California Adult Education Program: CFAD: 2022-23 Produced: Apr 29, 2022, 03:37 AM UTC Vittoria Abbate

12 Contra Costa Adult Education Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 12 Contra Costa Adult Education Consortium

Funding Channel: Direct Funded

Narrative: In 2020-21, CCCAEC member agencies continued to make progress towards meeting the goals and objectives outlined in its annual adult education plan and three-year plan. As the CCCAEC completes the final year of the 2019-2022 threeyear plan, it has continued efforts to enhance levels of adult education services and improve learner outcomes while navigating the transition back to in-person learning. The CCCAEC has focused on responding to the needs of its service communities by increasing the availability of hybrid/flexible learning opportunities and strengthening pathways to support services. The Consortium has continued to utilize a sub-regional planning approach to strengthen local partnerships and tailor education and support services to the specific needs of local communities. At County level, the CCCAEC has sought to increase consistency and use of shared data and reporting tools to support data-driven decision making. The 2022-2023 planned allocation, as outlined in this year's CFAD, will provide CCCAEC member agencies with the necessary funding levels to maintain and expand its programming and make progress toward meeting the newly established goals and objectives outlined in the new annual adult education plan and 2022-2025 three-year plan. Funding will support Consortium efforts to optimize and clarify learning/career pathways, increase equitable access to services, and enhance capacity to support seamless transitions. The CCCAEC will also engage in ongoing quality improvement efforts to maximize the impact of education services and CAEP funding. Through its established annual budget development process, facilitated by the CCCAEC Budget and Fiscal Workgroup, the CCCAEC reviewed and approved the funding needs of each member to ensure that allocations are appropriate to support member programming and implement annual and three-year strategies and activities. The budget development process also included thorough review and planning of Common Costs to ensure appropriate resources are available to support Consortium administrative and operational needs.

Changes: The CCCAEC's 2022-23 CFAD has changes in funding amounts to all members from their 2021-22 CFAD allocation. The CCCAEC's allocation for the FY 2022-23 is \$16,604,315 which includes a COLA of 5.33% and is an increase of \$840,225 from the previous year's allocation amount. The Governor's proposed COLA of 5.33% 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 2022-23 allocations. The CCCAEC members developed and approved the 2022-23 CAEP allocation budget through the annual budget development process as outlined in the CCCAEC's budget agreement 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 21, 2022.

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Member Name	(2022-23)	(2021-22)	(2020-21)
Acalanes Union High	\$641,756	\$594,348	\$598,974
Antioch Unified	\$1,146,682	\$1,061,976	\$1,070,243
Contra Costa CCD	\$673,137	\$623,412	\$628,264
Contra Costa Co. Office of Education	\$1,034,545	\$958,121	\$965,578
Liberty Union High	\$1,239,518	\$1,147,953	\$1,156,888
Martinez Unified	\$1,804,350	\$1,671,061	\$1,684,068
Mt. Diablo Unified	\$4,114,138	\$3,810,222	\$3,839,881
Pittsburg Unified	\$3,001,436	\$2,779,717	\$2,801,355
West Contra Costa Unified	\$2,948,753	\$2,730,925	\$2,752,182
Total Allocated to Members	\$16,604,315	\$15,377,735	\$15,497,433
Total CAEP Funds	\$16,604,315	\$15,764,090	\$15,150,490
Total Remaining	\$0	\$386,355	\$-346,943

Consortia Report on Governance Compliance of Rules and Procedures v.1

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? *

All CCCAEC member agencies will submit quarterly expenditure reports through NOVA in compliance with CAEP requirements.

In addition, the CCCAEC Budget and Fiscal Workgroup, consisting of representation from all funded member agencies, will review and monitor member expenditure progress on an ongoing basis through review of quarterly expenditure reports and regular member updates provided at Workgroup meetings. As defined in the CCCAEC Budget and Fiscal Agreement:

"The Budget and Fiscal Workgroup will use the three-year plan, annual plan, CAEP student data, and other resources available to evaluate program needs as identified to meet the needs of the community; current levels and types of services; funds provided to members; and member effectiveness."

