

California Adult Education Program : CFAD : 2023-24 Produced: Apr 24, 2023, 11:40 PM UTC Andrew Stager

08 West End Corridor/Chaffey Regional AE Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 08 West End Corridor/Chaffey Regional AE Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: Chaffey Joint Union High

Narrative: Member agencies of the West End Corridor Consortium are dedicated to providing high-quality and in-demand programs in basic skills, English literacy, and workforce training, as described in the 2022-25 Three-Year Plan. The Inland Empire region is rebounding from the effects of the COVID-19 pandemic and enrollment is returning to pre-pandemic levels. Schools have added programs, adjusted schedules, and implemented online platforms in order to meet the needs of a diverse group of students and the evolving Inland Empire labor market. In the WECC 2022-23 Annual Plan, Regional Needs are identified as follows: CTE programs. Programs that prepare students for the workforce should reflect the needs and trends in the region. Members are constantly evaluating their offerings based on student demand and labor market projections. Extra funds have been allocated to finance CTE infrastructure projects at Chino Valley and Fontana Adult Schools, while Chaffey and Upland continue to upgrade their facilities. The Adult Schools are working with Chaffey College to leverage resources by offering co-located CTE classes. Community Awareness. Members are turning to social media and other means of attracting and informing their communities of opportunities in adult education. The Consortium has dedicated funds to print and broadcast marketing, and will continue to explore effective methods of reaching potential students. Digital literacy skills. All members have dedicated funds to offering enhanced digital platforms to students across programs. They have invested in improved hardware, software, and staff training. Electronic devices, such as laptops and tablets, may be made available to students who demonstrate need. Orientation programs have been designed to incorporate mastery of basic digital skills and ongoing support for students is provided. Integrated/Accelerated/Dual Enrollment programs. Most of Chaffey College's CAEP funding goes to supporting dual enrollment and co-located programs. There is now a dedicated adult education coordinator at the college, and extra funds have been authorized to increase counseling hours at the adult schools. All members recognize the importance of facilitating dual enrollment in adult school programs, (such as ESL or ASE with CTE,) supporting the Chaffey College Partnership Program, and providing IET programs, viable career pathways, and student support systems and resources. Basic skills, secondary credentials, and English literacy. Low-literacy students are the focus of the Three-Year Plan, as these students constitute the largest barrier and are prominent in most of the adult education programs. Most CAEP funding is dedicated to supporting robust ESL and ABE/ASE programs. In the current program year, extra funds were approved for all members to support the professional development needs of their staffs as related to working effectively with these populations. WECC maintains a consortium-wide account, held by the fiscal agent (CJUHSD.) This account will continue to be used for expenses that benefit all members, such as contractors, software, marketing, and professional development. In addition, members may make requests for extra one-time funding to support pilot projects or special needs in accordance with the goals of the Annual and Three-Year Plans.

Changes: CJUHSD will continue to act as the fiscal agent for the Consortium. In place of Todd Haag, who will retire this year, Dr. George Matamala (incoming principal) will take over the role of Fiscal Manager. The Executive Committee continues to make efforts to adjust funding to support the needs of member communities. To this end, the group has voted to increase the percentage allocated to Fontana and Chino Valley equally. This was achieved by reducing the percentage allocated to the consortium-wide fund and Chaffey Adult School. Chaffey Adult School will reserve the right to request one-time funds from the consortium-wide account as needed.

Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Chaffey CCD	\$361,807	\$328,788	\$304,500
Chaffey Joint Union High	\$4,509,352	\$4,231,595	\$3,919,002
Chino Valley Unified	\$1,720,790	\$1,519,227	\$1,407,000
Fontana Unified	\$1,720,790	\$1,519,227	\$1,407,000
Upland Unified	\$511,825	\$468,029	\$433,455
Total Allocated to Members	\$8,824,564	\$8,066,866	\$7,470,957
Total CAEP Funds	\$8,824,564	\$8,161,072	\$7,658,660
Total Remaining	\$0	\$94,206	\$187,703

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 Off

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? *

All members submit "Instructional Hours and Expenses by Program Area" yearly in NOVA as required by law. They must also submit reports to other grant programs, such as WIOA II, and comply with CAEP quarterly fiscal reporting requirements. The Program Coordinator and Fiscal Manager review and certify member budgets and fiscal reports. Quarterly spending and carryover are reviewed regularly in Executive Committee meetings. The Fiscal Agent, CJUHSD, manages the CAEP accounting and keeps track of funds spent through the consortium-wide account.

