

California Adult Education Program : CFAD : 2023-24 Produced: Apr 20, 2023, 06:19 PM UTC Abigail Patton

## 07 Chabot-Las Positas/Mid-Alameda County Consortium

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 07 Chabot-Las Positas/Mid-Alameda County Consortium

**Funding Channel:** Direct Funded

**Narrative:** The Mid-Alameda County Consortium (MACC) will adhere to the Annual Plan for 2023-24, which will be based on the MACC Three-Year Plan. In February-March of each year, budget allocation inquiries are distributed to the Mid-Alameda County Consortium (MACC) members along with available information about the anticipated changes to allocations, including possible COLA increases. If there are no planned changes, the Mid-Alameda County Consortium then convenes and votes in unanimous agreement to proceed with allocation percentages in alignment with past allocation percentages, including the COLA. There were no changes requiring the reallocation of funds among Consortium members for 2023-24.

**Changes:** No Changes

### Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Castro Valley Unified	\$3,370,168	\$3,080,798	\$2,853,216
Chabot-Las Positas CCD	\$474,662	\$433,907	\$401,853
Dublin Unified	\$593,175	\$542,244	\$502,188
Hayward Unified	\$2,284,825	\$2,088,644	\$1,934,354
Livermore Valley Joint Unified	\$637,021	\$582,324	\$539,307
New Haven Unified	\$379,266	\$346,701	\$321,090
Pleasanton Unified	\$676,084	\$618,033	\$572,378
San Leandro Unified	\$1,967,813	\$1,798,852	\$1,665,969
San Lorenzo Unified	\$896,187	\$819,238	\$758,720
Tri-Valley ROP	\$38,249	\$34,965	\$32,382
<b>Total Allocated to Members</b>	<b>\$11,317,450</b>	<b>\$10,345,706</b>	<b>\$9,581,457</b>
<b>Total CAEP Funds</b>	<b>\$11,317,450</b>	<b>\$10,466,526</b>	<b>\$9,822,184</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$120,820</b>	<b>\$240,727</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 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.1

**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? \***

Member allocations support the development of new programs and services for adult learners within the region, while also maintaining current staffing levels, facilities costs, and existing programs and services.

The MACC Leadership Committee is a subcommittee of four Official Representatives. The LC consists of the Official Representative from Las Positas College, the Official Representative from Chabot College, one Adult School Official Representative from the Eden Area and one Adult School Official Representative from the Tri-Valley Area. LC responsibilities include oversight in the implementation of MACC policies, governance, strategies and processes/procedures, as well as Co-monitoring the financial health of the consortium with the Consortium Director. All allocated Consortium members are required to report expenditures quarterly, and to engage in planning discussions about allocations, carry forward and budgets during Consortium meetings throughout the year.

**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? \***

Each member agency has one assigned voting member on the Official Representatives leadership board. The official designee is selected and approved by their respective local governing boards or elected Superintendent.

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

All members are expected to abide by the bylaws of MACC. The Official Representatives are responsible for the overall direction of the Consortium. The MACC will be comprised of the member agency officials designated by the local governing boards of each member agency or the elected Superintendent.

The Director of MACC shall not have voting rights on any action items related to the MACC but instead will direct the consortium through the consensus decision making process, unless a different process is agreed upon in advance

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

Other

**6.1 (Other) If selected "Other" in Question 6, use the space below to describe the relative voting power of each member. If not applicable, leave question blank. \***

Only Official Representatives or their Board approved alternate shall vote. Each member agency shall be allotted one vote, e.g. "one vote: one agency."

The Mid-Alameda County Consortium consists of twelve members representing the mid-Alameda County region. Although the Consortium maintains eleven separate allocations, the colleges are combined as one member as the Chabot-Las Positas Community College District (CLPCCD) and supports funds the administrative oversight and operations for the Consortium, including the Consortium Director position. Although CLPCCD shares one allocation, each college has one voting member representative for decision-making and approval.

Within the Consortium boundaries, two sub-regions exist, which coincide with the areas of the two colleges: The Eden Area is served by Chabot College and the following Adult Schools and ROP: Castro Valley, Hayward, New Haven, San Leandro, San Lorenzo, and Eden ROP. The Tri-Valley Area is served by Las Positas College and the following Adult Schools and ROP: Dublin, Livermore, Pleasanton, and Tri-Valley ROP.