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? *

CCCAEC Member agencies will be subject to the consortium's Governance Procedures Agreement, adherence to which is a component of the CCCAEC member effectiveness. The agreement specifically states that voting member representatives seated on the CCCAEC steering committee must be one of the following: County Superintendent, District Superintendents, Contra Costa Community College District Chancellor, and Community College Presidents, or their official designees. If a member institution must change their representative to the Steering Committee, it is expected that verification of a new individual's designation by its institution's and/or district's appropriate governing board be communicated before voting privileges are bestowed to that individual.

Accounting for extenuating circumstances in which a member representative cannot attend a Steering Committee meeting, the CCCAEC Governance Agreement provides the following guidance:

 8. All Adult Education member institutions are encouraged to have a board-appointed Alternate to represent the member institution in the event that the Steering Committee member cannot be in attendance. Alternates should review the meeting agenda and previous meeting minutes prior to the meeting, as well as receive briefing from the Steering Committee member.

The CCCAEC has historically convened a Governance Workgroup charged with monitoring, evaluating, and refining governance procedures. Following a hiatus in its meeting schedule due to challenges related to the COVID-19 pandemic, the Governance Workgroup is planned to resume convening during the 2022-2023 to review and update currently held governance procedures.

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

As stated in the CCCAEC's Consortium Governance Agreement, decisions at the Steering committee level require the establishment of a quorum of member representatives:

- 6. A quorum will consist of fifty percent of the colleges and CCCCD (2) and fifty percent of the Adult School member institutions and CCCOE (4), plus one from any member organization.
- 7. Decisions will then be subject to a vote providing that a quorum is present.

If there is a pattern of absences at the Steering Committee level (without a voting alternate in place), the member would be in violation of the CCCAEC's established member effectiveness agreement, triggering a process of progressive intervention and potential escalation.

6. What will be the relative voting power of each member? *

Other

6.1 (Other) If selected "Other" in Question 6, use the space below to describe the relative voting power of each member. If not applicable, leave question blank. *

As stated in the CCCAEC governance agreement document:

5. The voting power of each member will be one vote from each adult school institution, two votes per college, one
vote for the Contra Costa Community College District and one vote for the Contra Costa County Office of Education.
Each member's vote will be recorded and included in the minutes.

7. How will decisions be approved? *

by majority vote of 51%

8. How did you arrive at that decision-making model? *

Items brought for a vote at the Steering Committee level are often informed by the efforts of specialized work groups and task forces that having delved into a specific issue and/or overseen administrative processes (e.g., Budget and Fiscal Workgroup) to bring forth concrete recommendations to the Committee. As a result, most voting items at the Steering Committee level move forward with nearly unanimous approval. However, understanding that this level of consensus is not always achievable, the CCCAEC will accept a simple majority vote (50% +1) as approval.

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

All consortium decision-making will occur at regularly Steering Committee meetings that are open to the public and publicly noticed both at member sites and on the CCCAEC's website. Steering Committee agendas will articulate all items intended for Committee discussion and specifically denote voting items. The Committee adheres to Robert's Rules of Order and thus as a matter of process opens the meeting floor for discussion and comment before a vote is held. To ensure compliance and ongoing improvement, each meeting includes a report out from a "Process Observer" who evaluates and provides feedback on adherence to established meeting procedures.

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. *

As stated within the CCCAEC's Governance Procedure Agreement:

4. All CCCAEC Steering Committee meetings shall be publicly noticed with proposed agendas a minimum of 72 hours prior to
meeting dates. Minutes with documents introduced at public meetings shall be publicly available and posted within ten (10)
days after meeting dates.

A public comment agenda item will continue to be included in all Steering Committee meetings to provide members of the public an opportunity to give input related to agenda items as well as topics not included in the agenda. Public comment made during the meeting will be documented within the meeting minutes. Public comment submitted to the Consortium Management team in advance of the meeting will be shared (i.e., either read aloud or included as an appendix item if in document form) so that it may be entered into the Steering Committee's meeting record.

While Steering Committee members cannot directly respond to members of the public making comment, their input will be considered during the Steering Committee discussion.

