

California Adult Education Program : CFAD : 2023-24 Produced: Apr 20, 2023, 09:42 PM UTC Cynthia Nagura

## 20 San Diego East Region Adult Education

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 20 San Diego East Region Adult Education

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** Grossmont-Cuyamaca CCD

**Narrative:** This allocation schedule is based on the goals, activities, and key indicators as identified in the consortium's Comprehensive Regional Three-Year Plan (2022-25), the continuing successful development of innovative student support services, and emerging needs within CAEP program areas. The consortium has reviewed the proper mix of investments and aligned spending for fiscal year 2023-24. The schedule was agreed upon by the consortium through a formal consortium vote. Major projects include the implementation of English Language and Basic Skills support in all classes offered, a systematic review of member-specific offerings and curriculum, the expansion of applied technology programs for the Mtn. Empire region; the implementation of a universal onboarding process at GAE, the further alignment of classes offered with community needs; and the continuation and refinement of a system of professional learning, which will include the further implementation evaluation and assessment tools. The consortium agreed to continue the existing investment strategy for the 2023-24 fiscal year.

**Changes:** No Changes

### Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Grossmont Union High	\$8,684,340	\$7,938,680	\$7,352,240
Grossmont-Cuyamaca CCD	\$1,346,546	\$1,230,930	\$1,140,000
Mountain Empire Unified	\$127,883	\$116,902	\$108,267
<b>Total Allocated to Members</b>	<b>\$10,158,769</b>	<b>\$9,286,512</b>	<b>\$8,600,507</b>
<b>Total CAEP Funds</b>	<b>\$10,158,769</b>	<b>\$9,394,962</b>	<b>\$8,816,589</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$108,450</b>	<b>\$216,082</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 \*

15%

## 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 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? \***

Financial expenditure and progress reports are shared with the members of the consortium. The consortium's Governing Board sets priorities for the operating budget and financial plan of the Consortium, and reviews quarterly, year-end, and annual audit reports. The Board evaluates the annual performance measures and student data. Furthermore, reports on available funds are shared and evaluated in several distinct ways. The consortium Leadership Council reviews funds allocated and expended. Reports are created by a team of designated representatives from each member. The representatives use a board-approved metric of success to measure effectiveness aligned with CAEP statewide priorities and along agreed-upon data points: connection (outreach); entry (adults served); progress (students in programs) and transitions. The CAEP manager shares the consortium Leadership Council's findings and recommendations during an annual stakeholder summit and during quarterly meetings with teams of designated representatives from each member. Each member also engages in the monthly review of funds internally to ensure that the expenditure of funds matches the objectives/activities included in the annual plan and the member work plan and expenditures adhere to the allowable uses of funds as identified in the CAEP Fiscal Management Guide. Overall spending is also tracked in the fiscal agent's accounting system, WorkDay.

The Leadership Council is composed of three member institution representatives and the CAEP Manager. The Leadership Council, in deliberation with the ERAE Governing Board will assure that funded activities align with the 3-Year-Strategic Plan's objectives and include decisions such as

- Prioritization of activity objectives and outcomes as identified in the 3-Year-Strategic Plan, and in the annual plans, and required by the state;
- Developing and recommending an annual fund distribution schedule determining funding amounts and reporting responsibilities for each member institution for annual activities;
- Receiving and certifying deliverables as identified in the 3-year Strategic Plan and in the annual plans, and as required by the state

**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? \***

The consortium has a charter and bylaws that guide our work. A board-approved organizational structure is reviewed regularly and based on each member's board approval. This includes the agreement on representatives from each member for the Leadership Council. The CAEP manager monitors the process and makes recommendations to the council as needed. All

consortium directors (or designated alternate) are present at any meeting requiring a vote. A quorum of two members is required at meetings held for the purpose of review and discussion of items for later action.

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

In March 2021, the consortium and its members adapted a charter that guides the decision making process. It states:

- Member institutions have the right to participate in the decision-making process for development of regional adult education programs and services.
- Member institutions shall actively participate in developing and being guided by the current annual regional strategic plan.
- Member institutions shall designate at least one “official representative” and an alternate representative to represent the interests of the member institution. Designation shall be in writing and determined by each member institution’s district, according to their policies.
- Member institutions shall actively participate in Consortium meetings, Consortium activities, and the decision-making process for development of regional adult education programs and services.
- When representing a member institution, alternates are expected to be familiar with the issues under discussion. Decisions made by the consortium and its members are final.

The by-laws (Section VI - Governing Board Responsibilities) state that "the governing board has the responsibility to:

- Appoint committees as necessary and prescribe roles and duties for them.
- Select and remove officers of the Consortium and prescribe powers and duties for them.

The charter designates a Leadership Council that is composed of three member institution representatives and the CAEP Manager. The Leadership Council, in deliberation with the ERAE Governing Board will assure that funded activities align with the 3-Year-Strategic Plan’s objectives.

The consortium manager monitors adherence to these commitments and, if need be, makes recommendations to the consortium's leadership council.

