

CAEP  
CFAD

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**10 Coast Adult Education Consortium** CONSORTIUM APPROVED

2024-25

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 10 Coast Adult Education Consortium

**Funding Channel:** Direct Funded

**Narrative:** The planned allocations follow agreed upon allocation criteria and ensure that each funded member can fulfill the objectives and strategies in the annual plan, which is based on the three-year plan. In addition, funding is allocated consistent with Article I, Section 4 of the Consortium bylaws which states: "The Coast Adult Education Consortium (CAEC) recognizes members have multiple revenue streams that directly or indirectly support the purpose of the CAEC. The CAEC recognizes that it will receive an annual allocation of funding from the California Adult Education Program (CAEP). The CAEC will annually allocate funding for members in accordance with the law and the annual plans and budget developed and agreed by the Executive Committee. Mandated and contract negotiated cost increases will be considered first in developing the annual budget before other grant funded projects."

**Changes:** No Changes

### Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Coast CCD	\$1,950,921	\$1,934,595	\$1,768,486
Garden Grove Unified	\$289,655	\$287,231	\$262,569
Huntington Beach Union High	\$6,971,079	\$6,912,742	\$6,319,197
<b>Total Allocated to Members</b>	<b>\$9,211,655</b>	<b>\$9,134,568</b>	<b>\$8,350,252</b>
<b>Total CAEP Funds</b>	<b>\$9,211,655</b>	<b>\$9,142,179</b>	<b>\$8,447,768</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$7,611</b>	<b>\$97,516</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  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? \***

Each funded member reports its expenditures in NOVA on a quarterly basis. The Consortium Executive Committee reviews and discusses at least once a year the funds available. In an effort to provide students with maximum services funded through the CAEP consortium, funded members will make every effort to expend funds according to the agreed upon plan 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 have first opportunity to expend in the following year any funds they carryover as long as plans to expend such fund are in accordance with the approved plan for that year. If a member is not able to develop a plan for expenditure of carryover funds that is aligned with the approved plan then those funds will be made available for other consortium projects.

**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 is represented in the Executive Committee of the Coast Adult Education Consortium (CAEC) by the official designated by their respective local governing boards or elected Superintendent. Evidence of the official designation is either an agenda item of a local governing board meeting indicating approval of the official or a letter from an elected Superintendent, in the case of Orange County Department of Education.

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

The CAEC bylaws state that no decision is made unless all officials designated for funded members are present at the respective Executive Committee meeting. Article III, Section 5 of the bylaws states: "For meetings of the CAEC, a quorum shall consist of at least one member of the Executive Committee who represents each member organization receiving an allocation. Meetings may still be held without a quorum for purpose of presentation or discussion. However, no actions or voting may take place without a quorum."

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

1 institution = 1 vote (thus giving districts with multiple institutions multiple votes)

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

by majority vote of 51%

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

The CAEC Executive Committee had extensive discussions once the consortium was established as a result of AB 86 and AB 104 and developed the bylaws that have governed the consortium starting shortly after its formation.

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

Article III, Section 4 of the bylaws states: "Notice of meetings: The decision making /status meetings will be noticed at least 72 hours in advance. The agenda and documents for the meeting shall be posted at each member's main office and on the web site of the Consortium." Members of the public can join these meetings at the physical location for the meeting or via zoom.

**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. \***

See response above for question 9. In addition, members of the public can submit comments to the Chair of the CAEC Executive Committee in advance of the meeting. These comments will be shared with all members of the Executive Committee.

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

Comments received from the members of the public will be posted on the consortium 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. \***

Consortium members collaborate with a variety of local entities located in the consortium service area and have developed partnerships to expand the opportunities for adult learners. If the CAEC Executive Committee determines that a proposed decision may impact other entities in the service area, members of the Executive Committee will contact the specific entities for input and feedback.

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

CAEC is a direct funded consortium. CAEC works together collaboratively and fairly to allocate financial resources and achieve efficiency in meeting the needs of CAEC students. Mandated and contract negotiated cost increases will be considered first in developing the annual budget before other grant funded projects. The distribution of the allocation across the three funded members is based on the percentage of funding received in the prior year. No funded member uses more than 5% for indirect costs.

**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 membership of the consortium is based on Education Code Section 84905. All qualified entities in the consortium service area are members of the CAEC. Members would be dismissed if they no longer want to provide the required services.

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

Not defined at this time.

**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? \***

As noted in the CAEC bylaws, in an effort to provide students with maximum services funded through the CAEP consortium, funded members will make every effort to expend funds according the agreed upon plan 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 have first opportunity to expend in the following year any funds they carryover as long as plans to expend such fund are in accordance with the approved plan for that year.

If a member is not able to develop a plan for expenditure of carryover funds that is aligned with the approved plan then those funds will be made available for other consortium projects.

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

Member effectiveness is evaluated based on the following criteria:

- Active participation in the consortium meetings and activities
- Fulfillment of stated objectives, strategies, and activities in the consortium three-year plan and annual plan
- Ability and capacity to provide the expected services
- Meeting deadlines
- Timely reporting of quarterly expenditure reports in NOVA

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

The CAEC bylaws currently do not cover member effectiveness.

**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://documents.cccd.edu/Educational%20Services/CAEC\\_Bylaws\\_4-10-2020.pdf](https://documents.cccd.edu/Educational%20Services/CAEC_Bylaws_4-10-2020.pdf)

## Member Agencies

Member Agency	Member Type	Contact	Phone
Coast CCD	District	Dr. Andreea Serban	(714) 438-4698
Garden Grove Unified	Unified School District	M'Liss Patterson	(714) 663-6305
Huntington Beach Union High	High School District	Steve Curiel	(714) 842-4227
Coastline ROP	Regional Occupation Center/Program (ROC/P)	Dr. Brian Dozer	(949) 429-2222
Newport-Mesa Unified	Unified School District	Keith Carmona	(714) 424-7516
Orange County Department of Education	County Office of Education (COE)	Fatinah Judeh	(714) 349-3073

## 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>Coast CCD - Member Representative</b>
<p><b>Andreea Serban</b>  Vice Chancellor Educational Services and Technology  aserban@cccd.edu  (714) 438-4698</p>
Approved by Dr. Andreea Serban
05/02/2024 08:17 AM PDT

<b>Coastline ROP - Member Representative</b>
<p><b>Brian Dozer</b>  Superintendent  bdozer@coastlinerop.org  (949) 429-2222</p>
Approved by Dr. Brian Dozer

05/02/2024 08:46 AM PDT

**Garden Grove Unified - Member Representative**

**M'Liss Patterson**  
Director  
mpatterson@ggusd.us  
(714) 663-6305

Approved by M'Liss Patterson

05/02/2024 10:10 AM PDT

**Huntington Beach Union High - Member Representative**

**Steve Curiel**  
Principal  
scuriel@hbas.edu  
(714) 842-4227

Approved by Steve Curiel

05/02/2024 08:25 AM PDT

**Newport-Mesa Unified - Member Representative**

**Keith Carmona**  
Director of Teaching and Learning  
kcarmona@nmusd.us  
(714) 424-7516

Approved by Keith Carmona

05/02/2024 09:48 PM PDT

**Orange County Department of Education - Member Representative**

**Fatinah Judeh**  
Coordinator  
fjudeh@ocde.us  
(714) 349-3073

Approved by Fatinah Judeh

05/02/2024 11:09 AM PDT



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