

CAEP Allocation Amendment: 2021-22 Produced: Aug 31, 2021, 08:37 PM UTC Suzanne Murphy

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 2020-21, CCCAEC entered the second 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 2021-2022 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 access and 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 2020-2021, due to the COVID-19 pandemic, CCCAEC agencies shifted to providing services remotely. For most of the year agencies did not provide in-person courses for students but did have limited lab-based and hands-on learning components (particularly for culinary, nursing, EMT, lab-based sciences) as well as testing available on-site. In line with its annual plan goals, the CCCAEC adapted strategies to remove technology barriers for adult learners and increase access including: 1) Using phone-based applications for lesson planning and coursework, when appropriate; 2) Providing laptops and tablets for students, when possible; 3) Providing Wi-Fi hotspots in site parking lots for students to utilize; 4) Offering on-site workspaces and access to technology for CASAS/GED testing and classwork; and 5) Including asynchronous components for the majority of courses to provide learners with greater flexibility. Combined with efforts to bolster professional development supports for instructors, these strategies resulted in the CCCAEC maintaining relatively stable levels of enrollment during 2020-21. As education sites re-open for in-person service delivery in 2021-2022, the CCCAEC will continue to utilize CAEP funding to make progress toward meeting the goals and objectives outlined in both the annual adult education plan and three-year plan. The CCCAEC will leverage opportunities to optimize efficiency and maximize the impact of CAEP funding through continued advancement of its sub-regional approach to planning and implementation. This will ensure that all Consortium work is sufficiently tailored to the unique needs of the different communities served by CCCAEC programs across the County. The CCCAEC will also seek to maximize program impacts through continued exploration of emerging best practices and lessons learned during the previous year related to implementation of distance and hybrid learning platforms, streamlined member communication, and leveraged resources across partners.

Changes: The CCCAEC's 2021-22 CFAD has changes in funding amounts to all members from their 2020-21 CFAD allocation. The CCCAEC's allocation for the FY 2021-22 is \$15,377,735 which includes a COLA of 1.49% and is an increase of \$227,245 from the previous year's allocation amount. The State approved COLA of 1.49% has been applied proportionally to all CCCAEC members budget requests. Please see the table below for a detailed accounting of the CCCAEC's fiscal year 2021-22 allocations. The CCCAEC members developed and approved the 2021-22 CAEP 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, held remotely on April 15, 2021.

Amended Member Allocations for 2021-22

Member Agency	Amended Allocation	Adjustment Made
Acalanes Union High	\$609,281	\$14,933
Antioch Unified	\$1,088,657	\$26,681
Contra Costa CCD	\$639,075	\$15,663
Contra Costa Co. Office of Education	\$982,193	\$24,072
Liberty Union High	\$1,176,795	\$28,842
Martinez Unified	\$1,713,045	\$41,984
Mt. Diablo Unified	\$3,905,951	\$95,729
Pittsburg Unified	\$2,849,555	\$69,838
West Contra Costa Unified	\$2,799,538	\$68,613
Total Allocated to Members	\$15,764,090	
Total CAEP Funds	\$15,764,090	
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	Cynthia Hunt	(925) 779-7500 ext: 42354
Contra Costa CCD	District	Kelly Schelin	(925) 229-6826
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)(ii)).
- 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

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Approved by Kelly Schelin

08/31/2021 10:10 AM PDT

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Approved by Hilary Dito

08/31/2021 09:33 AM PDT

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08/31/2021 10:59 AM PDT

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08/31/2021 09:47 AM PDT

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08/31/2021 10:40 AM PDT

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08/31/2021 09:25 AM PDT

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Approved by Jeff Carr

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