

California Adult Education Program : CFAD : 2022-23 Produced: May 2, 2022, 11:28 PM UTC Cathy Hart

02 Antelope Valley Regional Adult Education Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 02 Antelope Valley Regional Adult Education Consortium

Funding Channel: Direct Funded

Narrative: The consortium includes two members, a representative from AV Adult Education and Antelope Valley College. Both members of the consortium are in agreement to continue with a direct funded model for the 2022/23 school year. The planned allocations directly relate to the consortium goals with actions that allow for additional supports to transition AE students to a blended learning model with increased access to programs resulting in student retention and completion in all AE programs. This includes co counseling services, technology/equipment and tutoring, increased partnerships with agencies to develop career pathways and apprenticeships that are low cost and align with regional needs, updating facilities to ensure students are able learn in a safe and secure environment and communication/marketing of programs to all stakeholders.

Changes: No Changes

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Antelope Valley Union High	\$4,490,260	\$4,158,560	\$4,190,931
Total Allocated to Members	\$4,490,260	\$4,158,560	\$4,190,931
Total CAEP Funds	\$4,490,260	\$4,263,041	\$4,097,108
Total Remaining	\$0	\$104,481	\$-93,823

Consortia Report on Governance Compliance of Rules and Procedures v.1

1. Have all community college districts, school districts, county offices of education, or any joint powers authority, located within the boundaries of the adult education region been allowed to join the consortium as a member? *

Yes

2. Have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds? *

Yes

3. How will the available funds be reported and evaluated? *

Quarterly fiscal reports that include progress toward spending and alignment to goals will be shared at each quartely meeting with members of the consortium. Discussion item will be put on the agenda to review these reports with a call for motions as

needed to make adjustments to current and projected budget.

4. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member? *

The governing board has an approved designee that is the official representative of the consortium and can carry out the required functions and practices of the consortium in adherence to Ed. Code.

5. How will you assure that each member of the consortium participates in any decision made by the consortium? *

Antelope Valley College and AV Adult School have a history of collaboration and partnership. They are represented on many workforce development and community networks. Meetings will be scheduled to ensure both members are available to vote on items that address the funding and business operations of the consortium.

6. What will be the relative voting power of each member? *

1 member = 1 vote

7. How will decisions be approved? *

by majority vote of 51%

8. How did you arrive at that decision-making model? *

Currently there are two members of the consortium which allowed for discussion items to be addressed in various ways. There was open communication that included feedback on the planned goals of the consortium. Going forward, the meetings and communication will lend itself to increased structure specific to a decision-making model.

9. How will proposed decisions be considered in open, properly noticed public meetings of the consortium at which members of the public may comment? *

Consortium scheduled meetings that include, time, date and agendas will be posted on the Adult Education webpage which is currently being updated. The plan is to allow for time for the public to comment virtually in these meetings. Ed Code Assurances will be followed to ensure compliance.

10. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. *

Follow up to comments will be distributed to the consortium members. The public will have access to the meeting minutes through the webpage and members of the public will also be sent written communication of the decision. Ed Code assurances will be followed to ensure compliance.

11. Describe how comments submitted by members of the public will be distributed publicly. *

The public comments will be available through the AE webpage, public will have access.

12. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. *

The AVR AE Consortium currently partners with many of these agencies. Consortium members participate in workforce development, county and community based agencies and other entities. In these meeting, the members share updates to the consortium plan and opportunities for partnerships as it relates to AE students education and career/workforce goals.

13. How will you determine approval of a distribution schedule pursuant to Section 84913? *

The consortium will set the approval of a distribution schedule pursuant to Section 84913 at the first regularly scheduled meeting.

14. Has the consortium A) designated a member to serve as the fund administrator to receive and distribute funds from the program or B) chosen to have a funds flow directly to the member districts based upon the approved distribution schedule? *

B) chosen to have funds flow directly to the member districts based upon the approved distribution schedule

15. How will members join, leave, or be dismissed from the consortium? *

If the decision is voluntarily the member will submit a resignation letter and the justification. If there are reasons for dismissal, it will be discussed with the members of the consortium and followed up with written documentation. The dismissal will be an agenda item at a scheduled consortium meeting and voted on.

16. How does the consortium monitor and administer carryover funds? *

The consortium ensures they are in compliance per Ed. Code by allowing prior year balances to carry over that meet the grant requirements and are documented within the plan's goals in meeting the regional needs. Those balances are reviewed in the year end fiscal reporting scheduled.

17. What bylaws do you have that governs carryover? *

The bylaws will be reviewed, revised, developed and/or updated to address the governing of carryover funds for the Consortium for the 2022/23 school year.

