

California Adult Education Program : CFAD : 2022-23 Produced: May 2, 2022, 03:02 PM UTC Randy Brown

18 Gavilan Regional Adult Career and Education Services

Fiscal Declaration - Consortium Approved

Consortium Name: 18 Gavilan Regional Adult Career and Education Services

Funding Channel: Fiscal Agent

Fiscal Agent: Gavilan Joint CCD

Narrative: The allocations are given to each program based on goals and activities outlined in the 3 year plan. Annual planning and budgeting are developed in alignment with 3 year plan.

Changes: No Changes

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Gavilan Joint CCD	\$625,324	\$578,919	\$592,177
Gilroy Unified	\$310,042	\$287,033	\$293,607
Morgan Hill Unified	\$569,762	\$527,479	\$539,559
San Benito High	\$110,385	\$102,742	\$82,476
Total Allocated to Members	\$1,615,513	\$1,496,173	\$1,507,819
Total CAEP Funds	\$1,615,513	\$1,533,763	\$1,474,063
Total Remaining	\$0	\$37,590	\$-33,756

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? *

The allocations will be tracked through NOVA and each member will be responsible for submitting their data for review annually.

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? *

Each member designee is approved by their respective governing board.

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

All decisions are made through votes at open meetings and made by all members.

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

1 member = 1 vote

7. How will decisions be approved? *

by consensus

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

The model was developed through conversations that established our by-law documents.

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 meetings are open and the public is noticed in accordance with Brown Act requirements.

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. *

Agenda and minutes posted in advance on ACES website for public in accordance with Brown Act.

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

Public comments are posted at the meeting and will be included in the meeting minutes which are also posted publicly.

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 members are a part of local collaboratives such as Chamber of Commerce, Workforce Investment Boards, etc. The members, collectively, have many formal and informal partnerships that cross the service area. These partnerships allow for considerable input and help shape the Consortium's efforts.

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

Approval of the distribution schedule for funds will be by majority vote of the governing board.

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? *

Requests by agencies wishing to become members of the consortium will require approval by the governing board. A member that chooses to leave the consortium because it no longer wishes to provide adult education services consistent with the Regional Plan will submit evidence of approval of the decision to withdraw by the member's governing board. A member that cannot provide adult education services that address the needs identified in the Regional Plan, or that has been ineffective in providing adult education services after appropriate interventions have been unsuccessful may be dismissed from the consortium upon approval by the governing board. In the event of the pending dismissal of a consortium member, the governing board will communicate the reasons for this action to the member's governing board.

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

Each member monitors and administers its own carryover funds.

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

None

18. How does your consortium define member effectiveness? *

We have yet to set this definition

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

None to date

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. *

https://drive.google.com/file/d/1bjSz_K6vvSRU5lSkPnAvyWgKj3GwMTnW/view?usp=sharing

Member Agencies

Member Agency	Member Type	Contact	Phone
Gavilan Joint CCD	District	Randy Brown	(408) 848-4847
Gilroy Unified	Unified School District	Greg Camacho-Light	(669) 205-5291
Morgan Hill Unified	Unified School District	18 Shannon Lane	(408) 201-6520
San Benito High	High School District	Elaine Klauer	(831) 637-5840

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)).

Gavilan Joint CCD - Member Representative

Randy Brown
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 (408) 848-4847

Approved by Randy Brown

05/02/2022 08:02 AM PDT

Gilroy Unified - Member Representative

Greg Camacho-Light
 Administrator of Alternative Educational Programs
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Approved by Greg Camacho-Light

04/29/2022 03:50 PM PDT

Morgan Hill Unified - Member Representative

Shannon Lane
 Principal
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 (408) 201-6520

Approved by 18 Shannon Lane

04/29/2022 07:40 PM PDT

San Benito High - Member Representative

Elaine Klauer

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Approved by Elaine Klauer

04/29/2022 04:40 PM PDT



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