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? *

Per legislation, all Member Representatives are appointed by their respective district governing boards to serve on the WECC Executive Committee. The Consortium keeps copies of board minutes on file verifying these appointments. Should a Member Representative need to be replaced, the process is explained and repeated for that individual. WECC Bylaws specify the following:

Terms: All Executive Committee members must be approved by their respective districts' governing boards and their terms of service are designated by their boards.

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

Decisions to be made are placed on the meeting agenda and sent to members at least 3 days in prior to each meeting. Supporting documents are prepared by the Program Coordinator and also sent to members in advance. Members may propose additional agenda items for consideration. Voting may take place only if there is a quorum present. Input may also be given by other means if circumstances warrant as described in the WECC Bylaws:

Proxy voting and absentee ballots are permitted. Voting via email or phone may be permitted in case of extreme need or expediency.

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 model was adopted when consortia were being created per the original AB86 legislation. The founding members agreed that one vote per member would best represent the interests of districts and needs of the region. As stated in the Bylaws:

Voting: Members shall attempt to reach decisions by consensus as directed by the guiding principles. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote. Each member of the Executive Committee shall be entitled to one vote per motion.

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

WECC complies with the Brown Act as described in the Bylaws:

At least 72 hours prior to a regularly scheduled board meeting, the agenda shall be posted at each member's main office in a location easily accessible to the public. Special meetings shall be posted 24 hours in advance.

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. *

If a member of the public wishes to provide comment during the meeting, there is an agenda item for this. Agendas are posted in advance, with instructions for the public to contact the Program Coordinator if they wish to provide comment, whether the meeting is in-person or virtual. The WECC website lists the dates that meetings are scheduled for the program year, and invites members of the public to contact the Program Coordinator.

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

Prior agendas and minutes are posted on the WECC website quarterly. Hard copies of current agendas and minutes are posted at the Consortium main address and are available in the Program Coordinator's office. Interested parties are always encouraged to contact the Program Coordinator via the website, by email or telephone.

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 four adult schools within the Consortium are WIOA II grantees. They have a relationship with the local WIB via a county MOU and may collaborate in other ways. CAS and FAS are scheduled to participate in the AJCC's "Connection Sites" pilot program. Chaffey College collaborates with the county on various levels and receives numerous public grants. Meetings with county workforce and partner agencies are held at least quarterly to discuss regional coordination. Through regional meetings and email networks, WIOA I and II grantees inform one another of what they are doing to meet workforce needs. The Program Coordinator attends county workforce MOU partners meetings and WIOA II regional meetings. A representative from the San Bernardino County Supt. of Schools office receives notification of WECC meetings and is included when agendas and minutes are emailed to members. The Program Coordinator meets periodically with the Library Literacy Coordinators in the region and informs them of Consortium member programs and activities. Members are responsible for communicating with their own particular public and private collaborators..

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

Per CA EC84913, the fiscal agent "...shall commit to developing a process to apportion funds to each member of the consortium pursuant to the consortium's adult education plan within 45 days of receiving funds appropriated for the program." The current fiscal agent, CJUHSD, processes the funds immediately upon receipt from the county so that they are received in a timely manner by members. The distribution of funds is directly related to the date they are released by the state and county, so dates are not set in advance although Ed Code is strictly followed.

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? *

Bylaws address these situations as follows: A consortium member, partner or other participating institution may be removed by the consortium if, by a majority vote, they are determined to be not in good standing as described in the legislation, WEC Governance Document (see #14 below) and WECC Bylaws. Due process will be followed, and should decisions involving membership or funding be necessary, prior notice will be given. Consortium members, other than the community college member, may choose to leave or be dismissed by majority of the consortium membership if any of the below criteria exist (based on Ca. EC 84914):

1. The member no longer wishes to provide services consistent with state and local guiding principles and the consortia's regional plan.
2. The member cannot provide services that address the needs identified in state and local guiding principles and the consortia's regional plan.
3. The member has been consistently ineffective in providing services that address the needs identified in the regional plan and reasonable interventions have not resulted in improvement.
4. Inappropriate use of consortium funds, lack of reporting of requested data and expenditures for mandated submissions, or behavior that jeopardizes the efforts of the consortium could result in dismissal from the consortium.

Members can voluntarily leave the consortium but must provide written notice thirty (30) days prior to vacating membership. Any member that voluntarily chooses to leave the consortium must return its remaining allocation to the fiscal agent within

30 days of the effective date of leaving. The Executive Committee will determine how to redistribute the funds returned by the departing member.