18. How does your consortium define member effectiveness? *

Currently, it is difficult to determine the answer to this question as it is not clearly defined in the documentation specific to members. As answered in question # 19, it will be an agenda item for the Consortium in the next school year. Effectiveness of program would be measured by successful program completions.

19. What bylaws does your consortium have addressing member effectiveness? *

The bylaws will be reviewed, revised and updated to define member effectiveness to ensure effectiveness is clearly defined and comprehended by all members

20. Does the consortium have a formal document detailing its work beyond the questionnaire? *

No

20.1 (No) If no, could you please address why not? *

The Consortium has documentation on prior meetings, process of forming the consortium and AE WASC on a Google Drive which addresses goals, outcomes and strategic plans for AE but not a specific to only the focus of the consortium work.

Member Agencies

Member Agency	Member Type	Contact	Phone
Antelope Valley Union High	High School District	Dr. Betsy McKinstry	(661) 575-1026
Southern Kern Unified	Unified School District	n/a	
Antelope Valley CCD	District	Cathy Hart	(661) 722-6619

Certification & Assurances



By clicking "Approve" on the approval cards below, you are certifying the CFAD as well as confirming that you and ALL consortium members agree to the Assurances listed below.

Assurances

Membership & Decision-Making

- I certify that any community college district, school district, or county office of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region shall be permitted to join the consortium as a member (EC 84905 (a) (b)). (See Membership Box above).
- I certify that only members as described above (and in EC 84905) are allowed to join my consortium as members and participate in decision making and approvals whether in a public meeting, or via the NOVA planning, budgeting & expense reporting system.
- I certify that as a condition of joining a consortium, as a member, I shall commit to reporting any funds (as described in EC 84916) available to that member for the purposes of education and workforce services for adults and the uses of those funds through the annual Program Area exercise in NOVA for reporting leveraged funds, and instructional hours.
- I certify that as a member of the consortium my district shall be represented only by an official designated by the governing board of the member (EC 84905 (c)).
- I certify that as a member of the consortium, I shall participate in any decision made by the consortium (EC 84905 (d)(1)(A)).
- I certify that all decision made by the consortium and its members is final (EC 84905 (d)(1)(F)).
- I certify that I will adhere to the consortium rules and procedures and, as agreed upon by the consortium members, to any additional by-laws, charters, etc.

Public Meetings

- I certify that a proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment (EC 84905 (d)(1)(B)).
- I certify that the consortium has provided the public with adequate notice of a proposed decision and considered any comments submitted by members of the public, and any comments submitted by members of the public have been distributed publicly (EC 84905 (d)(1)(C)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).

- I certify that the consortium has considered input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision (EC 84905 (d)(1)(E)).
- I certify that in addition to the meeting requirements listed in EC 84905, and as agreed upon by the consortium members, that I will follow the public meeting requirements listed in the Ralph M. Brown Act as the Brown Act applies to the governing body of any "local body created by state or federal statute." (Ed. Code, section 54952.)

Reporting Requirements

- I certify that I will participate in completing and updating any consortium long range and/or short range planning efforts and/or budget work plans (EC 84906, 84914(a)).
- I certify that all CAEP expenses have been expended in the CAEP seven program areas, and services provided are consistent with the 3-year plan, the annual plan, and my district's work plan & budget as submitted in NOVA (EC 84913 (1-7), 84906, 8914(a)).
- I certify that my expenditures of CAEP funds match the objectives/activities included in the annual plan and the member work plan (EC 84906, 84914(a)).
- I certify that my expenditures of CAEP funds adhere to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.
- I certify that I will report student level enrollment data and outcomes as prescribed by the State CAEP Office (EC 84920).
- I certify that I will share financial expenditure and progress reports with the members of my regional consortium.
- I certify that I understand that as a member if I do not meet any of these items I have certified, I will be deemed an ineffective member which may result in a loss or reduction of CAEP funding (EC 84914(b)).
- I certify that all CAEP expenses have been expended only for the education of persons 18 years of age or older (EC 84901(a)).

Antelope Valley CCD - Member Representative

Cathy Hart

Interim Dean

chart8@avc.edu

(661) 722-6619

Approved by Cathy Hart

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Antelope Valley Union High - Member Representative

Betsy McKinstry

Director, Career Technical Education

bmckinstry@avhsd.org

(661) 575-1026

Brandy Berryman

Accounting Analyst

bberryman@avhsd.org

(661) 483-2309

Approved by Dr. Betsy McKinstry

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