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

Public comment submitted to the Consortium Management team in advance of the meeting will be shared (i.e., either read aloud or included as an appendix item if in document form) so that it may be entered into the Steering Committee's meeting record. Public comment made during the Steering Committee will be recorded in the meeting minutes. Meeting minutes will be posted to the CCCAEC website within ten days of the meeting.

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.*

Members of the CCCAEC maintain robust networks of organizations and individual stakeholders across the continuum of adult education, social service, workforce, justice, industry, and healthcare domains. When appropriate and relevant to proposed decision-making and/or Committee learning, the Committee will draw upon the expertise and perspectives of its stakeholder network through a) the individual perspectives and recommendations shared during public comment by non-voting members of the Steering Committee; and/or b) through agendized informational report-outs/trainings/presentations conducted by outside stakeholders and subject matter experts at the invitation of the Committee.

The CCCAEC, as part of its Three-Year plan has adopted a strategy of strengthening internal and external partnerships and will explore opportunities to increase engagement and input from outside entities during Steering Committee Meetings.

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

CCAEC has developed the following process as part of its Budget & Fiscal Agreement which it will use to determine the distribution schedule:

Section III, 1: Budget and Fiscal Workgroup will automatically roll member CFAD allocations from year to year in compliance with CA Education Code section 84914

Section III, 2: Members will automatically receive their proportional COLA amount, if COLA is allocated in the state budget. COLA amounts will be based on the previous year's allocation amounts, in accordance with state guidance.

Section III, 4d: One-time allocation adjustments will be funded using carry-over from members that did not fully expend the previous year's budget. Member carry-over equates to remaining funds from the previous year minus eligible reserve for economic uncertainty (REU) funds

Section III, 6: The Budget and Fiscal Workgroup will recommend a common cost budget to the Steering Committee on an annual basis.

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? *

B) chosen to have funds flow directly to the member districts based upon the approved distribution schedule

15. How will members join, leave, or be dismissed from the consortium? *

Within both its Member Effectiveness Agreement and Budget and Fiscal Agreement, the CCCAEC articulates duties and expectations that must be adhered to by all members of the CCCAEC. If a member is determined to be ineffective, both guidance documents specify protocols for progressive intervention, eventually reaching a point of outreach to CAEP and potential decision before the Steering Committee regarding their ability to retain member status.

At present the CCCAEC does not have a formal process in place that articulates the process for either a new member joining the CCCAEC or a current member leaving. Moving forward, the CCCAEC Governance Work Group may likely convene to review this area and develop necessary processes. Until that point, any inquiries regarding new membership or requests to depart the Consortium will be reviewed, discussed, and voted upon in a transparent fashion within the typical framework of CCCAEC Steering Committee Meetings.

16. How does the consortium monitor and administer carryover funds? *

The CCCAEC has a developed the following carry-over policy as part of its Budget and Fiscal agreement which it will continue to use to monitor and administer carryover funds:

• 5) Members that have projected carry-over may retain up to 3% of their budget allocation as REU to support fiscal solvency in the face of economic uncertainty. A member's REU may not to exceed its projected carry-over amount.

The CCCAEC will also use carry-over to support one-time allocation amendments in the event members have one-time expenses:

 4d) One-time allocation adjustments will be funded using carry-over from members that did not fully expend the previous year's budget. Member carry-over equates to remaining funds from the previous year minus eligible reserve for economic uncertainty (REU) funds.

17. What bylaws do you have that governs carryover? *

As discussed in the previous question, the Consortium has adopted as part of its Member Budget Agreement a defined policy to govern carryover (see question for Q16 for relevant excerpt).

