

CAEP Allocation Amendment: 2020-21 Produced: Jun 25, 2020, 06:47 PM UTC Natalie Hannum

12 Contra Costa Adult Education Consortium

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: 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.

Amended Member Allocations for 2020-21

| Member Agency | Amended Allocation | Adjustment Made |
|--------------------------------------|---------------------|-----------------|
| Acalanes Union High | \$526,465 | -\$72,509 |
| Antioch Unified | \$940,684 | -\$129,559 |
| Contra Costa CCD | \$552,209 | -\$76,055 |
| Contra Costa Co. Office of Education | \$848,690 | -\$116,888 |
| Liberty Union High | \$1,016,841 | -\$140,047 |
| Martinez Unified | \$1,480,203 | -\$203,865 |
| Mt. Diablo Unified | \$3,375,043 | -\$464,838 |
| Pittsburg Unified | \$2,462,236 | -\$339,119 |
| West Contra Costa Unified | \$2,419,016 | -\$333,166 |
| Total Allocated to Members | \$13,621,387 | |
| Total CAEP Funds | \$13,621,387 | |
| Total Remaining (Must be \$0) | \$0 | |

Member Agencies

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

Contra Costa CCD - Member Representative

Mojdeh Mehdizadeh

mojdeh@4cd.edu

(510) 215-3801

Arzu Smith

Director of Finance Services

asmith@4cd.edu

(925) 229-6946

Kelly Schelin

Dean, Workforce and Economic Development

kschelin@contracosta.edu

(510) 215-3871

Kim Schenk

Sr. Dean Curriculum and Instruction

kschenk@dvc.edu

(925) 969-2036

Jinpa Tharchin

Fiscal Operations Specialist- Grant

jtharchin@4cd.edu

(925) 229-6962

Dave Vigo

Business Services Supervisor

dvigo@losmedanos.edu

(925) 473-7342

Natalie Hannum

Dean of Workforce and Economic Development

Nhannum@losmedanos.edu

(925) 473-7403

Daniela Ballif

Fiscal Services Manager - Diablo Valley College

dballif@4cd.edu

(925) 969-2019

Ihab Elmasry

Fiscal Operations Specialist

ielmasry@4cd.edu

(925) 229-6845

Approved by Natalie Hannum

06/25/2020 11:46 AM PDT

Contra Costa Co. Office of Education - Member Representative

Lindy Khan

lkhan@cccoe.k12.ca.us

(925) 942-3343

Hilary Dito

Director, College and Career Readiness

hdito@cccoe.k12.ca.us

(925) 942-5357

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

06/23/2020 04:57 PM PDT

Acalanes Union High - Member Representative

Steven France

Director, Del Valle Education Center

sfrance@auhsdschools.org

(925) 280-3945

Glenn Pena

Director, Fiscal Services

gpena@auhsdschools.org

(925) 280-3900 ext: 6611

Approved by Steven France

06/24/2020 06:38 AM PDT

Antioch Unified - Member Representative

Michael Santos

mikesantos@antioch.k12.ca.us

(925) 779-7500

Cynthia Hunt

Accounting Analyst

cynthiahunt@antiochschools.net

(925) 779-7500 ext: 42354

Carol Lowart

Principal

carollowart@antiochschools.net

(925) 779-7490 ext: 40827

Approved by Cynthia Hunt

06/24/2020 12:40 PM PDT

Liberty Union High - Member Representative

Debbie Norgaard

Adult Education Coordinator

norgaard@luhsd.net

(925) 634-2589

Guy Rognlien

Director of community Education

rognlien@luhsd.net

(925) 634-2589

Approved by Debbie Norgaard

06/24/2020 07:38 AM PDT

Martinez Unified - Member Representative

Suzanne Murphy

smurphy@martinezusd.net

(925) 228-3276 ext: 263

Approved by Suzanne Murphy

06/24/2020 06:35 AM PDT

Mt. Diablo Unified - Member Representative

Vittoria Abbate

Director, College & Career and Adult Education

abbategv@mdusd.org

(925) 685-7340 ext: 6711

Approved by Vittoria Abbate

06/24/2020 09:08 AM PDT

Pittsburg Unified - Member Representative

Lisa Williams

Accountant

williams@pittsburg.k12.ca.us

(925) 473-2403

Anthony Molina

amolina@pittsburg.k12.ca.us

Approved by Lisa Williams

06/23/2020 05:18 PM PDT

West Contra Costa Unified - Member Representative

Connie Pekedis

cpekedis@wccusd.net

Jeff Carr

Principal

jeffrey.carr@wccusd.net

(510) 283-4871

Approved by Jeff Carr

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