

California Adult Education Program : CFAD : 2023-24 Produced: May 1, 2023, 04:19 PM UTC Randy Bryant

## 17 Foothill De Anza / NSCCC

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 17 Foothill De Anza / NSCCC

**Funding Channel:** Direct Funded

**Narrative:** Our consortium expends funds to a) provide adult education services in the CAEP approved areas; b) improve student learning; c) improve teaching and needed resources and staff development; d) provide needed support to students. In addition, we are building career pathways with the community colleges and partner organizations as well as increasing the ease of transition for students. Funds are budgeted and spent according to the CAEP guidelines as outlined in state legislation. Funds are to be dispersed based on the agreed upon percentages: MVLA (42.05%), FUHSD (34.5%), PAAS (18.37%), Foothill (2.54%), De Anza (2.54%). When necessary, dispersed funds will be rounded up or down to the nearest dollar in order for the agency's allocations to be rounded numbers. The method of deciding this is as follows: any remaining funds will go to the adult schools.

**Changes:** No Changes

### Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
De Anza College	\$265,637	\$242,829	\$221,350
Foothill College	\$265,637	\$242,829	\$221,350
Fremont Union High	\$3,608,073	\$3,298,275	\$3,054,627
Mountain View-Los Altos Union High	\$4,397,666	\$4,020,071	\$3,718,677
Palo Alto Unified	\$1,921,168	\$1,756,212	\$1,637,988
<b>Total Allocated to Members</b>	<b>\$10,458,181</b>	<b>\$9,560,216</b>	<b>\$8,853,992</b>
<b>Total CAEP Funds</b>	<b>\$10,458,181</b>	<b>\$9,671,862</b>	<b>\$9,076,442</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$111,646</b>	<b>\$222,450</b>

### Carryover Threshold

Input a percentage of carryover that your consortium agrees will be considered an excessive amount.

Should a member, or members, exceed this carryover percentage upon certification of their Q4 report, they will be flagged as non-compliant with the AB 1491 legislation. One year of non-compliance does not carry a penalty. However, should the same

member, or members, have two consecutive years of non-compliance the consortium may agree, by majority vote, to reallocate an amount that does not exceed the carryover to other members.

A consortium does have the ability to opt-out. To do so, simply toggle the carryover threshold button to the off position.

Carryover Threshold  Off

## Consortia Report on Governance Compliance of Rules and Procedures v.2

**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? \***

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 consortium members have agreed to report funds available to them from CAEP apportionment and all state and federal grants. We will use the data in Nova to keep track of funds and program use.

**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? \***

All voting members of the consortium are being officially designated by their respective governing boards as the official representative to the CAEP regional consortium.

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

We have developed a "Charter" that allows the authorized designee to vote on consortium matters of governance. Adequate notice will be given regarding matters of governance, so members may seek input and have ample time to consider matters that need a decision before the consortium meets. The members of the regional consortium have agreed to meet regarding consortium business and activities at least quarterly and ideally on a monthly basis.

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

1 institution = 1 vote (thus giving districts with multiple institutions multiple votes)

**7. How will decisions be approved? \***

by consensus

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

All members of the consortium provided input under the facilitation of our Director. We review said Charter each year and consensus is reached on the bylaws stated within the Charter. Voting members of the Leadership Board will attempt to achieve a consensus through two rounds of consensus voting using the fist-to-five voting method. All voting members will participate with equal voting power in the consensus voting rounds. Should two rounds of consensus voting not yield a unanimous decision, the agenda item will be revisited in order to gain consensus.

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

Consortium documents such as governing charter, funds distribution, meeting agenda and minutes, and surveys will be posted on the consortium website as appropriate. During the consortium meetings where there is public input, a speaker sign-up sheet will be circulated to solicit any desired audience participation. Audience participants will be given up to three minutes of time to make their comments. The NSCCC Leadership Board will also seek additional comments from advisory boards/board of trustees meetings.

