

CAEP
CFAD

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06 Partnership for Adult Academic and Career Education

CONSORTIUM APPROVED

2024-25

Fiscal Declaration - Consortium Approved

Consortium Name: 06 Partnership for Adult Academic and Career Education

Funding Channel: Direct Funded

Narrative: The planned allocations are in alignment with the Annual Plan, and CAEP Three-Year plan goals and objectives which are centered on identified regional needs along with a consortium wide focus on collaborative strategies to increase the effectiveness of services and the way in which they are delivered throughout the region. The PAACE Consortium will focus on continued collaboration with the Southeast Los Angeles Workforce Development Board (SELACO), in order to pursue and expand opportunities to work with partner agencies and community organizations with the goal of providing language employment skills both on adult school campuses and at offsite locations within the community. The goal of our allocated funding will address the following areas: technology, student transition and overall student outcomes, along with our identified regional needs: Regional Need #1: Continue to expand seamless transitions to post-secondary education. Metrics: Cerritos Complete Enrollment Numbers Regional Need #2: Improve program awareness through the use of targeted marketing of ESL programs throughout the consortium's region. Metrics increased ESL Enrollment Regional Need #3: Improve student success and retention, evidenced by CASA's benchmark data, student educational attainment gains

Changes: No Changes

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
ABC Unified	\$10,502,167	\$10,414,280	\$9,526,889
Bellflower Unified	\$34,265	\$33,545	\$30,845
Cerritos CCD	\$603,110	\$598,496	\$579,959
Downey Unified	\$1,810,718	\$1,795,565	\$1,602,216
Norwalk-La Mirada Unified	\$5,156,926	\$5,113,770	\$4,674,031
Total Allocated to Members	\$18,107,186	\$17,955,656	\$16,413,940
Total CAEP Funds	\$18,107,186	\$17,970,617	\$16,605,625
Total Remaining	\$0	\$14,961	\$191,685

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? *

I certify that in accordance with EC 84916 all consortium members commit to reporting any funds 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. Voting members of the consortium will participate in decision making and approvals in public meetings, via the NOVA planning, budgeting and expense reporting system. All members understand that any funds for the purposes of education and workforce services for adults need to be reported. All members will report funds on a quarterly basis and be reported at public and scheduled PAACE consortium meetings. In addition, any reporting required by the state will be submitted by each member and reviewed by the consortium.

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? *

As a member of the consortium each district shall be represented only by an official designated by the governing board of the member (EC 84905 (c)). I certify that all decisions made by the consortium and its members is final (EC 84905 (d) (1) (F)). Our consortium will have on file a copy of each member's governing board minutes reflecting their official designee(s) with listed name and/or position for our Adult Education consortium.

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

The PAACE Consortium of five (5) members will convene regular meetings to review activities, provide input and participate in decision making. Each member designee or alternative designee will be required to participate in scheduled meetings which will be coordinated by the member, and all decisions will require a majority rule.

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? *

The PAACE consortium decision making model was determined by ample discussion and agreement from all members, partners and constituent groups. PAACE members also reviewed other decision-making models and was provided with expertise and input from consultants (WestEd) that were assisting in the planning and development of the PAACE regional consortium.

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

A PAACE meeting calendar for the academic year will be posted on the website every July of the preceding year. Consortium meeting locations, time, minutes and agendas will be emailed directly to each consortium member, partners, participants and community organization. The PAACE Consortium members will review the meeting calendar, at every June and September meeting. The PAACE consortium website will post all meeting schedules, minutes, and other relevant information. Multiple communication delivery systems will be utilized. The PAACE website also provides an avenue for public review and comments of all consortium activities.

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. *

In accordance with EC 84905 (d) 1 (C)), the consortium will provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public, and ensure that any comments by members of the public have been distributed to the public. The consortium 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," (EC, section 54952).

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

The consortium will request and distribute 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)). Consortium meeting minutes will be posted on the Consortium website and distributed meeting minutes will also contain public comments/discussions.

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 consortium will consider input provided by pupils, teachers employed in local education agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community colleges before making a decision.

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

By Consortium consensus; reference to adult education program areas, per section 84913; and our consortium work plan, the membership will collectively decide the distributive schedule. In accordance with EC 84913 funds apportioned for the program

shall only be used for support of programs as described therein. Any expenditures will be in accordance with the CAEP seven program areas, and the services provided will be consistent with the 3-year plan, annual plan and member work plan's and budgets as submitted 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? *

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? *

The PAACE consortium consensus will manage members who join based on members wishes to provide services consistent with the Adult Education plan and member provides services that address the needs identified in the Adult Education plan. The PAACE consortium consensus will manage members who leave or are to be dismissed based on if the member does not perform in the consortium and the needs are not being met. Members may also forfeit their membership if they no longer want to continue with the consortium

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

20%

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? *

On an annual basis, the members of the consortium will discuss the carry-over funds and decide how to effectively utilize those funds. A contingency plan will be created and used on a priority basis as identified by consortium members. This list can include but will not be limited to technology and professional development days for faculty and staff for all members. Should any consortium member not be able to spend any carry-over funds after a designated and agreed upon deadline, then PAACE members will bring this forward at a leadership meeting, discuss contingency plans, and vote on how to redistribute and expend the available funds. The guidelines for this process will be memorialized in the consortium's governance document which will include carry-over bylaws. Should any consortium member not be able to spend any carry-over funds after a designated and agreed upon deadline, then PAACE members will bring this forward at a leadership meeting, discuss contingency plans, and vote on how to redistribute and expend the available funds. The guidelines for this process will be memorialized in the consortium's governance document which will include carry-over bylaws.

18. How does your consortium define member effectiveness? *

Member effectiveness is defined as regularly meeting the CAEP reporting deadline periods for fiscal and student data outcomes.

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

The Consortium Governance Document has been developed in alignment with the PAACE Three-Year Plan

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. *

PAACE Consortium Governance Bylaws.pdf

06_Partnership_for_Adult_Academic_and_Career_Education_CFAD_2023_24.pdf (prod-nova-attachments.s3-us-west-1.amazonaws.com)

Member Agencies

Member Agency	Member Type	Contact	Phone
ABC Unified	Unified School District	Nancy Amara	(562) 229-7960 ext: 25011
Bellflower Unified	Unified School District	Clifford Higgins	(562) 804-6548 ext: 6261
Cerritos CCD	District	Ms. Graciela Vasquez	(562) 860-2451 ext: 2490
Downey Unified	Unified School District	Blanca Rochin	(562) 940-6201
Norwalk-La Mirada Unified	Unified School District	Mindy Chung	(562) 210-3990 ext: 614101

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)).

ABC Unified - Member Representative

Nancy Amara
Principal
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Brandy Salazar
Accounting Technician
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Approved by Nancy Amara

04/26/2024 03:23 PM PDT

Bellflower Unified - Member Representative

Clifford Higgins

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Approved by Clifford Higgins

04/26/2024 10:06 AM PDT

Cerritos CCD - Member Representative

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Approved by Dr. Sherryl Carter

04/25/2024 02:03 PM PDT

Downey Unified - Member Representative

Blanca Rochin
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Approved by Blanca Rochin

05/14/2024 12:07 PM PDT

Norwalk-La Mirada Unified - Member Representative

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Approved by Mindy Chung

04/25/2024 01:22 PM PDT



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