

CAEP Allocation Amendment: 2019-20 Produced: Nov 16, 2020, 10:35 PM UTC Arzu Smith

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

Justification: The CCCAEC elected to change the 2019-20 CAEP disbursement method from a fiscal agent model to a direct-funded model. For the immediate future, this change will only impact the CCCAEC's disbursement method and will not result in changes to 2019-20 planned allocations, overhead fees, common costs, or consortium staffing. The Contra Costa County Office of Education (CCCOE) will still manage common costs, be the employer of K-12 transition specialists and consortium accountant, and manage consortium contracts with external providers. The CCCOE will collect an overhead fee for fiscal and administrative services that they will continue to provide in 2019-20 as outlined in the CCCOE's Memorandum of Understanding with the consortium. The CCCAEC had multiple reasons for changing their disbursement method to direct funding. At an operational level, the CCCAEC's decision to change the disbursement method is considered a first step towards engaging in a process of evaluating the CCCAEC's organizational structure in order to inform potential administrative and operational adjustments. The CCCAEC views a shift to a direct funding disbursement method as a step to implementing future operational changes and giving members more capacity to use, share, and reallocate funds in a more flexible manner. From a fiscal perspective, funding challenges for K-12 members are also a large reason for supporting a change disbursement. As many CCCAEC members still struggle with insufficient funding levels to meet the needs of adult learners, there is great interest in identifying strategies to reduce administrative overhead costs and to reallocate those funds to adult education programs and services. This change in disbursement gives the CCCAEC the option to implement a fiscal structure with less overhead should they decide to do so. The CCCAEC chose to make this change after extensive research and deliberation that examined the pros, cons, and potential impacts of changing to a direct-funded disbursement. This disbursement method change to a direct-funded disbursement method for 2019-20 was approved by 100 percent of all board-appointed CCCAEC voting members at the CCCAEC's Steering Committee Meeting, a public meeting, on April 18, 2019, at Los Medanos College.

Narrative: In 2018-19, CCCAEC member agencies continued to make progress towards meeting the goals and objectives outlined in the CCCAEC's California Adult Education Program (CAEP) annual adult education plan and 3-year plan. As the CCCAEC completes the final year of their original three-year plan, they have continued to focus their efforts on enhancing the current level of adult education services, improving adult learner outcomes, and strengthening student pathways across institutions and programs. The 2019-20 planned allocation, as outlined in this year's CFAD, provides CCCAEC member agencies with the funding levels to continue current efforts and begin implementation of strategies outlined in CCCAEC's 2019-22 Three-Year Plan and 2019-20 Annual Plan. To that end, the CCCAEC will increase 2019-20 allocation amounts for nine CCCAEC members from their 2018-19 base amounts. The K-12 adult education members will receive up to 3.46% increases in their 2019-20 allocations from 2018-19 funding levels. Two members, Contra Costa Adult School and Martinez Adult Education, will receive additional funding in order to maintain their current level of CAEP programming and staffing. Similar to the previous year, the Contra Costa Community College District (CCCCD), which includes the three Community College members, elected not to take an increase in funding. Lastly, the CCCAEC will continue to maintain a common cost fund for shared expenses such as professional development events, transition specialist's salaries, consortium management and accounting services, and procurement of curricular tools. The CCCAEC will allocate a 2.47% increase to the common costs fund from the previous funding level.

Changes: The CCCAEC's 2019-20 CFAD had changes in funding amounts to most members from their 2018-19 CFAD allocation. The CCCAEC's allocation for the FY 2019-20 is \$15,179,831, which includes a COLA of 3.46%, will increase by \$481,520.98 from the previous year's allocation amount. The CCCAEC provided COLA to nine CCCAEC members from their 2018-19 base amounts, which ranged from a 2.4% to 3.46% increase based on the requests and needs of each member. The CCCC as a whole elected

not to apply a COLA to their combined funding of \$614,198 across the three colleges. However, the CCCCD made adjustments to amounts each college will receive in 2019-20. The CCCAEC approved requests from two K-12 members for additional funding beyond a 3.46% COLA amount to address gaps in staffing and programming to meet their CAEP goals. Contra Costa Adult School will receive additional funds in order to cover increased staffing costs resulting from staff turnover at the adult school. Similarly, Martinez will also receive additional funds in order to address gaps in funding from previous years. The CCCAEC members developed and approved the 2019-20 AEP allocation budget through the annual budget development process 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 18, 2019, at Los Medanos College in Pittsburg, California. As described in the previous section about the disbursement method, the CCCAEC elected to change their disbursement method to a direct-funded method. The current fiscal agent, Contra Costa County Office of Education, will continue to manage consortium common costs funds, manage CCCAEC contracts, and serve as the employer for CCCAEC K-12 transition specialists. Please refer to the disbursement method section in this CFAD for a justification for making that change.

Amended Member Allocations for 2019-20

Member Agency	Amended Allocation	Adjustment Made
Acalanes Union High	\$583,329	\$5,889
Antioch Unified	\$968,761	\$10,522
Contra Costa CCD	\$620,375	\$6,177
Contra Costa Co. Office of Education	\$1,248,968	-\$142,865
Liberty Union High	\$1,051,127	\$11,374
Martinez Unified	\$1,595,553	\$16,556
Mt. Diablo Unified	\$3,728,094	\$37,750
Pittsburg Unified	\$2,701,419	\$27,540
West Contra Costa Unified	\$2,652,864	\$27,057
Total Allocated to Members	\$15,150,490	
Total CAEP Funds	\$15,150,490	
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)	Hilary Dito	(925) 942-5357
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

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 Arzu Smith

11/16/2020 02:35 PM PST

Contra Costa Co. Office of Education - Member Representative**Hilary Dito**

Director, College and Career Readiness

hdito@cccocoe.k12.ca.us

(925) 942-5357

Approved by Hilary Dito

11/05/2020 11:07 AM PST

Acalanes Union High - Member Representative**Steven France**

Director, Del Valle Education Center

sfrance@auhdschools.org

(925) 280-3945

Nick Carpenter

Director of Fiscal Services

ncarpenter@auhdschools.org

(925) 280-3900 ext: 6611

Approved by Steven France

11/05/2020 11:04 AM PST

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 Carol Lowart

11/05/2020 11:24 AM PST

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

11/05/2020 11:09 AM PST

Martinez Unified - Member Representative**Suzanne Murphy**smurphy@martinezusd.net

(925) 228-3276 ext: 263

Approved by Suzanne Murphy

11/05/2020 11:39 AM PST

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

11/05/2020 05:20 PM PST

Pittsburg Unified - Member Representative

Lisa Williams

Accountant

lwilliams@pittsburg.k12.ca.us

(925) 473-2403

Anthony Molina

amolina@pittsburg.k12.ca.us

Approved by Lisa Williams

11/05/2020 11:54 AM PST

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

11/05/2020 11:40 AM PST



California
Community
Colleges