The decision to add a new member requires a majority vote and shall follow the provisions set out in AB104.

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

The member carryover limit will not be set at this time pending further guidance from the state and the development of additional tracking tools in NOVA. The Executive Committee will monitor overall consortium spending and take measures to ensure that it remains under the 20% carryover limit required by the state, or that it can justify exceeding the limit (such as a capital project.)

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 group will monitor the spending of all members concurrent with the submission of quarterly fiscal reports. If a member is not spending their allocation per state guidelines and as a result, the Consortium is in danger of exceeding the 20% carryover limit, the group will examine:

- The actual % of carryover as defined in the legislation.
- The reason for the carryover. Considerations will include: Was the carryover expected? Unexpected? Was it due to circumstances beyond the member's control?
- What is the member's plan to spend the funds? How does it align with the current 3-Year Plan? The timeline should account for carryover being expended within the next year.
- The group will examine the member's quarterly reports in NOVA indicating that the carryover is being reduced as planned.
- The Program Coordinator and Fiscal Manager are available to work with the member should advice or technical assistance be needed.

Carryover in the consortium-wide fund is monitored by the Fiscal Agent. Such carryover is discussed in regular meetings and made available to members for pilot projects and needs that fall within the scope of the Three-Year Plan.

WECC Bylaws address member carryover and may be found in the document link in 20.1 below.

18. How does your consortium define member effectiveness? *

Effective members abide by the Bylaws adopted by the Consortium. They comply with state legislation, guidelines, and required deliverables. Effective members plan expenditures to offer programs that meet the objectives of the Three-Year and Annual Plans. The Guiding Principles in the Bylaws that refer to member effectiveness are:

Collaborative Relationships -- The WEC will work together ethically and fairly, to allocate financial resources, leverage other resources and achieve efficiency in meeting the needs of WEC students.

Collective Responsibility -- The WEC will share responsibility and accountability for all project and student outcomes based on a collective plan.

Representative of All Stakeholders -- The WEC will adhere to a transparent process of open and honest communication.

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

Member *ineffectiveness* is addressed in the Consortium Bylaws:

An Executive Committee member representative may be replaced by the consortium if, by a majority vote, they are determined to be not in good standing. "Not in good standing" refers to an individual who hinders the progress of the group due to excessive absence, tardiness or not remaining for the entire meeting, inappropriate behavior or commentary or other issues that prevent the group from carrying out the Plan objectives.

A consortium member, partner or other participating institution may be removed by the consortium if, by a majority vote, they are determined to be not in good standing as described in the legislation and WECC Bylaws.

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. *

<https://www.westendcorridor.org/wp-content/uploads/2023/04/West-End-Corridor-Bylaws-April-2023.pdf>

Member Agencies

Member Agency	Member Type	Contact	Phone
Chaffey CCD	District	Dr. Matthew Morin	(909) 952-6103
Chaffey Joint Union High	High School District	Chaffey Adult School Todd Haag	(909) 391-5365 ext: 2800
Chino Valley Unified	Unified School District	Carl Hampton	(909) 627-9613
Fontana Unified	Unified School District	Cynthia Gleason	(909) 357-5490
Upland Unified	Unified School District	Andrew Stager	(909) 702-7344
Baldy View ROP	Regional Occupation Center/Program (ROC/P)	Dana Galloway	(909) 391-5365

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)).

Chaffey CCD - Member Representative

Matthew Morin

Director of Adult Education and High School Partnerships

matthew.morin@chaffey.edu

(909) 952-6103

Approved by Dr. Matthew Morin

04/21/2023 02:40 PM PDT

Chaffey Joint Union High - Member Representative

Todd Haag

Principal

todd_haag@cjuhsd.net

(909) 391-5365 ext: 2800

Approved by Chaffey Adult School Todd Haag

04/20/2023 01:44 PM PDT

Chino Valley Unified - Member Representative

Carl Hampton

carl_hampton@chino.k12.ca.us

(909) 627-9613

Approved by Carl Hampton

04/17/2023 02:43 PM PDT

Fontana Unified - Member Representative

Cynthia Gleason

Principal, Adult Education

cynthia.gleason@fusd.net

(909) 357-5490

Approved by Cynthia Gleason

04/20/2023 04:53 PM PDT

Upland Unified - Member Representative

Andrew Stager

Coordinator of Adult Ed and CTE

andrew_stager@upland.k12.ca.us

(909) 702-7344

Approved by Andrew Stager

04/24/2023 04:40 PM PDT



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