

CAEP  
CFAD

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## 09 Citrus College Adult Education Consortium

CONSORTIUM APPROVED

2024-25

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 09 Citrus College Adult Education Consortium

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** Claremont Unified

**Narrative:** Claremont USD has been a very effective, very competent Fiscal Agent. Efficient CUSD processes have allowed the consortium to better benefit from economies of scale with consortium wide services (e.g. consortium-wide Nurse Director for Pre-certification CNA programs, marketing to increase WIOA Title I funding, etc ). CCAEC members also want to continue with a fiscal agent in case members agree that one member is being ineffective and funds need to be moved accordingly.

**Changes:** No Changes

### Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Azusa Unified	\$1,463,527	\$1,485,603	\$1,404,267
Citrus CCD	\$22,000	n/a	n/a
Claremont Unified	\$1,829,913	\$1,735,797	\$1,547,230
Duarte Unified	\$15,544	\$35,651	\$19,251
Glendora Unified	\$104,805	\$150,166	\$172,901
Monrovia Unified	\$1,899,944	\$1,883,864	\$1,693,127
<b>Total Allocated to Members</b>	<b>\$5,335,733</b>	<b>\$5,291,081</b>	<b>\$4,836,776</b>
<b>Total CAEP Funds</b>	<b>\$5,335,733</b>	<b>\$5,295,490</b>	<b>\$4,893,261</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$4,409</b>	<b>\$56,485</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 \***

15%

**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	85%	60%	35%	15%

**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? \***

CCAEC members will report all funding sources as required by law. The mechanism for this report will be the Program Area Reporting in NOVA. This Program Report is included as an Agenda Action Item, approved by CCAEC Board vote, and included in CCAEC Board minutes which are on the website.

**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? \***

CCAEC Bylaws stipulate that member Representatives must be approved by the governing Board of the member institution. Any member Representative not approved would be violating the Bylaws. All current member Representatives have been approved by the Board of each member institution.

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

The Calendar of Board meetings will be ratified by the Board in May 2024 before the 2024-25 program year which begins on July 1, 2024. Member Representatives will know well in advance when meetings will occur and attendance is mandatory. All CCAEC member Reps take Board attendance and deliberations very seriously. Board Rep absences are very infrequent and only occur due to emergencies.

**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? \***

During the original creation of CCAEC Bylaws in 2016, the 1 member = 1 vote and 51% majority for decision approval model was agreed upon by founding member Representatives. During the 2022-23 Program Year, CCAEC member Representatives updated the consortium Bylaws and believed continuing this model was best. Though approvals are 51%, unanimity is a CCAEC governing principle. It is the desired outcome that all votes for approval be unanimous. Only two votes in the history of the consortium have not been unanimous.

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

The Calendar of CCAEC Board meetings is agreed upon by the Board well in advance and made public on the CCAEC website. All CCAEC Board meetings are held in public at the Monrovia member institution and all agendas provide an opportunity for the public to comment on items on the agenda and items not on the agenda. Hard copies of Agendas are available at Monrovia Community Adult School within the time legally required by the Brown Act. In addition to in-person meetings, so that the CCAEC is in compliance with AB361, all meetings are held with a teleconference link for the public to attend. These consortium actions ensure all Board meetings are open and properly notified.

**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 CCAEC Agendas and Minutes are posted on the CCEAC website in accordance with the Brown Act (72 hours in advance) and stakeholders from all member institutions are invited to attend. In compliance with AB361, all meetings are held with a teleconference link for the public to attend. All agendas provide an opportunity for the public to comment on items on the agenda and items not on the agenda. Hard copies of Agendas are available at Monrovia Community Adult School within the time legally required by the Brown Act.

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

Public comments are currently not requested to be in writing, but Board Agendas call for public comments to be made at Board meetings. Comments made by the public are always included in the meeting Minutes which are housed on the CCAEC 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. \***

CCAEC members interact with numerous educational partners, including the Los Angeles County Workforce Development Board (WDB) & Department of Economic Opportunity, regional American Job Centers of California, the Department of Public Social Services, the Department of Rehabilitation, and Community Based Organizations (such as Foothill Unity Center, Habitat for Humanity, et. al.) through the course of pursuing the consortium mission. These partners are invited to CCAEC Board meetings and are encouraged to comment upon Agenda items. These organizations are also deeply involved in the Three Year Plan and Annual Plan planning process.

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

As stated in Article I, Section 3, Clause iii of the CCAEC Bylaws, CCAEC members will work together, ethically and fairly, to allocate financial resources and achieve efficiency in meeting the needs of CCAEC students and achieving its Purpose (which is stated in Section 2 of the bylaws as "to efficiently use California Adult Education Program (CAEP) funds to provide adults in its region with educational programs as specified by California AB104)."

Article III of the CCAEC Bylaws provides detailed directions for CCAEC members to properly allocate and distribute CAEP funds. In the Article it states that the CCAEC understands that it will receive an annual consortium-wide allocation of state CAEP funds. It also states the CCAEC recognizes that distribution of these funds to CCAEC members is guided by Local Control Funding principles and that the members collectively collaborate to distribute these consortium-wide CAEP funds such that members have adequate funding to work individually and achieve the consortium Purpose.

The CCAEC Executive Board (as defined in Article V in its Bylaws) will be the body that collectively determines individual member Allocation of CAEP funds (herein referred to as "Allocation"). Individual member Administration must recognize Allocations are determined collectively and collaboratively guided by Local Control Funding principles to achieve the CCAEC purpose and must minimize influence and interference upon Executive Board determination of member Allocation. The CCAEC members commit to determining member Allocation in a transparent manner using reasonable data such as student enrollment and performance.

