

CAEP
CFAD

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11 Tri City Adult Education Consortium

CONSORTIUM APPROVED

2023-24

Fiscal Declaration - Consortium Approved

Consortium Name: 11 Tri City Adult Education Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: Paramount Unified

Narrative: Per our annual Memorandum of Understanding, Paramount Unified School District as the fiscal agent "...will distribute consortium funds in accordance with the Tri City Adult Education Consortium Governance and Fiscal Allocation Plans, approved at the Tri City Board Meeting on June 27, 2017, AB 104, and Education Code section 84913. PUSD will be responsible for collecting, compiling, and reporting consortium-level fiscal, program information, and learner performance outcome measures to the CAEP office." Furthermore, Tri City through the process of the CAEP 3-year plan identifies the most pressing needs of the region and allocates funds based on these priorities.

Changes: No Changes

Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Compton CCD	\$466,054	\$563,007	\$435,933
Compton Unified	\$1,860,037	\$1,677,573	\$1,550,500
Lynwood Unified	\$2,502,173	\$2,195,378	\$2,068,305
Paramount Unified	\$3,103,511	\$2,444,844	\$2,317,771
Total Allocated to Members	\$7,931,775	\$6,880,802	\$6,372,509
Total CAEP Funds	\$7,931,775	\$6,961,157	\$6,532,614
Total Remaining	\$0	\$80,355	\$160,105

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 *

20%

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	80%	60%	50%	20%

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? *

The Tri City Annual Memorandum of Understanding reads as follows:

"As the TCAEC fiscal agent, PUSD will act as the banker, process expenses and expenditure contracts as agreed upon by the members, and work with the members to implement fiscal decisions per TCAEC's 2023-24 Annual Plan and Three-Year Consortium Plan.

As the designated fiscal and program information-reporting agency, PUSD will:

- Distribute revenues received to the TCAEC members in the percentages illustrated in Fig. 1 on page 2 as received by the Fiscal Agent and immediately after posting in the financial system.
- Receive direction from the Board regarding regulations, reports, and will monitor the revenues and expenditures of the members.
- Submit the required reports to the State and Executive Board.
- Districts will receive their agreed upon allocation based on the Distribution Schedule provided by the Chancellor's Office for this program year.
- Compile and report consortium-level data required by AB 104 and CAEP as needed."

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? *

Article IV the Membership of the Tri City Bylaws states:

- "Consortium member districts include Compton Unified School District, Lynwood Unified School District, Paramount Unified School District, and Compton Community College District.

- Any organization or institution receiving funding from the State of California for delivery of adult education as described in Assembly Bill 104, Article 9, Section 84905, and operates with the TRI CITY ADULT EDUCATION region, shall be permitted to join the Consortium as a member. To be added as a member:
- The district superintendent, chancellor, or executive officer of such organization must provide a written request to the TRICITY ADULT EDUCATION Executive Board, including verification of the funding described in EC 84905(b).
- A representative must be appointed by the board of the new institution or organization. Verification of approval of this appointment must be presented to the TRI CITY ADULT EDUCATION Executive Board in the form of approved board meeting minutes.
- Requests for membership shall be reviewed and membership shall be approved at a noticed and agendized "open meeting" by the TRI CITY ADULT EDUCATION Executive Board.
- Once appointed, the district representative shall work with TRI CITY ADULT EDUCATION representatives to incorporate and align their district with TRI CITY ADULT EDUCATION's three-year comprehensive plan."

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

Tri City By-laws Article IV item B Members Rights and Responsibilities dictates:

"(1) Rights of members

- Members have the right to participate in the decision-making process for development of regional adult education plans.
- Members have the right to participate in determining the allocation of Consortium funding.