18. How does your consortium define member effectiveness? *

The CCCAEC has developed, refined, and adopted a comprehensive Member Effectiveness Agreement that affirms member effectiveness standards articulated by the CA Department of Education and the CA Community Colleges Chancellor's Office (AEBG Fiscal Management Guide, Performance Year 2017-2018, Section 7). Within this framework member effectiveness is as defined by adherence to the following requirements:

- 1. Each member must participate in completing and updating the Annual Plan Template.
- 2. AEBG member funds must be expended within the seven program areas, and services
- o provided must be consistent with the plan.
- 3. Each member must participate in completing and updating the 3-year Consortia Plan,
- including any amendments
- 4. Member expenditures of CAEP funds must align with the objectives of the consortium's
- o annual plan as approved by the regional consortium board.
- 5. Members participate in consortium/public meetings.
- 6. Members participate in consortium final decisions.
- o 7. Members report student level enrollment data and outcomes for quarterly and final
- o reporting.
- o 8. Members must share information on programs offered, and the resources being used to
- support the programs.
- 9. Members provide services that address the needs identified in the adult education plan.
- 10. Members file financial expenditure and progress reports with the regional consortium and input financial data in the state reporting system.

Furthermore, the CCCAEC's Budget and Fiscal Agreement identifies fiscal policies, detailed protocols, and submission timelines that members must adhere to as components of member effectiveness. Established expectations and detailed processes have been developed under the following domains:

- Participation at Budget/Fiscal Workgroup Meetings
- Annual Budget Development
- Carry-Over Policy
- Additional fund requests
- Budget change requests

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

As discussed in previous question (Q18), the CCCAEC articulates expectations around member effectiveness comprehensively within its Consortium Member Effectiveness Agreement. The agreement identifies progressive intervention steps in the case of member noncompliance. See below for related protocols excerpted from Member Effectiveness Agreement:

- 3) For instances in which a member is determined to be ineffective for reasons unrelated to budget and fiscal matters, the following process of progressive intervention will be observed:
- a) Concerns related to potential member ineffectiveness should be directed to Consortium Management
- o b) Consortium Management alerts consortium co-chairs of member ineffectiveness
- o c) Consortium co-chairs meet with appropriate Steering Committee Member
- d) If conference does not result in improvement, Consortium Management alerts the consortium co-chairs and they send a
 formal letter to the appropriate Steering Committee Member (Exhibit A).
- e) If member is unresponsive or does not comply with the Member Effectiveness Guidelines within specified timeline, the consortium co-chairs send a letter to the member's Superintendent/Chancellor/President and copy the Steering Committee Member (Exhibit B).
- f) In the event that the Superintendent/Chancellor/President is non-responsive or that the corrective action plan does not adequately address the member's ineffectiveness, the consortium co-chairs add the item to the upcoming Steering

Committee agenda for the purpose of informing the committee of the situation and inviting the members to vote to determine whether the CAEP Technical Assistance Provider (TAP) should be notified of the member's non-compliance.

The Member Effectiveness Agreement also specifies that in all matters of non-compliance related to fiscal priorities, budget spend down rates, and the application of CAEP funding to activities in the annual and/or three-year plan, the Budget and Fiscal Workgroup will determine appropriate action in accordance with the CCCAEC. If deemed to be ineffective by the Budget and Fiscal Workgroup criteria for member effectiveness, "reasonable interventions" will include but not be limited to:

- 1. Notifying the member and its Superintendent of pending action in accordance with 4 a –e of CCCAEC Member Effectiveness Guidance and Agreement document;
- 2. Providing timeline of response and any actions expected; and,
- 3. Referring member to CAEP technical assistance (TAP) and resources.

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. *

CCCAEC Governance Procedures Doc: https://drive.google.com/file/d/10WJCuJjDjHxFJxcU7mLwAG4EIAqYJaoG/view?usp=sharing

CCCAEC Member Effectiveness Guidance and

Agreement: https://drive.google.com/file/d/1t0S2vaJVpBwKRvZncDC8UowOBH5Mp3m5/view?usp=sharing

CCCAEC Budget and Fiscal Agreement Agreement:

https://drive.google.com/file/d/1wPQhwhn8XqlcKWlYaqZgPC61jF_bGSUw/view?usp=sharing

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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
<u>Liberty Union High</u>	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)).

Acalanes Union High - Member Representative

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04/28/2022 12:08 PM PDT

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04/28/2022 09:26 AM PDT

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04/28/2022 09:05 AM PDT

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04/28/2022 08:41 AM PDT

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04/28/2022 08:41 AM PDT

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04/28/2022 08:37 PM PDT

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04/28/2022 08:51 AM PDT

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04/28/2022 08:50 AM PDT



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