

CAEP
CFAD

Produced: Apr 26, 2024, 09:13 PM UTC - By Rustie Phillips

20 San Diego East Region Adult Education

CONSORTIUM APPROVED

2024-25

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 student support services, and emerging needs within CAEP program areas. The consortium has reviewed the mix of investments and aligned spending for fiscal year 2024-25. 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 many 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 2024-25 fiscal year.

Changes: No Changes

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Grossmont Union High	\$8,757,626	\$8,684,340	\$7,938,680
Grossmont-Cuyamaca CCD	\$1,357,911	\$1,346,546	\$1,230,930
Mountain Empire Unified	\$128,962	\$127,883	\$116,902
Total Allocated to Members	\$10,244,499	\$10,158,769	\$9,286,512
Total CAEP Funds	\$10,244,499	\$10,167,233	\$9,394,962
Total Remaining	\$0	\$8,464	\$108,450

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 carryover legislation (EC 84914). 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%

Corrective Action Fiscal Reporting Quarterly Thresholds

If member carryover is over the threshold set below, a corrective action narrative will be required to complete.

	Q1	Q2	Q3	Q4
% of Carryover Threshold	15%	15%	15%	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 and year-end reports. The Governing Board evaluates the annual performance measures and student data. Furthermore, reports on available funds are shared and evaluated in several ways. The consortium Leadership Council reviews funds allocated and expensed. 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. 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.

The Leadership Council is composed of three member institution representatives and the CAEP Project Manager. The Leadership Council, in deliberation with the ERAE Governing Board will assure that funded activities align with the 3-Year-Strategic Plans 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. 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? *

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.

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 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 majority vote of 51%

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.

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 Governing Board 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.

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 three regular meetings each year, on dates to be determined by the Governing Board at its organizational meeting.

Notice of public meetings are 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 agendas and meeting minutes being posted on the consortium's websites, meeting invitations are also distributed directly via email. For Career Training programs, annual advisory meetings allow for ongoing input from industry experts on curriculum and equipment purchases. In addition, the consortium holds a Summit each spring with business partners, community organizations, educational partners, and students to share progress toward CAEP outcomes and strategic plan goals, and to gather input from our stakeholders. Consortium team members are also attending monthly meetings of other entities such as East County Refugee Forum and San Diego Workforce Partnership 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.

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 indirect 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, if 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 allocating 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? *

Members use CAEP Outcomes Summary reports, by consortium, agency, and program area to determine progress toward targets set in NOVA for each year of the Three-Year Strategic Plan. Members who are meeting targets or are developing strategies to address areas where targets are not met are considered effective.

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. *


<https://adulthoodworks.org/wp-content/uploads/2021/03/Bylaws-3-10-21.pdf>

https://adulthoodworks.org/wp-content/uploads/2023/03/Charter_amend23_final.pdf

Member Agencies

Member Agency	Member Type	Contact	Phone
Grossmont Union High	High School District	Kim Bellaart Grossmont Adult Education	(619) 588-3511
Grossmont-Cuyamaca CCD	District	Cynthia Nagura	(619) 644-7683
Mountain Empire Unified	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@guhsd.net
 (619) 588-3511

Mike Fowler
 Assistant Superintendent
 mfowler@guhsd.net
 (619) 644-8041

Approved by Mike Fowler

04/26/2024 01:58 PM PDT

Grossmont-Cuyamaca CCD - Member Representative

Cynthia Nagura
 Director, Community & Workforce Partnerships
 cynthia.nagura@gcccd.edu
 (619) 644-7683

Melanie Kosic

Special Projects Accountant

melanie.kosic@gcccd.edu

(619) 644-7592

Sahar Abushaban

Vice Chancellor-Business Services

sahar.abushaban@gcccd.edu

(619) 644-7575

Sally Cox

CEO

sally.cox@gcccd.edu

(619) 644-7684

Approved by Sally Cox

04/26/2024 01:40 PM PDT

Mountain Empire Unified - Member Representative

Patrick Keeley

Superintendent

patrick.keeley@meusd.org

(619) 473-9022

Rustie Phillips

Sr Accounting

rustie.phillips@meusd.org

(619) 473-9022 ext: 128

Gary Hobelman

Assistant Superintendent of Business

gary.hobelman@meusd.org

(619) 473-9022 ext: 136

Bill Dennett

Director of Student Services and Alternative Education

bill.dennett@meusd.org

(619) 473-9022 ext: 301

Approved by Mrs Rustie Phillips

04/26/2024 02:13 PM PDT



California
Community
Colleges



2024 © California Community Colleges
NOVA Site Version: 6.7.5