(2) Responsibilities of Members

- Members shall adhere to laws and regulations governing adult education programs and services outlined in Education Code 84900-84920, including submission of annual plans and reporting requirements for expenditures and student data.
- Members shall agree to implement the current regional 3-year and annual plans.
- Members shall designate one "official representative" to serve on the Executive Board and represent the interests of the member organization. Designation shall be in writing and formally approved by the governing board of each institution.
- Members should designate one "point person" to represent the interests and perspectives of their respective districts during Consortium-related activities.
- Members shall actively participate in Consortium meetings and the decision-making process for the development of regional adult education programs and services.
- Members must follow the Consortium's bylaws and abide by AB104 legislative member requirements and California Education Code.
- Consortium membership alone does not guarantee funding. Failure to follow requirements can result in a member being dismissed from the Consortium or a reduction in CAEP funding."

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? *

Our consortium reviewed the bylaws of other groups and settled on the decision-making structure currently listed in the Tri City in the Bylaws as Article V. Governance and Decision-Making item B. Decisions,

- "The Executive Board makes final decisions about work plans, allocates funding, and adopts policies and procedures necessary for compliance with AB 104 and EC 84900-84920.
- When making final decisions the Executive Board shall use input from Point Persons, Staff, working groups, partner organizations, and the public. Input shall be provided in accordance with the Brown Act.
- The Executive Board uses consensus as a first approach to decision-making.

- In the event consensus cannot be reached, a motion can be passed by a majority of voting members as long as a quorum is established, as outlined in Article VII, Section E.
- For purposes of voting, each member district has one vote and Executive Board members must be “present” at meeting to cast a vote. There are no proxies. For purposes of this item, “present” may include teleconferencing provided that compliance with Brown Act is met (GC54953).
- Pursuant to EC 84906(F), decisions are final."

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

According to the bylaws, Article VI Item D Professional Governance Standards board members must abide by the following standards of governance:

- Members shall develop and communicate a common vision that has as its primary focus learning and achievement for all students.
- Members shall operate openly, with trust and integrity.
- Members shall govern in a dignified and professional manner, treating everyone with civility and respect, and shall understand the implications of demeanor and behavior.
- Members shall consider discussion and citizen comment at publicly held meetings when making policy decisions and shall make policy decisions keeping in mind the interests of all the Districts' students.
- Members shall maintain an ongoing awareness of issues, projects, activities, and trends that impact adult education and the Compton, Lynwood, and Paramount Region.
- To maintain high ethical standards and help ensure that decisions are made in the best interest of the Consortium and the public, member representatives shall disclose any related conflict of interest and, as necessary, shall abstain from participating in related decision-making.
- Members shall operate in compliance with the Brown Act (GC 54950-54963) by:
 - Providing for open and transparent public meetings when applicable
 - Not engaging in serial meetings
 - Providing opportunity for public comment
 - Providing board documents for public inspection
 - Posting agendas in advance
 - Having discussions aligned with the agenda
 - Following closed session policies

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. *

The Tri City agendas and minutes are posted on the Tri City Adult Education website and at the respective individual member sites.

The structure of the Tri City Board meetings adheres to the Brown Act, where board meeting notices are posted for the public. Tri City holds regular meetings at a time and on dates determined by the Board on or before the last meeting of each year. Meeting dates and times are posted on the Consortium website and made available to the public in board packets. Additionally, Board agendas contain a brief general description of each item of business to be transacted or discussed at the meeting are posted to the Consortium website. The meeting locations are posted on the Consortium website and made available to the public in the board packet. Furthermore, Board agendas contain a brief general description of each item of business to be transacted or discussed at the meeting, are posted to the Consortium website, at the meeting location, and distributed to each member district for posting at least 72 hours before the time of a Regular Meeting (in compliance with GC Section 54954 and 54956). Also, note that all meetings comply with the Brown Act (GC 54954) and include an opportunity for public comment. Meeting minutes are available in the following meeting's board packet and after official approval on the Consortium website.

