

## 08 West End Corridor/Chaffey Regional AE Consortium

CERTIFIED

Allocation Amendment: 2023-24

# Allocation Amendment Summary

## Fiscal Declaration

The Fiscal Declaration information in this section has been provided as a courtesy. It has not been changed since CFAD has been approved by the Member Representatives.

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

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** Not Selected

**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.

## Amended Member Allocations for 2023-24

### Type of allocation amendment \*

Standard member transfer

### Explanation for amendment \*

One-time funds in the amount of \$100,000 for Chaffey College were approved at the April 5, 2023 Executive Committee meeting, effective 2023-24 program year. The funds are to be taken from carryover in the consortium-wide fund held by fiscal agent CJUHSD and will be used to expand college counseling hours at the adult schools.

Member Agency	Amended Allocation	Adjustment Made
Chaffey CCD	\$462,108	\$100,000
Chaffey Joint Union High	\$4,413,110	-\$100,000
Chino Valley Unified	\$1,722,224	
Fontana Unified	\$1,722,224	
Upland Unified	\$512,251	
<b>Total Allocated to Members</b>	<b>\$8,831,917</b>	
<b>Total CAEP Funds</b>	<b>\$8,831,917</b>	
<b>Total Remaining (Must be \$0)</b>	<b>\$0</b>	

## Member Agencies

Member Agency	Member Type	Contact	Phone
Chaffey CCD	District	Laura Alvarado	(909) 652-6497
Chaffey Joint Union High	High School District	Dr. George Matamala	(909) 391-5365 ext: 6092800
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)).

### Certification

<b>Chaffey CCD - Member Representative</b>
<p><b>Laura Alvarado</b>          Director, Workforce Development  <a href="mailto:lauram.alvarado@chaffey.edu">lauram.alvarado@chaffey.edu</a>          (909) 652-6497</p>
<b>Approved by Laura Alvarado</b>
<b>09/08/2023 02:29 PM PDT</b>

<b>Chaffey Joint Union High - Member Representative</b>
<p><b>George Matamala</b>          Principal  <a href="mailto:george.matamala@cjuhsd.net">george.matamala@cjuhsd.net</a>          (909) 391-5365 ext: 6092800</p>

Approved by Dr. George Matamala

09/07/2023 08:47 PM PDT

**Chino Valley Unified - Member Representative**

**Carl Hampton**

carl\_hampton@chino.k12.ca.us

(909) 627-9613

Approved by Carl Hampton

09/07/2023 01:45 PM PDT

**Fontana Unified - Member Representative**

**Cynthia Gleason**

Principal, Adult Education

cynthia.gleason@fUSD.net

(909) 357-5490

Approved by Cynthia Gleason

09/08/2023 09:24 AM PDT

**Upland Unified - Member Representative**

**Andrew Stager**

Coordinator of Adult Ed and CTE

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(909) 702-7344

Approved by Andrew Stager

09/07/2023 01:49 PM PDT



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