead should they decide to do so. The CCCAEC chose to make this change after extensive research and deliberation that examined the pros, cons, and potential impacts of changing to a direct-funded disbursement. This disbursement method change to a direct-funded disbursement method for 2019-20 was approved by 100 percent of all board-appointed CCCAEC voting members at the CCCAEC's Steering Committee Meeting, a public meeting, on April 18, 2019, at Los Medanos College.

Narrative: In 2018-19, CCCAEC member agencies continued to make progress towards meeting the goals and objectives outlined in the CCCAEC's California Adult Education Program (CAEP) annual adult education plan and 3-year plan. As the CCCAEC completes the final year of their original three-year plan, they have continued to focus their efforts on enhancing the current level of adult education services, improving adult learner outcomes, and strengthening student pathways across institutions and programs. The 2019-20 planned allocation, as outlined in this year's CFAD, provides CCCAEC member agencies with the funding levels to continue current efforts and begin implementation of strategies outlined in CCCAEC's 2019-22 Three-Year Plan and 2019-20 Annual Plan. To that end, the CCCAEC will increase 2019-20 allocation amounts for nine CCCAEC members from their 2018-19 base amounts. The K-12 adult education members will receive up to 3.46% increases in their 2019-20 allocations from 2018-19 funding levels. Two members, Contra Costa Adult School and Martinez Adult Education, will receive additional funding in order to maintain their current level of CAEP programming and staffing. Similar to the previous year, the Contra Costa Community College District (CCCCD), which includes the three Community College members, elected not to take an increase in funding. Lastly, the CCCAEC will continue to maintain a common cost fund for shared expenses such as professional development events, transition specialist's salaries, consortium management and accounting services, and procurement of curricular tools. The CCCAEC will allocate a 2.47% increase to the common costs fund from the previous funding level.

Changes: The CCCAEC's 2019-20 CFAD had changes in funding amounts to most members from their 2018-19 CFAD allocation. The CCCAEC's allocation for the FY 2019-20 is \$15,179,831, which includes a COLA of 3.46%, will increase by \$481,520.98 from the previous year's allocation amount. The CCCAEC provided COLA to nine CCCAEC members from their 2018-19 base amounts, which ranged from a 2.4% to 3.46% increase based on the requests and needs of each member. The CCCC as a whole elected

not to apply a COLA to their combined funding of \$614,198 across the three colleges. However, the CCCCD made adjustments to amounts each college will receive in 2019-20. The CCCAEC approved requests from two K-12 members for additional funding beyond a 3.46% COLA amount to address gaps in staffing and programming to meet their CAEP goals. Contra Costa Adult School will receive additional funds in order to cover increased staffing costs resulting from staff turnover at the adult school. Similarly, Martinez will also receive additional funds in order to address gaps in funding from previous years. The CCCAEC members developed and approved the 2019-20 AEP allocation budget through the annual budget development process outlined in the CCCAEC's governance document. The final allocation budget outlined in this CFAD was approved by board-designated, voting members at the CCCAEC Steering Committee, a public meeting, on April 18, 2019, at Los Medanos College in Pittsburg, California. As described in the previous section about the disbursement method, the CCCAEC elected to change their disbursement method to a direct-funded method. The current fiscal agent, Contra Costa County Office of Education, will continue to manage consortium common costs funds, manage CCCAEC contracts, and serve as the employer for CCCAEC K-12 transition specialists. Please refer to the disbursement method section in this CFAD for a justification for making that change.

Amended Member Allocations for 2019-20

Member Agency	Amended Allocation	Adjustment Made
Acalanes Union High	\$577,440	-\$1,238
Antioch Unified	\$958,239	-\$2,077
Contra Costa CCD	\$614,198	
Contra Costa Co. Office of Education	\$1,391,833	-\$1,127
Liberty Union High	\$1,039,753	-\$2,230
Martinez Unified	\$1,578,997	-\$3,369
Mt. Diablo Unified	\$3,690,344	-\$7,915
Pittsburg Unified	\$2,673,879	-\$5,735
West Contra Costa Unified	\$2,625,807	-\$5,650
Total Allocated to Members	\$15,150,490	
Total CAEP Funds	\$15,150,490	
Total Remaining (Must be \$0)	\$0	

Certification

Acalanes Union High - Member Representative

Steven France
 Director, Del Valle Education Center
sfrance@auhsdschools.org

(925) 280-3945

Glenn Pena

Director, Fiscal Services

gpena@auhsdschools.org

(925) 280-3900 ext: 6611

Approved by Steven France

2019-05-23

West Contra Costa Unified - Member Representative

Connie Pekedis

cpekedis@wccusd.net

Jeff Carr

Principal

jeffrey.carr@wccusd.net

(510) 283-4871

Approved by Jeff Carr

2019-05-23

Pittsburg Unified - Member Representative

Lisa Williams

Accountant

llwilliams@pittsburg.k12.ca.us

(925) 473-2403

Anthony Molina

amolina@pittsburg.k12.ca.us

Approved by Lisa Williams

2019-05-23

Martinez Unified - Member Representative

Suzanne Murphy

smurphy@martinezusd.net

(925) 228-3276 ext: 263

Approved by Suzanne Murphy

2019-05-23

Mt. Diablo Unified - Member Representative**Vittoria Abbate**

Director, College & Career and Adult Education

abbategv@mdusd.org

(925) 685-7340 ext: 6711

Approved by Vittoria Abbate

2019-05-23

Contra Costa CCD - Member Representative**Mojdeh Mehdizadeh**mojdeh@4cd.edu

(510) 215-3801

Arzu Smith

Director of Finance Services

asmith@4cd.edu

(925) 229-6946

Kelly Schelin

Dean, Workforce and Economic Development

kschelin@contracosta.edu

(510) 215-3871

Kim Schenk

Sr. Dean Curriculum and Instruction

kschenk@dvc.edu

(925) 969-2036

Jinpa Tharchin

Fiscal Operations Specialist- Grant

jtharchin@4cd.edu

(925) 229-6962

Dave Vigo

Business Services Supervisor

dvigo@losmedanos.edu

(925) 473-7342

Natalie Hannum

Dean of Workforce and Economic Development

Nhannum@losmedanos.edu

(925) 473-7403

Daniela Ballif

Fiscal Services Manager - Diablo Valley College

dballif@4cd.edu
(925) 969-2019

Approved by Kim Schenk

2019-05-24

Liberty Union High - Member Representative

Debbie Norgaard
Adult Education Coordinator
norgaard@luhsd.net

(925) 634-2589

Guy Rognlien
Director of community Education
rognlien@luhsd.net
(925) 634-2589

Approved by Debbie Norgaard

2019-05-24

Contra Costa Co. Office of Education - Member Representative

Lindy Khan
lkhan@cccocoe.k12.ca.us
(925) 942-3343

Approved by Contra Costa County Office of Education Lindy Khan Ed.D.

2019-05-25

Antioch Unified - Member Representative

Michael Santos
mikesantos@antioch.k12.ca.us
(925) 779-7500

Robert Beck
robertbeck@antioch.k12.ca.us
(925) 779-7490

Cynthia Hunt
Accounting Analyst
cynthiahunt@antioch.k12.ca.us
(925) 779-7500 ext. 42254

(925) 779-1500 EXT: 42354

Approved by Robert Beck

2019-05-28



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