

California Adult Education Program : CFAD : 2023-24 Produced: May 1, 2023, 08:54 PM UTC Kathryn Mitchell

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: Both AV Adult Education and Antelope Valley College representatives form the consortium, and they have reached a consensus to adopt a direct funded approach for the upcoming 2023-2024 academic year. The proposed funding allocations are designed to support the consortium's objectives, which aim to enhance adult education students' access to blended learning programs, increase student retention and completion rates, and provide additional resources such as counseling services, technology/equipment, and additional academic support. The consortium plans to collaborate with various agencies to develop career pathways and apprenticeships that align with regional demands, upgrade facilities to ensure a secure learning environment, and promote programs to all stakeholders through effective communication and marketing strategies.

Changes: No Changes

Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Antelope Valley Union High	\$4,912,019	\$4,490,260	\$4,158,560
Total Allocated to Members	\$4,912,019	\$4,490,260	\$4,158,560
Total CAEP Funds	\$4,912,019	\$4,542,698	\$4,263,041
Total Remaining	\$0	\$52,438	\$104,481

Carryover Threshold

Input a percentage of carryover that your consortium agrees will be considered an excessive amount.

Should a member, or members, exceed this carryover percentage upon certification of their Q4 report, they will be flagged as non-compliant with the AB 1491 legislation. One year of non-compliance does not carry a penalty. However, should the same member, or members, have two consecutive years of non-compliance the consortium may agree, by majority vote, to reallocate an amount that does not exceed the carryover to other members.

A consortium does have the ability to opt-out. To do so, simply toggle the carryover threshold button to the off position.

Carryover Threshold *

20%

Consortia Report on Governance Compliance of Rules and Procedures v.2

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? *

During each quarterly meeting, the consortium members will receive fiscal reports detailing the progress made toward achieving their goals and the expenditures incurred. These reports will be used as discussion items on the agenda to assess the alignment with the established goals. If necessary, motions will be called for to adjust the 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 Education have a longstanding history of collaborating and partnering with each other. They are represented in various workforce development and community networks. To ensure that both members can participate in voting on matters pertaining to the funding and business operations of the consortium, meetings will be scheduled at mutually convenient times.

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? *

As of now, the consortium comprises two members, which has allowed for the discussion items to be addressed in diverse ways. There has been open communication, including feedback on the planned goals of the consortium. However, moving forward, the meetings and communication will be more structured to adhere 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. *

A 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, the 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 Antelope Valley Adult Education Regional Consortium (AVAERC) presently collaborates with several agencies, including workforce development, county, and community-based organizations, among others. Consortium members attend meetings with these agencies and share updates on the consortium's plan and opportunities for partnerships that align with the educational and career/workforce goals of AE students.

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 voluntary the member will submit a resignation letter and a 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. What is the consortium's defined "excessive" member carryover percentage threshold? *

The consortium in compliance with AB 1491 will define excessive carryover as twenty percent.

17. Please explain how the consortium will monitor and administer carryover funds. What is the consortium's technical assistance and reasonable intervention process? What additional bylaws do you have that govern carryover? *

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 schedule.

18. How does your consortium define member effectiveness? *

AVAERC member effectiveness refers to the ability of members to work collaboratively and efficiently toward achieving the goals of the consortium. Effective members demonstrate a strong commitment to improving the educational opportunities and outcomes for adult learners, and they actively participate in decision-making processes that support this goal. They engage in open and constructive communication with other members and stakeholders, regularly sharing updates and seeking feedback to ensure that the consortium's efforts align with the needs of the community. Additionally, effective

consortium members bring unique skills, experiences, and perspectives to the table, which enriches the overall efficacy of the group. Ultimately, an effective consortium requires dedicated, knowledgeable, and collaborative members who are willing to work together to improve the quality of adult education programs and services.

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

Bylaws will be evaluated, revised, and updated to ensure each consortium member has a clear understanding of member effectiveness.

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 stored documentation from previous meetings, the process of forming the consortium, and AE WASC on Google Drive. This documentation addresses goals, outcomes, and strategic plans for adult education as a whole, but does not specifically focus on the work of the consortium.

Member Agencies

Member Agency	Member Type	Contact	Phone
Antelope Valley Union High	High School District	Brandy Berryman	(661) 483-2309
Southern Kern Unified	Unified School District	n/a	
Antelope Valley CCD	District	Kathryn Mitchell	

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

Kathryn Mitchell
Dean Arts & Humanities
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Approved by Kathryn Mitchell

05/01/2023 01:54 PM PDT

Antelope Valley Union High - Member Representative

Brandy Berryman
Accounting Analyst
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Approved by Jo Morgan-Kim

05/01/2023 11:47 AM PDT



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