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

All comments in Tri City Board meetings are posted in the board minutes. All minutes are posted to the Consortium website, at the meeting location, and distributed to each member district for posting at least 72 hours before the time of a Regular Meeting (in compliance with GC Section 54954 and 54956). Also, note that all meetings comply with the Brown Act (GC 54954) and include an opportunity for public comment. Meeting minutes are available in the following meeting's board packet and after official approval 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. *

Each member brings information from various entities they partner with throughout the region, including workforce boards, local AJCCs, and community-based organizations. Tri City Board decisions are informed by information gathered from these various entities.

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

Tri City AEC members will adhere to the agreements outlined in the TCAEC Governance and Fiscal Allocation Plans, approved at the Tri City Board Meeting on June 27, 2017. TCAEC members will be responsible for participating in the consortium decision-making process and reporting member fiscal, program information, and learner performance outcomes measures to the consortium as specified in AB 104 and any associated AEBG Program guidelines. Additionally, the By-laws Article III states:

"TRI CITY ADULT EDUCATION funds are used to support the following seven program areas:

- Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate.
- Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation.
- Programs for adults, including, but not limited to, older adults, that are primarily related to entry or re-entry into the workforce (Workforce Preparation).
- Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
- Programs for adults with disabilities.
- Programs in career technical education that are short-term in nature and have high employment potential.
- Programs offering pre-apprenticeship training activities conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area."

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? *

Tri City Bylaws Article IV item A Membership states regarding joining, leaving, or being dismissed from the consortium states,

(2) Any organization or institution receiving funding from the State of California for delivery of adult education as described in Assembly Bill 104, Article 9, Section 84905, and operates with the TRI CITY ADULT EDUCATION region, shall be permitted to join the Consortium as a member. To be added as a member:

- The district superintendent, chancellor, or executive officer of such organization must provide a written request to the TRICITY ADULT EDUCATION Executive Board, including verification of the funding described in EC 84905(b).
- A representative must be appointed by the board of the new institution or organization. Verification of approval of this appointment must be presented to the TRI CITY ADULT EDUCATION Executive Board in the form of approved board meeting minutes.

- Requests for membership shall be reviewed and membership shall be approved at a noticed and agenzized “open meeting” by the TRI CITY ADULT EDUCATION Executive Board.
- Once appointed, the district representative shall work with TRI CITY ADULT EDUCATION representatives to incorporate and align their district with TRI CITY ADULT EDUCATION’s three-year comprehensive plan.

(3) Any member may elect to leave the Consortium through a written request by the district superintendent, chancellor, or the agency’s executive off icer. Any member leaving the consortium shall:

- Provide written notice to the Executive Board thirty (30) days prior to vacating membership.
- Return its remaining allocation to the Consortium as agreed by the TRI CITY ADULT EDUCATION Executive Board.

(4) Dismissal from the Consortium shall follow in alignment with AB104 and Education Code Section 84914

Furthermore, Members must follow the Consortium's bylaws and abide by AB104 legislative member requirements and California Education Code. Consortium membership alone does not guarantee to fund. Failure to follow these requirements can result in a member being dismissed from the Consortium or a reduction in CAEP funding.

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

The consortium has determined carryover over a 50% threshold in the second year of allocation is “excessive” member carryover percentage.

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 the fiscal agent, Paramount Unified School District (PUSD) will distribute consortium funds in accordance with the Tri City AEC Governance and Fiscal Allocation Plans, approved at the Tri City Board Meeting on June 27, 2017, AB 104, and Education Code section 84913. PUSD will be responsible for collecting, compiling, and reporting consortium-level fiscal, program information, and learner performance outcome measures to the CAEP office. Carryover amounts are noted in fiscal reports and the Tri City Board decides on how these funds are distributed based upon need.

The Tri City annual Memorandum of Understanding states, "In the case that the Tri City Consortium funds are not exhausted by June 30, 2024, they will be distributed equally among the four members so they can be spent by December 31, 2024.