**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. \***

Consortium website will post announcements of public information/input meetings prior to the meeting dates with agenda topics for discussion identified. Consortium decisions, agendas and minutes from meetings will be posted on the official NSCCC website. A link to the consortium website will be posted on each consortium member's website.

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

Consortium meeting minutes with public comments will be posted on the consortium website to share information about the consortium and public comments about current matters. Information on prior meetings and subsequent actions will be made available in an archive section of the NSCCC official website. A link to the consortium website will be posted on each consortium member's website. Documents will be downloadable PDF.

**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 NSCCC regional consortium has identified a variety of "Partner" Agencies in the region. Joint meetings will resume with Community Based Organizations and Industry Sector businesses. These will offer representatives from the Partner Agencies opportunities for on-going support toward meeting the regional consortium objectives.

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

Consortium members will share their respective detailed budget plans as well as an outline of general activities and expenses. Members will verify that actual expenses adhere to the section 84913 requirements. This information will be housed and archived 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? \***

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? \***

Members of the regional consortium will join, leave, or be dismissed based on the procedures and criteria set forth in the consortium charter, which aligns with AB104 legislative directive. Decisions will be addressed in consortium business meetings and opportunities for public input will be solicited. Membership issues will require a vote by officially designated members. Decision will be final per the consortium charter stipulations and AB104.

**16. What is the consortium's defined "excessive" member carryover percentage threshold? \***

Our consortium will determine agency excessive carryover percentages in the July 2023 Leadership Board Retreat when agencies give their annual budget reports.

**17. Please explain how the consortium will monitor and administer carryover funds. What is the consortium’s technical assistance and reasonable intervention process? What additional bylaws do you have that govern carryover? \***

We follow State/CAEP guidelines on carryover funds. Expenses are reviewed and certified in NOVA on a quarterly basis. Carryover funds are reviewed and agreed upon in our July Leadership Board Retreat. Our consortium will determine agency excessive carryover percentages in the July 2023 Leadership Board Retreat when agencies give their annual budget reports. At that time, technical assistance & a reasonable intervention process will be determined.

**18. How does your consortium define member effectiveness? \***

We follow State/CAEP guidelines on member effectiveness.

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

Director monitors member effectiveness and brings any concerns back to the Leadership Board.

**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. \***

This link provides access to our Charter on the NSCCC website: <https://nscadulded.com/approved-plans>.

## Member Agencies

Member Agency	Member Type	Contact	Phone
De Anza College	College	Randy Bryant	(408) 864-8840
Foothill College	College	Valerie Fong	
Foothill-DeAnza CCD	District	Sirisha Pingali	(650) 949-6261
Fremont Union High	High School District	Lori Riehl	
Mountain View-Los Altos Union High	High School District	Julie Vo MVLAHSD	(650) 940-1333 ext: 4012
Palo Alto Unified	Unified School District	Tom Keating	(650) 856-0735

## 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)).

#### De Anza College - Member Representative

**Randy Bryant**

Dean of CTE and Workforce Education

[bryanrandy@deanza.edu](mailto:bryanrandy@deanza.edu)

(408) 864-8840

Approved by Randy Bryant

05/01/2023 09:19 AM PDT

#### Foothill College - Member Representative

**Valerie Fong**

Dean, Language Arts

[fongvalerie@fhda.edu](mailto:fongvalerie@fhda.edu)

Approved by Valerie Fong

05/01/2023 08:42 AM PDT

#### Fremont Union High - Member Representative

**Lori Riehl**

Principal

[lori\\_riehl@fuhisd.org](mailto:lori_riehl@fuhisd.org)

Approved by Lori Riehl

04/28/2023 03:06 PM PDT

#### Mountain View-Los Altos Union High - Member Representative

**Julie Vo**

Director

[julie.vo@mvla.net](mailto:julie.vo@mvla.net)

(650) 940-1333 ext: 4012

Approved by Julie Vo MVLAHSD

04/28/2023 03:05 PM PDT

**Palo Alto Unified - Member Representative**

**Tom Keating**

Principal

tkeating@pausd.org

(650) 856-0735

Approved by Tom Keating

04/28/2023 05:50 PM PDT



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