

CAEP  
CFAD

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## 03 Barstow Area Consortium for Adult Education

CONSORTIUM APPROVED

2024-25

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 03 Barstow Area Consortium for Adult Education

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** Barstow CCD

**Narrative:** The reporting of available funds will be collected at the Consortium level. Designated members will submit their funding data to BACAE, and the Consortium staff will compile and submit the data to the state. The Consortium will identify funding sources to be reported annually to be compliant. Members will certify the data annually to validate and check for accuracy. All Consortium Members have agreed to the reporting of funds and to comply with this reporting process.

**Changes:** No Changes

### Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Baker Valley Unified	\$78,426	\$77,770	\$71,092
Barstow CCD	\$369,722	\$366,628	\$335,148
Barstow Unified	\$414,537	\$411,067	\$375,773
Silver Valley Unified	\$257,685	\$255,529	\$233,588
<b>Total Allocated to Members</b>	<b>\$1,120,370</b>	<b>\$1,110,994</b>	<b>\$1,015,601</b>
<b>Total CAEP Funds</b>	<b>\$1,120,370</b>	<b>\$1,111,920</b>	<b>\$1,027,461</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$926</b>	<b>\$11,860</b>

### 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	80%	60%	40%	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? \***

Review and discussion at the monthly BACAE Board Meetings that includes a fiscal agent monthly report.

**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 Consortium shall keep track of the date each Members' voting representatives(s) was officially designated by their local Board of Education and keep copies of the local Board minutes as archived evidence. If an official designation is a Consent Item that is voted on, a copy of the Board Agenda that shows the designation as a Consent Item, as well as the minutes, will be provided and kept on file by BACAE. Each member must have two officially designated members. The officially designated Member representatives will represent the interests of their member agency and vote in BACAE Board decisions on behalf of the member agency. BACAE Board meeting attendance and vote participation of the official designee will be recorded and archived by BACAE. Alternate or proxy designees may not be assigned.

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

The Consortium recognizes the benefits of full and active participation by all members in the decision-making process and implementation of BACAE Plans. Therefore, a calendar of meetings and each meeting agenda will be sent to members in advance. Agendas will be posted on the Consortium website. Email notifications and reminders will be sent to all members. Minutes from meetings will be distributed to members and posted to the Consortium website. Agencies participating in the BACAE have agreed to act in accordance with applicable CAEP requirements, the BACAE Annual Plans, and BACAE Three-Year Plan. BACAE Members participate annually in shared, or peer-to-peer monitoring for member effectiveness, adherence to BACAE Plans, and CAEP performance measured outcomes.

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

1 member = 1 vote

**7. How will decisions be approved? \***

by consensus

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

All Consortium meetings shall be conducted in accordance with CAEP requirements, the BACAE Governance Plan, and all applicable laws. Decisions will be made by consensus of Consortium members. BACAE decisions have been arrived at by those processes described in the BACAE governance document.

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

The Barstow Area Consortium for Adult Education encourages all interested persons to attend monthly Board meetings and to address the Consortium Board concerning any item on the agenda or within the Consortium's jurisdiction. The BACAE Board will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code.

**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. \***

The Barstow Area Consortium for Adult Education recognizes the benefits that are derived when input from the public is included as part of a transparent decision-making process and will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code. The Members will include the public in Consortium activities and programs whenever appropriate. The Consortium will provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. Monthly meetings will include a designated time for public comment. Agendas will be posted on the Consortium website and emailed in advance to Consortium members and partners. Consortium members are encouraged to post the agenda at their individual websites.

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

A summary of comments submitted by members of the public will be recorded in the meeting minutes and distributed publicly on the Consortium website.

**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. \***

Community partners and other entities are invited and encouraged to participate in all Consortium meetings. BACAE's founding partners include the San Bernardino County Workforce Investment Board. Community agencies not benefiting from formal partnership with BACAE with an interest in adult education are encouraged to engage BACAE and its members to benefit the region as appropriate until a formal partnership can be established.

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

The Barstow Area Consortium for Adult Education will annually approve the distribution schedule pursuant to Section 84913 with a simple majority vote. In accordance with the BACAE Governance Plan, a simple majority vote will be needed for the passage of any motion. The vote(s) of each official designated member shall be recorded as cast. The names of the members making and seconding each motion shall be recorded in the Consortium minutes. The distribution schedule will follow the funding priorities as specified in the BACAE Comprehensive Regional Plan (Three-Year Plan) and applicable law.

