

California Adult Education Program : CFAD : 2022-23 Produced: May 5, 2022, 06:40 PM UTC Sharon Flores

13 Morongo Basin AEBG Consortium (Copper Mountain)

Fiscal Declaration - Consortium Approved

Consortium Name: 13 Morongo Basin AEBG Consortium (Copper Mountain)

Funding Channel: Fiscal Agent

Fiscal Agent: Copper Mountain CCD

Narrative: The Morongo Basin AEBG Consortium consists of members Copper Mountain Community College District (CMCCD), as the higher education member, and Morongo Unified School District (MUSD), as the K-12 member. MUSD's allocation provides resources to accomplish that member's goals of supporting and enhancing CTE course offerings to adults in areas that meet the employment needs of the Morongo Basin, including but not limited to one-time equipment purchases to enhance learning opportunities, ongoing supplies and materials required for program coursework, and faculty professional development. CMC offers programs for adults through the Adult Education Program and leased spaces of the Academic College and Career Excellence (ACCE) Centers East and West located in nearby Twenty-nine Palms, CA and Yucca Valley, CA, respectively. Programs offered by the Adult Education Program include MASP, ESL, HSD, and GED. CAEP funding is used to support and enhance the Adult Education Program and its programs' infrastructure as well as acquire supplies and materials necessary to support the students and faculty during these activities. Additionally, resources allocated to members are used to provide support for continuity of programs and course offerings by the K-12 district to ensure effective transition to higher education learning opportunities

Changes: No Changes

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Copper Mountain CCD	\$638,775	\$591,588	\$596,193
Morongo Unified	\$273,761	\$253,538	\$255,511
Total Allocated to Members	\$912,536	\$845,126	\$851,704
Total CAEP Funds	\$912,536	\$866,359	\$832,637
Total Remaining	\$0	\$21,233	\$-19,067

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? *

Fund allocation usage shall be reported and evaluated by the consortium during those regular meetings, as well as reporting through the NOVA platform.

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? *

Member representatives were confirmed by the member's respective governing board.

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

During consortium meetings, and when a quorum of members exists, decisions are voted upon by member representatives present.

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

1 member = 1 vote

7. How will decisions be approved? *

by majority vote of 51%

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

The decision-making model is located in Article III, Section 3 of the consortium bylaws as follows:

"All decisions under the jurisdiction of the Board will be decided by a simple majority vote unless otherwise indicated in these by-laws. It is suggested that whenever possible Board Representatives strive for unanimous decisions as a demonstration of consortium cohesion and collaboration."

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

The consortium meetings adhere to Brown Act procedures, and are also detailed in Article V, Section 1 of the bylaws.

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. *

Public meetings are posted at least 72 hours prior to the meeting (per Brown Act).

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

Any comments submitted are captured in the consortium meeting minutes. These minutes are also posted for public viewing.

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. *

The consortium has extended invitations to specific entities within the region who provide additional services to adults. These entities will often send representatives to participate in meeting discussions, providing comment and input on proposed decisions.

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

This consortium is comprised of two member institutions, one community college district and one K-12 district. The distribution schedule is determined by the consortium during regular meetings. The approval is incorporated into the meeting minutes and posted for viewing. The consortium approves the member allocations through the designated approval process in NOVA.

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? *

A) designated a member to serve as the fund administrator to receive and distribute funds from the program

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

Article II, Section 5:

"Members can voluntarily leave the Consortium but must provide written notice thirty (30) days prior to vacating membership. Any member that voluntarily chooses to leave the consortium must return its Allocation to the fiscal agent within 15 days of the effective date of leaving, or as stipulated in Article IX, Section 1. The Consortium Executive Board (described in Article III) will determine how to redistribute the Allocation returned by the departing member. The decision to add a new member requires a two-thirds majority vote. The decision to remove a current member requires each Representative (as defined in Article III, Section 1) to obtain the acknowledgement and approval from the Superintendent/President of the member institution. Vote for approval to remove a member must be a two-thirds majority."

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

The fiscal agent monitors and administers carryover funds.

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

There are no specific guidelines in the consortium bylaws that govern carryover funds. However, the consortium determined that once a member was allocated funds, those funds would remain with the member, and carryover, as long as the member had use and plans for those funds. If they no longer needed carryover, the funds would return to the consortium for further allocations.

18. How does your consortium define member effectiveness? *

Member responsibilities are defined in Article II, Section 4 "Member Rights and Responsibilities"

Members are expected to take an active participation in consortium meetings, decisions, and reporting requirements. The consortium and fiscal agent assists to ensure this.

The consortium also defines member effectiveness through data driven metrics as well as assurances provided in certified reports.

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

Article II, Section 4 "Member Rights and Responsibilities"

Members of the Consortium, have the following Responsibilities:

- Members shall adhere to laws and regulations governing adult education programs and services, including submission of annual plans and reporting requirements for expenditures and student data.
- Members shall be familiar with and agree to abide by the current annual regional master work plan.
- Members shall designate at three "Official Representatives" as stipulated in Article III of these bylaws, and alternate Representatives to serve on the Consortium Executive Board and represent the interests of the member organization. Designation shall be in writing and formally approved by the governing board of each institution.

- Members shall actively participate in Consortium meetings, Consortium activities, and the decision-making process for the development of regional adult education programs and services.

20. Does the consortium have a formal document detailing its work beyond the questionnaire? *

No

20.1 (No) If no, could you please address why not? *

This consortium operates under the existing bylaws referenced in this questionnaire and follows the existing state guidelines.

Member Agencies

Member Agency	Member Type	Contact	Phone
Copper Mountain CCD	District	Meredith Plummer	(760) 366-3791
Morongo Unified	Unified School District	Amy Woods	(760) 367-9191 ext: 4223

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)).

Copper Mountain CCD - Member Representative

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Approved by Frantz Reyes

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Approved by Sharon Flores

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