

CAEP  
CFAD

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## 12 Contra Costa Adult Education Consortium CERTIFIED

Allocation Amendment: 2023-24

# 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 2022-2023, CCCAEC developed both its annual and three-year plan. When developing the three-year plan, CCCAEC reflected on accomplishments and challenges from the previous plan and identified the following goals: (1) Optimize learning and clarify career pathways to support student success; (2) Increase equitable access to CCCAEC member services; (3) Continue to align data/reporting process across the Consortium; (4) Enhance capacity to support seamless transitions; (5) Engage in data-informed quality improvement efforts to improve consortium outcomes and (6) Strengthen internal and external Consortium partnerships. For its annual adult education plan, CCCAEC prioritized (1) Optimize learning and clarify career pathways to support student success; (4) Enhance capacity to support seamless transitions; and (3) Subregionally strengthen internal and external Consortium partnerships to optimize referral opportunities for adult learners. CCCAEC member agencies continue to make progress towards both the annual and three-year plan and consistently review the goals in bi-monthly board meetings. The Consortium Manager has developed an annual plan tracker to capture updates on the annual plan at the sub-regional level and discuss it in board meetings to ensure planned allocations remain consistent with the annual and three-year plan. 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 2023-24 CFAD has changes in funding amounts to all members from their 2022-2023 CFAD allocation. The CCCAEC s allocation for the FY 2023-2024 is \$18,163,912 which includes a COLA of 8.13% and is an increase of \$1,365,689 from the previous year s allocation amount. The State approved COLA of 8.13% 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 2023-2024 allocations. The CCCAEC members developed and approved the 2023-2024 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 27, 2023.

## Amended Member Allocations for 2023-24

**Type of allocation amendment \***

Standard member transfer

**Explanation for amendment \***


Martinez Adult Education hosted an Adult Education Career Exposition for the Consortium, which incurred costs of \$13,641. This amount is being reallocated to Martinez Adult Education from the Consortium's Common Costs to offset the costs.

Member Agency	Amended Allocation	Adjustment Made
Acalanes Union High	\$702,620	
Antioch Unified	\$1,255,431	
Contra Costa CCD	\$736,977	
Contra Costa Co. Office of Education	\$1,119,019	-\$13,641
Liberty Union High	\$1,357,072	
Martinez Unified	\$1,989,114	\$13,641
Mt. Diablo Unified	\$4,504,318	
Pittsburg Unified	\$3,286,088	
West Contra Costa Unified	\$3,228,409	
<b>Total Allocated to Members</b>	<b>\$18,179,048</b>	
<b>Total CAEP Funds</b>	<b>\$18,179,048</b>	
<b>Total Remaining (Must be \$0)</b>	<b>\$0</b>	

**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	Guy Rognlien	(925) 634-2589
Martinez Unified	Unified School District	Suzanne Murphy	(925) 335-5803
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 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)).

### Certification

<b>Contra Costa CCD - Member Representative</b>
<p><b>Kelly Schelin</b>            Vice Chancellor, Education and Technology  <a href="mailto:kschelin@4cd.edu">kschelin@4cd.edu</a>            (925) 229-6826</p>
<p><b>Beth Arman</b>            Senior Dean of Career and Community Partnership  <a href="mailto:barman@dvc.edu">barman@dvc.edu</a>            (925) 969-2240</p>
<p><b>Jinpa Tharchin</b>            Fiscal Operations Specialist- Grant  <a href="mailto:jtharchin@4cd.edu">jtharchin@4cd.edu</a></p>

(925) 229-6962

**Ihab Elmasry**

Fiscal Operations Specialist

ielmasry@4cd.edu

(925) 229-6845

**Evan Decker**

Dean Workforce and Economic Development

edecker@contracosta.edu

(510) 215-3977

**Arzu Smith**

Director of District Finance Services

asmith@4cd.edu

(925) 229-6946

**Manuel Mandapat**

Fiscal Services Manager

mmandapat@dvc.edu

(925) 969-2019

**Dave Belman**

dbelman@losmedanos.edu

Approved by Kelly Schelin

01/10/2024 02:08 PM PST

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

**Hilary Dito**

Director, College and Career Readiness

hdito@cccoe.k12.ca.us

(925) 942-5357

**Heidi Andrews**

Program Accountant

handrews@cccoe.k12.ca.us

(925) 942-3402

Approved by Hilary Dito

01/03/2024 04:11 PM PST

**Acalanes Union High - Member Representative**

**Steven France**

Director, Del Valle Education Center

sfrance@auhsdschools.org

(925) 280-3945

**Nick Carpenter**

Director of Fiscal Services

[ncarpenter@auhdschools.org](mailto:ncarpenter@auhdschools.org)

(925) 280-3900 ext: 6611

Approved by Steven France

01/05/2024 09:31 AM PST

**Antioch Unified - Member Representative**

**Cynthia Hunt**

Accounting Analyst

[cynthiahunt@antiochschools.net](mailto:cynthiahunt@antiochschools.net)

(925) 779-7500 ext: 42354

**Lindsay Wisely**

Director, Educational Services, Secondary Support

[lindsaywisely@antiochschools.net](mailto:lindsaywisely@antiochschools.net)

(925) 779-7500 ext: 40172

**Douglas Schlieter**

Manager of Accounting

[douglasschlieter@antiochschools.net](mailto:douglasschlieter@antiochschools.net)

+1 (925) 779-7500 ext: 52395

**Jose Hernandez**

Principal

[josehernandez@antiochschools.net](mailto:josehernandez@antiochschools.net)

(925) 779-7490 ext: 40866

Approved by Cynthia Hunt

01/05/2024 09:55 AM PST

**Liberty Union High - Member Representative**

**Guy Rognien**

Director of community Education

[rognien@luhsd.net](mailto:rognien@luhsd.net)

(925) 634-2589

**Sarah Steen**

Coordinator of Adult Education

[steens@luhsd.net](mailto:steens@luhsd.net)

(925) 634-2565 ext: 1073

Approved by Sarah Steen

01/04/2024 10:23 AM PST

**Martinez Unified - Member Representative**

**Suzanne Murphy**  
smurphy@martinez.k12.ca.us  
(925) 335-5803

**Bruno Sablan**  
bsablan@martinez.k12.ca.us

Approved by Suzanne Murphy

01/10/2024 10:05 AM PST

**Mt. Diablo Unified - Member Representative**

**Vittoria Abbate**  
Director, College & Career and Adult Education  
abbategv@mdusd.org  
(925) 685-7340 ext: 6711

**Tricia Ouellette**  
Assistant Director  
ouellettet@mdusd.org  
(925) 685-7340 ext: 6705

Approved by Vittoria Abbate

01/03/2024 04:24 PM PST

**Pittsburg Unified - Member Representative**

**Lisa Williams**  
Accountant  
lwilliams@pittsburg.k12.ca.us  
(925) 473-2403

**Danny Lockwood**  
Principal  
dlockwood@pittsburgusd.net  
(925) 473-2400

Approved by Lisa Williams

01/03/2024 01:43 PM PST

**West Contra Costa Unified - Member Representative**

**Connie Pekedis**

Data & Accountability  
cpekedis@wccusd.net

**Paul Mansingh**

Principal  
pmansingh@wccusd.net

**Erica Ehmann**

Assistant Principal  
erica.ehmann@wccusd.net  
(510) 231-1453 ext: 27902

Approved by Erica Ehmann

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