**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? \***

A) designated a member to serve as the fund administrator to receive and distribute funds from the program

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

The Consortium will adhere to the membership guidelines as defined by AB104, education code, and the BACAE Memorandum of Understanding. Considerations for dismissal from the Consortium include:

The member no longer wishes to provide services consistent with the adult education plan; The member cannot provide services that address the needs identified in the adult education plan; or the member has been ineffective in providing services that address the needs identified in the adult education plan, and reasonable interventions have not resulted in improvement. Regular attendance is expected at monthly Consortium meetings. Each designated Member representative is expected to attend every BACAE Board meeting. In the event that a Member designee is absent at four (4) or more consecutive BACAE Board meetings, the Member Agency will forfeit their participation and membership in the Consortium by default. Four (4) or more consecutive absences from BACAE Board meetings demonstrates that the Member Agency is not effective. Member effectiveness shall not be limited solely to BACAE Board meeting attendance. After the second (2nd) consecutive absence, the BACAE Director shall notify the Member Designee, and the BACAE Board shall prepare a written notice detailing the BACAE governance rule regarding attendance, a record of the designee's attendance, and corrective action. At the meeting of the third (3rd) consecutive absence, the written notice shall be read into the official BACAE Board minutes as an information item and delivered via United State Postal Service to the Member Agency's Governing Board, with a Domestic Return Receipt. At the meeting of the fourth (4th) consecutive absence, the Board shall take official action to dismiss the Member Agency from the Consortium for Member ineffectiveness and failure to attend. Dismissal from or admission to the Consortium shall be accomplished with a simple majority vote from the Consortium Board. If the member initiates leaving the Consortium, BACAE will require the member's Governing Board approval. If the Consortium initiates dismissal, the Consortium will inform the member's Superintendent and Governing Board and follow due process. BACAE members may be dismissed from BACAE for failure to demonstrate member effectiveness. A record of intervention steps and dismissal actions shall be kept in the official minutes of Consortium Board Meetings. If the Consortium dismisses a Member, the Consortium Director shall notify CAEP.

**16. What is the consortium's defined "excessive" member carryover percentage threshold? \***

BACAE District Members will work diligently and in a collaboratively manner to ensure each member is progressing adequately and on track of the planned Member's allocation expenditures and according to the Annual Plan goals. This point will be a monthly discussion agenda item at every BACAE Board Meeting to keep the members informed of the funding status and provide an action plan to support each member. Therefore, eliminating the need to reduce a member's allocation at the end of the year.

**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? \***

We refer to the governance document, the consortium MOU, and CAEP Fiscal Management Guide to manage carryover funds. BACAE Fiscal Agent presents a monthly financial report to the board.

**18. How does your consortium define member effectiveness? \***

The BACAE members has monthly discussions and report out about each district's effectiveness by review enrollment numbers, expansion of programs and meeting of goals per the annual plan. Needs improvement areas and issues are discussed and solutions are shared.

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

At this time, BACAE does not have official bylaws. However, the Consortium will seek assistance to get this document in place in the upcoming academic year 2024-2025.

**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? \***

Currently, BACAE has been working with the governance document and the consortium MOU.

## Member Agencies

Member Agency	Member Type	Contact	Phone
Baker Valley Unified	Unified School District	Dr. Michael Esposito	(760) 733-4567
Barstow CCD	District	Eva Bagg	(760) 252-2411
Barstow Unified	Unified School District	Scott Godfrey	(760) 255-6021
Silver Valley Unified	Unified School District	Jeff Youskievicz	(760) 254-2916

## 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 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)).

#### Baker Valley Unified - Member Representative

**Michael Esposito**

Principal

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**Milan Stijepovic**

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Approved by Dr. Michael Esposito

05/16/2024 09:43 AM PDT

**Barstow CCD - Member Representative**

**Eva Bagg**

Superintendent-President

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Approved by Eva Bagg

05/16/2024 10:05 AM PDT

**Barstow Unified - Member Representative**

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Approved by Michelle Colleoc

05/16/2024 09:04 AM PDT

**Silver Valley Unified - Member Representative**

**Jeff Youskievicz**

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**Brice Scott**

Principal

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Approved by Jeff Youskievicz

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