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

by consensus

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

MACC shall continue to operate with a decision-making model utilizing consensus. The MACC shall engage in discussion of topics, including those requiring action, to assist in developing a decision that is acceptable for all Official Representatives and in the best interest of MACC. Various strategies will be employed if initially a clear consensus cannot be obtained, including, but not limited to: 1. reviewing MACC's guiding principles/mission, annual goals, and surveys to determine each member agency's interest; 2. make a motion to explore other options and present findings for consideration and action at the next monthly meeting. On a limited basis, when agreed upon in advance, a different decision-making model may be utilized.

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

As a local body created by state statute and per state guidance (see AB86 & AB104), MACC falls under the purview of two public meeting requirements: 1) Ralph M. Brown Act and 2) the public meeting sections of California Education Code, which require that MACC actions and deliberations be conducted openly.

**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. \***

MACC meeting notices shall be posted in accordance with the Ralph M. Brown Act that requires a meeting agenda be posted at least 72 hours in advance of a meeting. The agenda shall contain a brief general description of each agenda item including items to be discussed in closed session. The agenda shall specify the time and location of the meeting and shall be posted in a location that is freely accessible to members of the public (e.g. public google calendar invite) as well as posting on MACC's website. In addition, agendas shall be sent via email to each Official Representative.

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

Opportunities will be provided to members of the public to discuss issues of interest to the community that are related to the purview and purpose of the consortium. Consortium agendas are available on the MACC website along with meeting minutes.

**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. \***

Public comments are limited to three minutes per person, on a first come-first served basis. A maximum time allotment of no more than 20 minutes for the entire public comment period will be offered at each meeting.

The Consortium engages education and workforce service providers through invitation to present and/or participate in Consortium meetings, including MACC workgroup teams to accomplish specific objectives or tasks. All workgroups are open to the public and are advisory to the MACC Official Representatives.

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

The Mid Alameda County Consortium (MACC) determines allocations in March-April of each year in accordance with the prior Three-Year Plan approved by the MACC Official Representatives. A budget allocation inquiry survey is distributed to the Consortium voting members along with available information about an anticipated COLA when appropriate. The survey is intended to capture member requests and suggested special projects for the coming year. The MACC Official Representatives then vote to proceed with allocation percentages.

**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? \***

Change of Position Status:

Official Representatives resigning from the MACC shall provide a minimum of a 60-day notice in writing to the MACC in order to allow for a new designee representative to be nominated for District Governing Board review and approval.

Removal:

A District Governing Board may remove an Official Representative immediately for various reasons including:

1. Official Representative no longer holds employment with a member agency, OR
2. Official Representative changes jobs in which they are no longer working in an adult education capacity, they shall automatically be removed as an Official Voting Representative on the MACC and the member agency shall appoint a new representative

MACC may change the funding allocations in the Consortium Fiscal Administrative Declaration (CFAD) per AB104 guidelines, including reductions in distribution if it is found that a Member Agency:

- No longer wishes to provide services consistent with the most recent approved annual MACC plan and/or
- Cannot provide services that address the needs identified in the MACC regional three-year plan (2022-2025) and/or
- Has decided not to request funding from CAEP.

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

MACC member approaches to incorporating remaining carryover funds from prior year(s) into planned strategies have been discussed over the past two years during Consortium meetings in preparation for new carryover legislation. Members agree to

use any carryover funds to meet their agency’s responsibilities for the provision of consortium supported programs and services pertaining to the MACC Three-Year Plan. Carryover and member effectiveness will be highlighted in revised bylaws in preparation for 2023-24 and in fiscal compliance based on CAEP guidance.

For the 2022-23 CFAD, MACC agreed that a twenty percent member threshold will be considered an excessive amount of carry over funds. 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.

**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? \***

To provide students with maximum services funded through CAEP, funded members will make every effort to expend funds according to each member agency’s submitted funding plan in NOVA by the end of each fiscal year. In the case that funds remain for any fiscal year the following process will be followed:

- Members with unexpended funds will provide a narrative explaining the reason for the carryover and, if applicable, what part of their respective plan was not carried out.
- Member carryover funds will be considered in the development of the following year’s plan.
- Members will expend the carry over funds in the following year in accordance with the approved plan for that year.
- If a member is not able to develop a plan for expenditures of carryover funds that is aligned with AB104 and their approved plan, then those funds will be made available for other consortium projects or member agency funding request.

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

MACC members shall engage in the evaluation of effectiveness at least annually. MACC shall determine the criteria for evaluating effectiveness, for member agencies and the consortium as a whole. Revised 2023-24 Bylaws will reflect updates to MACC member effectiveness to include carry over legislation.