The Board will determine final CAEP Allocation publicly at a CCAEC Board meeting (as described in Article VI, Section 3) the month before the CAEP Consortium Fiscal Agent Declaration (herein "CFAD") is due to the state. The process used by the consortium is to analyze student enrollment and performance, specifically enrollment of students who reach Participant status, or 12 hours of instruction. Allocation is determined proportionate to Participant enrollment

**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? \***

Membership to the CCAEC is governed by and complies with all current California State legislation, specifically AB104 and subsequent Ed Code 84900 to 84920. Institutions participating as members to the CCAEC are afforded all rights and responsibilities as outlined by California legislation.

Article II of the CCAEC Bylaws provides direction for CCAEC membership and notes who the CCAEC members are. Article IV of the Bylaws discusses members leaving or being removed.

As required by Article IV of the CCAEC Bylaws, member institutions 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 annual Allocation of CAEP funds to the fiscal agent within 30 days of the effective date of leaving. The CCAEC Executive Board (described in Article V) will determine how to redistribute the Allocation returned by the departing member.

The decision to add a new member requires a two-thirds majority vote.

The decision to remove a current member requires each Representative (as defined in Article V, Section 1 of the CCAEC Bylaws) to obtain the acknowledgement and approval from the Superintendent/President of the member institution. Vote for approval to remove a member must be a two-thirds majority.

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

15%.

**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? \***

CCAEC members monitor carryover funds through quarterly expenditure reports in NOVA and Board meetings to approve those expenditure reports.

- By the end of the 2022-23 Program Year, carryover amounts greater than 15% of a Member's total Allocation indicate Member ineffectiveness.
- In the first year of excessive carryover, Member must provide a detailed plan as to how the carryover will be spent and the Executive Board must approve the plan. This is considered Intervention Year 1.

- If the plan is not executed and carryover exists after Intervention Year 1, the Member is deemed ineffective.

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

Member Effectiveness is primarily defined as a Member's ability to consistently meet the Assurances outlined in Article III, Section

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

Article IV: Member Effectiveness and Member Removal extensively addresses member effectiveness.

Article IV, Section 2: Reduction of Member Allocation states the Board may reduce a Member's Allocation for the following reasons:

- Members have mutually agreed upon an Amendment to Annual Member Allocation so that one Member can better meet the CCAEC Purpose. The Member no longer wishes to provide services consistent with achieving the CCAEC Purpose and the CCAEC Annual Plan.
- The Member is not providing educational programs and services consistent with achieving the CCAEC Purpose and the CCAEC Plans.
- The Member is not expending CAEP funds in a manner that adheres to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.
- The Member is consistently not meeting the requirements of Member Effectiveness as defined in Article IV Section 1 and is thus deemed "ineffective" in providing services that address the CCAEC Purpose.
- Reasonable interventions to improve Member Effectiveness have not resulted in improvements.

A simple majority vote is all that is required to reduce a Member's Allocations. The consortium may reduce the Member's Allocation for the current year or reallocate the Member's Allocation for the following program year.

If the Executive Board reduces Allocation for the current year, the Member must return Allocation to the fiscal agent within 15 days of written notification of forfeiture of funds. The Executive Board will determine how to redistribute reallocated Allocation funds.

**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. \***

Consortium Bylaws can be found at the link below:

<http://www.ccadulted.org/governance/>

Also, consortium Agendas and Minutes detail ongoing efforts to address carryover and member effectiveness:


<http://www.ccadulted.org/caaec-board-meetings-2022-23/>

## Member Agencies

Member Agency	Member Type	Contact	Phone
Azusa Unified	Unified School District	Dr. Anthony Contreras	(626) 852-8400
Claremont Unified	Unified School District	Felipe Delvasto	(909) 398-0609

Member Agency	Member Type	Contact	Phone
Duarte Unified	Unified School District	Kevin Morris	(626) 599-5901
Glendora Unified	Unified School District	Valentina Shibata	(626) 852-4550
Monrovia Unified	Unified School District	Flint Fertig	(626) 471-3065
Citrus CCD	District	John Russell	(626) 840-9865

## 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>Azusa Unified - Member Representative</b>
<b>Anthony Contreras</b> Principal <a href="mailto:acontreras@azusa.org">acontreras@azusa.org</a> (626) 852-8400
Approved by Dr. Anthony Contreras
04/24/2024 12:47 PM PDT

<b>Citrus CCD - Member Representative</b>
<b>John Russell</b> Program Director <a href="mailto:jrussell@thebest-alternative.com">jrussell@thebest-alternative.com</a> (626) 840-9865  <b>Kimberly Mathews</b> <a href="mailto:kmathews@citruscollege.edu">kmathews@citruscollege.edu</a>
Approved by John Russell
04/16/2024 04:17 PM PDT



**Claremont Unified - Member Representative**

**Felipe Delvasto**

Senior Coordinator of Alternative Education

fdelvasto@cusd.claremont.edu

(909) 398-0609

Approved by Felipe Delvasto

04/16/2024 04:51 PM PDT

**Duarte Unified - Member Representative**

**Kevin Morris**

Director/Principal

kmorris@duarteusd.org

(626) 599-5901

Approved by Kevin Morris

04/16/2024 09:13 PM PDT

**Glendora Unified - Member Representative**

**Valentina Shibata**

Principal

vshibata@glendora.k12.ca.us

(626) 852-4550

Approved by Valentina Shibata

04/24/2024 10:24 AM PDT

**Monrovia Unified - Member Representative**

**Flint Fertig**

ffertig@monroviashools.net

(626) 471-3065

**John Russell**

Program Director

jrussell@thebest-alternative.com

(626) 840-9865

Approved by Flint Fertig

04/16/2024 04:19 PM PDT



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