

CAEP  
CFAD

Produced: May 6, 2024, 09:29 PM UTC - By Jennifer Foglesong

## 04 Butte-Glenn Adult Education Consortium

CONSORTIUM APPROVED

2024-25

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 04 Butte-Glenn Adult Education Consortium

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** Butte-Glenn CCD

**Narrative:** The fiscal agent model has been effective since the inception of the planning grant. The fiscal agent is effectively maintaining their role. The 3-year plan will identify Butte College as the fiscal agent, continuing with their existing duties.

**Changes:** No Changes

### Member Allocations

| Member Name                       | (2024-25)          | (2023-24)          | (2022-23)          |
|-----------------------------------|--------------------|--------------------|--------------------|
| Butte Co. Office of Education     | \$225,682          | \$223,794          | \$204,579          |
| Butte-Glenn CCD                   | \$92,005           | \$91,235           | \$83,401           |
| Glenn Co. Office of Education     | \$596,138          | \$591,149          | \$540,392          |
| Hamilton Unified                  | \$253,014          | \$250,896          | \$229,354          |
| Oroville Union High               | \$1,404,428        | \$1,392,675        | \$1,273,097        |
| Paradise Unified                  | \$134,760          | \$133,633          | \$122,158          |
| <b>Total Allocated to Members</b> | <b>\$2,706,027</b> | <b>\$2,683,382</b> | <b>\$2,452,981</b> |
| <b>Total CAEP Funds</b>           | <b>\$2,706,027</b> | <b>\$2,685,618</b> | <b>\$2,481,627</b> |
| <b>Total Remaining</b>            | <b>\$0</b>         | <b>\$2,236</b>     | <b>\$28,646</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 \***

60%

**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 | 90% | 80% | 70% | 60% |

**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? \***

Funds are managed both in the Community Colleges and Agencies local fiscal programs. The consortium is reporting and certifying expenditures through NOVA.

**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? \***

Governing Boards appoint members and certifications in NOVA.

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

Members who do not participate may be subject to becoming an "ineffective member".

**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? \***

This method was selected at during the initial development of the consortium, and has not been changed.

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

Through voting during quarterly or special meetings.

**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. \***

All proposed decisions will be included with quarterly meeting agendas, which are sent out and posted to the website in advance of the meeting time.

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

Comments will be recorded in meeting minutes and posted on the 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. \***

All quarterly meetings include time for comments. Additionally, contact information is readily available on the website for anyone wishing for further communication.

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

Members vote and submit certifications in NOVA.

**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? \***

Agencies may contact the consortium directly to petition to join, leave or be dismissed from the consortium.

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

60%

**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? \***

Funds are managed both in the Community Colleges and Agencies local fiscal programs. The consortium is reporting and certifying expenditures through NOVA.

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

<https://caladulthood.org/DownloadFile/>

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

None at this time.

**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? \***

There has not been a need or request.

## Member Agencies

| Member Agency                 | Member Type                      | Contact            | Phone                    |
|-------------------------------|----------------------------------|--------------------|--------------------------|
| Butte Co. Office of Education | County Office of Education (COE) | Jennifer Foglesong | (530) 879-7462 ext: 1209 |
| Butte-Glenn CCD               | District                         | Teresa Ward        | (530) 895-2844           |
| Glenn Co. Office of Education | County Office of Education (COE) | Elena Jones        | (530) 936-6980 ext: 4774 |
| Hamilton Unified              | Unified School District          | Jeremy Powell      |                          |
| Oroville Union High           | High School District             | Corey Willenberg   | (530) 538-2300 ext: 1107 |
| Paradise Unified              | Unified School District          | Mike Lerch         | (530) 872-6478           |

## 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)).

|   |
|---|
| <b>Butte Co. Office of Education - Member Representative</b>  |
| <p><b>Jennifer Foglesong</b><br/>         Senior Director<br/> <a href="mailto:jfoglesong@bcoe.org">jfoglesong@bcoe.org</a><br/>         (530) 879-7462 ext: 1209</p> |
| <b>Approved by Jennifer Foglesong</b>   |
| <b>05/06/2024 02:29 PM PDT</b>  |

**Butte-Glenn CCD - Member Representative**

**Teresa Ward**  
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**Melisse Boyd**  
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Approved by Teresa Ward

05/01/2024 03:39 PM PDT

**Glenn Co. Office of Education - Member Representative**

**Elena Jones**  
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**Lourdes Ruiz**  
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Approved by Elena Jones

05/01/2024 03:59 PM PDT

**Hamilton Unified - Member Representative**

**Jeremy Powell**  
jpowell@hudschoools.org

Approved by Jeremy Powell

05/02/2024 09:38 AM PDT

**Oroville Union High - Member Representative**

**Corey Willenberg**  
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**Mary Lynch**

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**Jon Wood**  
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**Susan Watts**  
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Approved by Susan Watts

05/01/2024 04:06 PM PDT

**Paradise Unified - Member Representative**

**Mike Lerch**  
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Approved by Mike Lerch

05/06/2024 08:22 AM PDT



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