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

Per state guidance the Consortium will evaluate member effectiveness annually. The evaluation will include, at a minimum, a review of the following:

- Comparison of MACC plan submitted to the state with each Member Agency’s student data reports
- Demonstrated ability to address program effectiveness in order to meet community needs
- Current levels and types of services, cost effectiveness, etc.

**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. \***

MACC Bylaws linked here: [https://docs.google.com/document/d/1IJ-ra-ivlnWsjbCniE9So\\_8I0EAQJ-3QwtQvyjrm8Sw/edit?usp=sharing](https://docs.google.com/document/d/1IJ-ra-ivlnWsjbCniE9So_8I0EAQJ-3QwtQvyjrm8Sw/edit?usp=sharing)

## Member Agencies

Member Agency	Member Type	Contact	Phone
Castro Valley Unified	Unified School District	Beth Cutter	(510) 850-8660
Chabot-Las Positas CCD	District	Abigail Patton	(510) 723-7261
Dublin Unified	Unified School District	Bill Branca	(925) 833-3300
Eden Area ROP	Regional Occupation Center/Program (ROC/P)	Craig Lang	
Hayward Unified	Unified School District	Kwasi Reed	(510) 723-3160 ext: 60102
Livermore Valley Joint Unified	Unified School District	Sara Walke MAT	(925) 606-4722 ext: 7132
New Haven Unified	Unified School District	Eric Barron	
Pleasanton Unified	Unified School District	Crystal Korbas	(925) 463-0616
San Leandro Unified	Unified School District	Bradley Frazier	(510) 618-4424
San Lorenzo Unified	Unified School District	Sharita Williams M.A. Ed	(510) 317-4200
Tri-Valley ROP	Regional Occupation Center/Program (ROC/P)	Suzanne Smith	(925) 455-4800 ext: 103

## 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)).

### Castro Valley Unified - Member Representative

**Beth Cutter**

Director

[bcutter@cv.k12.ca.us](mailto:bcutter@cv.k12.ca.us)

(510) 850-8660

Approved by Beth Cutter

04/17/2023 07:14 AM PDT

**Chabot-Las Positas CCD - Member Representative**

**Abigail Patton**

Academic Pathways and Student Success, Dean  
apatton@chabotcollege.edu  
(510) 723-7261

**Emerald Templeton**

Education Partnerships Project Manager  
etempleton@laspositascollege.edu  
(925) 424-1109

Approved by Abigail Patton

04/20/2023 11:19 AM PDT

**Dublin Unified - Member Representative**

**Bill Branca**

brancabill@dublinusd.org  
(925) 833-3300

Approved by Bill Branca

04/18/2023 11:28 AM PDT

**Eden Area ROP - Member Representative**

**Craig Lang**

clang@edenrop.org

Approved by Craig Lang

04/17/2023 09:20 AM PDT

**Hayward Unified - Member Representative**

**Kwasi Reed**

Principal  
kreed@husd.us  
(510) 723-3160 ext: 60102



Approved by Kwasi Reed

04/18/2023 10:57 AM PDT

**Livermore Valley Joint Unified - Member Representative**

**Sara Walke**

Principal

swalke@lvjUSD.org

(925) 606-4722 ext: 7132

Approved by Sara Walke MAT

04/17/2023 11:52 AM PDT

**New Haven Unified - Member Representative**

**Eric Barron**

Coordinator of Educational Options

ebarron@nhUSD.k12.ca.us

Approved by Eric Barron

04/18/2023 11:19 AM PDT

**Pleasanton Unified - Member Representative**

**Crystal Korbas**

Assistant Director, Career Pathways and Adult Learning

ckorbas@pleasantonUSD.net

(925) 463-0616

Approved by Crystal Korbas

04/16/2023 06:19 PM PDT

**San Leandro Unified - Member Representative**

**Bradley Frazier**

Principal

bfrazier@slUSD.us

(510) 618-4424

Approved by Bradley Frazier

04/17/2023 10:42 AM PDT

**San Lorenzo Unified - Member Representative**

**Sharita Williams**

Principal, San Lorenzo Adult School

swilliams@slzusd.org

(510) 317-4200

Approved by Sharita Williams M.A. Ed

04/16/2023 11:26 PM PDT

**Tri-Valley ROP - Member Representative**

**Suzanne Smith**

Coordinator of Program Services

ssmith@tvp.org

(925) 455-4800 ext: 103

Approved by Suzanne Smith

04/18/2023 11:54 AM PDT



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