

California Adult Education Program : CFAD : 2020-21 Produced: Apr 28, 2020, 10:54 PM UTC Mojdeh Mehdizadeh

## 12 Contra Costa Adult Education Consortium

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 12 Contra Costa Adult Education Consortium

**Funding Channel:** Direct Funded

**Narrative:** In 2019-20, CCCAEC entered the first year of its 2019-22 Three-Year Adult Education Plan and made progress towards meeting stated goals and objectives outlined in both the CCCAEC's California Adult Education Program (CAEP) annual plan and the Three-Year Plan. The 2020-2021 planned allocation, as outlined in this year's CFAD, provides CCCAEC member agencies with the funding levels to continue making progress toward the identified goals of enhancing and expanding the current level of adult education, improving adult learner outcomes, and continuing to strengthen a coordinated regional adult education network that includes aligned and articulated curricula, co-located programs, transitional supports, and responsive referral pathways for essential support services. In 2019-2020, the CCCAEC made substantial progress toward its goal of evaluating current Consortium organizational and operational structures to optimize efficiency and maximize the impact of CAEP funding. The Consortium has identified improvements to internal operations to ensure that time and resources are directed to CAEP implementation. The changes will be implemented starting in 2020-21. The CCCAEC began this structural improvement work in fiscal year 2019-20 with the shift to a direct-funded model, which reduced administrative overhead costs. The Consortium will continue forward into the next fiscal year with this same direct-funded model in place. As part of the effort to optimize funding for CAEP implementation, the CCCAEC also elected to reallocate 2020-2021 common cost funds from regional Transition Specialist salaries to individual member agencies to support a more targeted, site-based approach to transition services. Consortium agencies recognized that funds would have a greater impact in supporting and strengthening transition services if reallocated to individual agencies, thus providing greater flexibility and customization of how transition services are delivered at each site. The CCCAEC will still maintain a common cost fund, allocated to and managed by the Contra Costa Office of Education (COE) for shared expenses such as professional development events, consortium management and accounting services, and procurement of curricula and service tools that support all partners.

**Changes:** The CCCAEC's 2020-21 CFAD has changes in funding amounts to most members from their 2019-20 CFAD allocation. The CCCAEC's allocation for the FY 2020-21 is \$15,497,433, which includes a COLA of 2.29%, will increase by \$346,943 from the previous year's allocation amount. In fiscal year 2019-2020, \$518,088 of Common Cost funds allocated to the County Office of Education (COE) was budgeted for the three Transition specialist positions. In fiscal year 2020-21, with the COE no longer employing these positions, this amount will be divided evenly and reallocated to each of the eight K-12 adult education members in the amount of \$64,761 to use for supporting student transition services at each respective site. Pursuant to Education Code rules under EC 84914 Section A, the COE's 2020-2021 allocation has decreased by \$586,518 as they will no longer be the employer of record for transition specialist position services. The State approved COLA of 2.29% has been applied proportionally to all CCCAEC members' budget requests after the addition of the reallocated amount. Please see the table below for a detailed accounting of the CCCAEC's fiscal year 2020-21 allocations. The CCCAEC members developed and approved the 2020-21 AEP allocation budget through the annual budget development process as outlined in the CCCAEC's governance document. The final allocation budget outlined in this CFAD was approved by board-designated, voting members at the CCCAEC Steering Committee, a public meeting, on April 16, 2020, held remotely due to the COVID-19 Shelter-in-Place directive.

### Member Allocations



Member Name	(2020-21)	(2019-20)	(2018-19)
Acalanes Union High	\$598,974	\$578,678	\$559,325
Antioch Unified	\$1,070,243	\$960,316	\$937,866
Contra Costa CCD	\$628,264	\$614,198	\$614,198
Contra Costa Co. Office of Education	\$965,578	\$1,392,960	\$1,316,115
Liberty Union High	\$1,156,888	\$1,041,983	\$1,007,136
Martinez Unified	\$1,684,068	\$1,582,366	\$1,521,406
Mt. Diablo Unified	\$3,839,881	\$3,698,259	\$3,574,579
Pittsburg Unified	\$2,801,355	\$2,679,614	\$2,590,000
West Contra Costa Unified	\$2,752,182	\$2,631,457	\$2,551,549
<b>Total Allocated to Members</b>	<b>\$15,497,433</b>	<b>\$15,179,831</b>	<b>\$14,672,174</b>
<b>Total CAEP Funds</b>	<b>\$15,497,433</b>	<b>\$15,150,490</b>	<b>\$14,672,174</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$-29,341</b>	<b>\$0</b>

## Member Agencies

Member Agency	Member Type	Contact	Phone
<a href="#">Acalanes Union High</a>	High School District	Steven France	(925) 280-3945
<a href="#">Antioch Unified</a>	Unified School District	Michael Santos	(925) 779-7500
<a href="#">Contra Costa CCD</a>	District	Mojdeh Mehdizadeh	(510) 215-3801
<a href="#">Contra Costa Co. Office of Education</a>	County Office of Education (COE)	Contra Costa County Office of Education Lindy Khan Ed.D.	(925) 942-3343
<a href="#">Liberty Union High</a>	High School District	Debbie Norgaard	(925) 634-2589
<a href="#">Martinez Unified</a>	Unified School District	Suzanne Murphy	(925) 228-3276 ext: 263
<a href="#">Mt. Diablo Unified</a>	Unified School District	Vittoria Abbate	(925) 685-7340 ext: 6711
<a href="#">Pittsburg Unified</a>	Unified School District	Lisa Williams	(925) 473-2403
<a href="#">West Contra Costa Unified</a>	Unified School District	Connie Pekedis	



## 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)).

#### Acalanes Union High - Member Representative

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Director, Del Valle Education Center

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##### Glenn Pena

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Approved by Steven France

04/28/2020 05:47 AM PDT

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04/27/2020 09:15 PM PDT

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04/28/2020 03:54 PM PDT

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Approved by Contra Costa County Office of Education Lindy Khan Ed.D.

04/27/2020 06:52 PM PDT

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04/28/2020 11:58 AM PDT

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04/27/2020 08:44 PM PDT

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