Members monitor carryover funds through quarterly expenditure reports in NOVA and Board meetings to approve those expenditure reports. Members who have not spent at least 50% of their allocation in the second year of the funding cycle must provide a detailed plan as to how the carryover will be spent and the Executive Board must approve the plan as part of the reasonable intervention process.

18. How does your consortium define member effectiveness? *

Member effectiveness is addressed in both the Memorandum of Understanding and the bylaws. Specifically, in the bylaws under Article IV item B as follows:

(2) Responsibilities of Members

- Members shall adhere to laws and regulations governing adult education programs and services outlined in Education Code 84900-84920, including submission of annual plans and reporting requirements for expenditures and student data.
- Members shall agree to implement the current regional 3-year and annual plans.
- Members shall designate one “official representative” to serve on the Executive Board and represent the interests of the member organization. Designation shall be in writing and formally approved by the governing board of each institution.
- Members should designate one “point person” to represent the interests and perspectives of their respective districts during Consortium-related activities
- Members shall actively participate in Consortium meetings and the decision-making process for the development of regional adult education programs and services.
- Members must follow the Consortium’s bylaws and abide by AB104 legislative member requirements and California Education Code.

- Consortium membership alone does not guarantee funding. Failure to follow these requirements can result in a member being dismissed from the Consortium or a reduction in CAEP funding."

Additionally, the members hold each other accountable through constant communication i.e., email, phone calls, and texts.

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

Tri City By-laws Article IV Membership under item B Member Rights and Responsibilities states,

"(2) Responsibilities of Members

- Members shall adhere to laws and regulations governing adult education programs and services outlined in Education Code 84900-84920, including submission of annual plans and reporting requirements for expenditures and student data.
- Members shall agree to implement the current regional 3-year and annual plans.
- Members shall designate one "official representative" to serve on the Executive Board and represent the interests of the member organization. Designation shall be in writing and formally approved by the governing board of each institution.
- Members should designate one "point person" to represent the interests and perspective of their respective districts during Consortium-related activities.
- Members shall actively participate in Consortium meetings and the decision-making process for development of regional adult education programs and services.
- Members must follow the Consortium's bylaws and abide by AB104 legislative member requirements and California Education Code.
- Consortium membership alone does not guarantee funding. Failure to follow these requirements can result in a member being dismissed from the Consortium, or a reduction in CAEP funding.
- Each individual member district is directly funded from the state.
- Each member district is responsible for complying with federal, state, program, and district guidelines, which includes adhering to reporting deadlines in accordance with AB104 regulations and government and education codes.
- Each member district must ensure all expenses are consistent with the Adult Education Fiscal Management Guide: Allowable Uses of Adult Education Program Funds distributed by CAEP program office."

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://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:098f9f87-162d-4c61-b471-53d21ce6aa35>

Member Agencies

Member Agency	Member Type	Contact	Phone
Compton CCD	District	Lynell Wiggins	(310) 900-1600 ext: 2753
Compton Unified	Unified School District	Doi Johnson	(310) 898-6470
Lynwood Unified	Unified School District	Shamell Wilson	(310) 603-3096
Paramount Unified	Unified School District	Dr. Yvonne Rodriguez	(562) 884-9550

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)).

Compton CCD - Member Representative
<p>Lynell Wiggins Director of Adult Education and Workforce Development lwiggins@compton.edu (310) 900-1600 ext: 2753</p>
Approved by Lynell Wiggins
12/12/2023 05:06 PM PST

Compton Unified - Member Representative
<p>Doi Johnson Principal dojohnson@compton.k12.ca.us (310) 898-6470</p>
Approved by Doi Johnson
12/12/2023 07:31 AM PST

Lynwood Unified - Member Representative

Shamell Wilson

Co- Principal

swilson@mylUSD.org

(310) 603-3096

Approved by Shamell Wilson

12/11/2023 11:26 PM PST

Paramount Unified - Member Representative

Yvonne Rodriguez

Principal

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Approved by Dr. Yvonne Rodriguez

12/14/2023 04:09 PM PST



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