**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? \***

When the consortium was established under AB 86 and AB 104, the executive boards and consortium directors held several round-table discussions to consider the decision-making model. The model was reviewed by directors and the consortium council in 2021, when a new charter was created. There is unanimous agreement that decisions relating to ERAE will be made by consensus through a vote by designated representative from each member on the Leadership Council. The consortium's Governing Board approved this decision-making model.

**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 holds regular meetings monthly, board meetings quarterly, as well as project-specific meetings and workshops as needed. The dates upon which and the hour and place at which, each such regular meeting shall be held by are posted on the [ERAE](#) and member websites and are announced on the consortium's social media sites. Cancellation and new date are to be posted as well. To the extent permitted by the Ralph M. Brown Act (“Brown Act”), such meetings may be held by teleconference. All meetings are called, noticed, held, and conducted subject to the provisions of the Brown Act. Minutes are kept from each meeting, and are posted on the ERAE website as soon as possible. The ERAE Leadership Council and

Workgroups use consensus decision-making. A majority of the Council members shall constitute a quorum for the transaction of business, except that less than a quorum may convene from time to time.

**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. \***

The voting members of the Governing Board make final decisions about work plans, allocation of resources to support work plans, and policies and procedures necessary for compliance with AB 104, Section 39, Article 9, Section 84900. When making final decisions the Governing Board will use input from work groups, the ERAE Leadership Council, partner organizations, and the public. The Governing Board Members hold at least four regular meetings each year, on dates to be determined by the Governing Board at its organizational meeting.

Notice of public meetings will be provided as established by the Ralph M. Brown Act ("Brown Act"). The dates upon which and the hour and place at which, each such regular meeting is held are posted on the [ERAE website](#). Cancellation and new date are posted on the ERAE website. The agenda is posted at least 72 hours in advance. The agenda includes items for discussion and/or a vote. Members of the public are allowed to address items on the agenda during the discussion period after each item is presented. The agenda for open meetings will also include an item for public comment addressing items not on the agenda. Minutes are kept from each meeting and are, as soon as possible, posted on the consortium's website.

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

Minutes are kept from each meeting and are, as soon as possible after each meeting, posted on the ERAE website. Minutes include all comments submitted.

**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. \***

In addition to all event announcements and meeting minutes being posted on the consortium's and adult schools' websites, meeting invitations are also distributed directly via email. Consortium leads also meet with local and regional partners monthly to share planning documents and capture comments and input. A bi-monthly business roundtable allows for tailored conversation, for example. Consortium team members are attending monthly meetings of other entities to present and solicit comments.

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

It is required that ERAE, as a California Adult Education Program consortium, submit a balanced budget annually. No Leadership Council member has the authority to obligate or encroach on their district's general funds. The consortium submits a comprehensive three-year regional plan for ERAE that documents the need for adult education in our region, to address program gaps, and to identify instructional models and practices to accelerate the learning of adults in five program areas, as defined by AB 104:

- Adult Basic Education/High School Diploma/High School Equivalency
- English as a second language (including English toward citizenship) Workforce Development
- Adult Literacy Participation
- Career Technical Education

Funds are expensed only for the education of persons 18 years of age or older and consistent with the three-year plan, the annual plan, and the member district's work plan and budget as submitted in NOVA. No more than 5% of the funds given in a fiscal year is used to administer the programs.

The three-year plan guides the design of member-specific plans, The consortium council reviews the proposed funds allocation,

The fiscal agent will charge indirect on only the portion of the CAEP funds it directly expends, and member districts will charge indirect on the portion of the CAEP funds expended by member districts. The indirect rates for all member districts are based on

the state approved in-direct rates.

**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? \***

Any organization or institution receiving funding from the State of California for delivery of adult education as described in Assembly Bill 104, Section 39, Article 9, Section 84900, shall be added as a member institution. Such organizations must provide in writing to the Consortium Lead/Point Person the name of the "Official Representative" (and alternate) of the organization, and verification of the funding stream as cited in the legislation. Other eligible organizations that meet the above criteria may petition to be added as a member institution. Petition for membership shall be submitted in writing to the Consortium Lead/Point Person. The petition shall include the name of the official representative and alternate, a description of the adult education programs and services provided by the organization and rationale for being added as a member institution. For inclusion in the fiscal year beginning July 1st, petition for membership must be submitted prior to February 28th of each calendar year. Petitions for membership will be reviewed and approved at the public meeting held in the spring of each year and new member institutions will be included in the budget for the upcoming fiscal year. Member Institutions may petition to leave the Consortium at any time by submitting a written request. As described in Assembly Bill 104, Section 39, Article 9), member institutions may be dismissed from the Consortium for the following reasons: 1) Failure to adhere to laws and regulations governing adult education programs and services. 2) Failure to submit annual plans. 3) Failure to adhere to reporting requirements for expenditures and student data. 4) Failure to designate at least one "official representative" (in writing and approved by the governing board) to serve on the steering committee and represent the interests of the member institution. 5) Failure to participate in the decision-making process for development of regional adult education programs and services. 6) Failure to deliver adult education programs and services.

