

CAEP
CFAD

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02 Antelope Valley Regional Adult Education Consortium

CONSORTIUM APPROVED

2024-25

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, as members of the consortium, have unanimously agreed to implement a direct funded approach for the forthcoming 2023-2024 academic term. The proposed funding distribution is tailored to advance the consortium's objectives, focusing on improving access to blended learning programs for adult education students, elevating retention and graduation rates, and bolstering support services such as counseling, technology provision, and additional academic aid. Furthermore, the consortium intends to collaborate with various entities to construct career pathways and apprenticeship opportunities in line with local workforce needs, enhance facilities for a conducive learning atmosphere, and disseminate program information to all stakeholders through effective communication and marketing strategies.

Changes: No Changes

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Antelope Valley Union High	\$4,953,472	\$4,912,019	\$4,490,260
Total Allocated to Members	\$4,953,472	\$4,912,019	\$4,490,260
Total CAEP Funds	\$4,953,472	\$4,916,112	\$4,542,698
Total Remaining	\$0	\$4,093	\$52,438

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 carryover legislation (EC 84914). 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%

Corrective Action Fiscal Reporting Quarterly Thresholds

If member carryover is over the threshold set below, a corrective action narrative will be required to complete.

	Q1	Q2	Q3	Q4
% of Carryover Threshold	20%	20%	20%	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? *

At each gathering, consortium members will receive comprehensive fiscal reports outlining the strides taken towards goal attainment and the corresponding expenditures. These reports will serve as agenda items for discussion, facilitating an assessment of their alignment with established objectives. Should the need arise, motions will be proposed to modify the present and projected budget accordingly.

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 who 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 established a rich history of collaboration and partnership, evident through their participation in numerous workforce development and community networks. To facilitate active participation from both entities in voting on matters concerning consortium funding and business operations, meetings will be arranged at times mutually convenient for all members.

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 AVUHSD 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. Carryover funds will be exhausted in the 24-25 sy as a trade center is being constructed.

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 comply with 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? *

The effectiveness of AVAERC members refers to their capacity to collaborate and operate efficiently in pursuit of the consortium's goals. These effective members exhibit a firm dedication to enhancing educational opportunities and outcomes for adult learners. They actively engage in decision-making processes that align with this objective, fostering open and constructive communication with fellow members and stakeholders. Regularly sharing updates and seeking feedback ensures that the consortium's initiatives remain responsive to community needs. Furthermore, effective members contribute diverse skills, experiences, and perspectives, enriching the overall effectiveness of the group. Ultimately, a successful consortium relies on committed, knowledgeable, and collaborative members who work collectively to enhance 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? *

Yes

20.1 (Yes) Use the space below to provide a link to the formal document. *

The Consortium Lead Handbook will guide the consortium and will outlay the bylaws and governance structure.

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

04/23/2024 11:54 AM PDT

Antelope Valley Union High - Member Representative

Brandy Berryman
Accounting Analyst
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Jo Morgan-Kim
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Approved by Jo Morgan-Kim

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