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

Within the parameters established by CAEP, in the event that a member institution does not fully expend the CAEP funds allocated, the member institution may carry-over funds; these funds may only be used as outlined in ERAE's annual plan and must be expended within the next fiscal year, unless otherwise recommended by the Leadership Council and approved by the Governing Board.

The consortium defines "excessive member carryover" as fifteen (15) percent of any unspent fund from the prior fiscal year. That is, fifteen (15) percent shall be the consortium's threshold for determining which member meets or exceeds the excessive carryover.

An amendment to the consortium's charter reflects the consortium's position and was approved by the consortium's Governing Board on March 22, 2023.

**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? \***

Budgets and financial reports are reviewed by each member and by the leadership council quarterly, before the consortium manager certifies quarterly reports in NOVA. During the quarterly review, projected versus actual spending are compared and analyzed for compliance with AB 1491 and for potential risk of excessive carryover. Excessive carryover shall be based on Q4 reports in NOVA. If the consortium's leadership council identifies an excessive carryover for at least two consecutive years, the consortium manager shall propose a Corrective Action Plan that identifies clear steps for any excessive carryover to be expended by the member with excessive carryover within the next fiscal year.

If the Corrective Action Plan does not result in the excessive carryover spent within the next fiscal year, the ERAE Leadership Council shall vote on reducing a member's funding due to excessive carryover. A member's allocation can be reduced by no

more than the amount of the member's carryover and shall not affect future year's allocations. The ERAE Leadership Council shall ensure that the funding remains dedicated to the consortium's region.

Any finding to reduce carryover made by the consortium shall require a majority vote. In case of a reduction of funding due to excessive carryover, the Leadership Council may recommend to allocate one-time or short-term funding to another member institution for special purchases or programs. It is understood that these funds are short-term in nature and there is no guarantee that ongoing funding for maintenance of purchases or continuance of programs will be available. One-time or short-term funding for another member shall not reduce any member's future allocation or base funding.

In accordance with standards established in AB 104, Section 39, Article 9, Section 84914, the CAEP Base funding for each member institution will be considered an agency's base funding level in the future and will be protected. (A district's Base funding will include both the member institution's Maintenance of Effort funding in 2015-16 and any consortium funds allocated to the district to maintain and expand its current service levels.) Final decisions are subject to approval by the governing board.

An amendment to the consortium's charter (approved by the consortium's Governing Board on March 22, 2023) guides the consortium's technical assistance and reasonable intervention process.

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

Our Guiding Principles are to:

- Build for agility: ERAE adopts a flexible, data-driven culture that enables and encourages contextualized, personalized learning with a purpose and enriched by technology; holistic student support and just-in-time training. ERAE is a strategic partner for community colleges and workforce development initiatives that aim to address our students' skill gaps, changing demographics, and economic mobility.
- Be intentionally diverse: ERAE embraces diverse mindsets, skillsets, and flexible learning environments. Integrated solutions remove barriers and close the equity gap. Social and emotional skills are considered a priority, and there is an academic and career path for every student.
- Work with a purpose: ERAE builds coalitions with local and regional employers who are committed to a thriving East Region, and promotes learning that increases confidence, efficiency, and satisfaction for employees and students.

Following these principles, we use board-approved metrics of success to measure effectiveness along agreed-upon data points: connection (outreach); entry; progress and transitions within program areas defined by AB 104 and Section 84913. Members' effectiveness is defined along two axes: a) the number of students who successfully participate in the programs and initiatives identified in the three-year and annual plans (measures by various means, including CASAS testing and other assessment); b) the number of students who transition to postsecondary, college, and/or career.

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

The consortium's Charter identifies the following criteria:

- Adhere to laws and regulations governing adult education programs and services.
- Submit annual plans.
- Adhere to reporting requirements for expenditures and student data.
- Designate at least one "official representative" (in writing and approved by the governing board) to serve on the steering committee and represent the interests of the member institution.
- Participate in the decision-making process for development of regional adult education programs and services.
- Deliver adult education programs and services.

**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. \***

- [Bylaws](#)
- [Charter](#)
- [Consortium Site / About-Us - Governing Board](#)

## Member Agencies

Member Agency	Member Type	Contact	Phone
<a href="#">Grossmont Union High</a>	High School District	Kim Bellaart Grossmont Adult Education	(619) 588-3511
<a href="#">Grossmont-Cuyamaca CCD</a>	District	Cynthia Nagura	(619) 644-7683
<a href="#">Mountain Empire Unified</a>	Unified School District	Dr. Patrick Keeley Mountain Empire Unified School District	(619) 473-9022

## 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)).

#### Grossmont Union High - Member Representative

**Kim Bellaart**  
 kbellaart@guhdsd.net  
 (619) 588-3511

**Mike Fowler**  
 Assistant Superintendent  
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Approved by Kim Bellaart Grossmont Adult Education

04/20/2023 07:52 AM PDT



**Grossmont-Cuyamaca CCD - Member Representative**

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Approved by Cynthia Nagura

04/20/2023 02:42 PM PDT

**Mountain Empire Unified - Member Representative**

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Superintendent

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Approved by Dr. Patrick Keeley Mountain Empire Unified School District

04/19/2023 12:43 PM PDT



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