

## 22 Imperial County Adult Education Consortium

CONSORTIUM APPROVED

2024-25

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 22 Imperial County Adult Education Consortium

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** Imperial Co. Office of Education

**Narrative:** The Imperial County Adult Education Consortium will continue to work collaboratively to allocate funds to support educational programs for adult learners in the community. We continue to focus our efforts on providing programs in the areas of ESL, HSE and HSD and exploring areas of potential growth such as CTE or other Adult Education Pathways. We continue to focus our efforts and resources to ensure that data collection systems are available to all members and utilized effectively to collect accurate data for reporting. Members are committed to continue working closely with our Community College partners to identify areas of collaboration and to provide adult learners and adult education students information and support regarding postsecondary options, career exploration and planning, workforce readiness skills and employment opportunities. We look forward to continuing professional learning opportunities for teachers, clerical staff and CAEP District Leads in the area of leadership, collaborative professional learning, data collection, tracking and reporting, curriculum and instruction, distance learning, technology as well as resource and referral. Consortium Members will continue to support students in the areas of technology and other supports. We also continue to work on plans to engage and retain adult education students while expanding our program offerings in collaboration to serve more students via different modalities including distance learning for HSD and ESL. Additionally, members will continue to work together to coordinate calendars, increase visibility online and in the community via various methods.

**Changes:** No Changes

### Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Brawley Union High	\$95,643	\$94,832	\$86,579
Calexico Unified	\$371,482	\$368,331	\$336,275
Calipatria Unified	\$37,470	\$37,152	\$33,917
Central Union High	\$843,478	\$836,324	\$763,538
Holtville Unified	\$230,330	\$228,377	\$208,501
Imperial CCD	\$220,669	\$218,797	\$199,755
Imperial Co. Office of Education	\$458,567	\$454,950	\$418,147
Imperial Unified	\$99,255	\$98,413	\$89,848
San Pasqual Valley Unified	\$47,945	\$47,538	\$43,397
<b>Total Allocated to Members</b>	<b>\$2,404,839</b>	<b>\$2,384,714</b>	<b>\$2,179,957</b>
<b>Total CAEP Funds</b>	<b>\$2,404,839</b>	<b>\$2,386,701</b>	<b>\$2,205,415</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$1,987</b>	<b>\$25,458</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 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 \***

20%

### 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
<b>% of Carryover Threshold</b>	75%	40%	30%	20%

## 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? \***

Using the CAEP structure as a guide, Consortium members report quarterly expenditures and Consortium Leads review expenses and follow up with members as needed based on YTD expenses. Balances are reviewed regularly and communication with district consortium leads and district fiscal are ongoing. In preparation for annual allocations, district funds including carry over are presented to the Consortium at a regularly schedule board meeting. Members use this and other information to determine district needs and allocations. Whenever a member notices that they may not be able to spend funds in a timely manner, the district lead will reach out to Consortium Leads to discuss reallocation of funds to other members.

**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? \***

Imperial County Adult Education Consortium members complete a Member and Designee form and submits with Board approval annually to identify voting member(s). Each member district receives one vote and two district designees (Member and Designee).

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

The ICAEC holds monthly meetings where quorum is required and voting takes place. When voting items are on the agenda, all efforts are made to ensure all members districts are present and cast their vote. Additionally, members solidify their vote in NOVA. Members are involved and invested in the activities and operations of the consortium and are present to provide input, and to vote on important items.

**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? \***

This model was established by district members and approved in our bylaws.

**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 monthly meetings held publicly and agendas are posted publicly in person and online in accordance with Brown Act.

**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. \***

Agendas are posted publicly in accordance with the Brown Act. We also post agendas and minutes publicly on our website in BoardDocs.

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

In accordance with Brown Act, all meeting are public and comments from members of the public are included in monthly minutes which are posted publicly in physical form as well as online in Board Docs.

**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 ICAEC works in partnership with community organizations and members of the local agencies and organizations are invited to attend. Partners from workforce development boards, libraries, public agencies, etc. have attended our meetings to share resources, provide or solicit input.

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

Annually, the ICAEC considers various funding distribution models. Discussions are had as to how to distribute funds; even distribution, one member needing additional funding for work or projects, or if the consortium would like to allocate funding towards a consortium-wide project. Members discuss then vote on the model. That goes into NOVA and all members approve the funding schedule.

**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? \***

As stated in the ICAEC Governance: Voluntary Departure or Dismissal of Members: If at any time a member decides to no longer participate in the consortium as a contributing member, they must present their case and formally petition in writing to the board. Reasons when a petition should be submitted are the following: The member no longer wishes to provide services consistent with the adult education plan. The member cannot provide services that address the needs identified in the adult education plan. Members must fulfill their reporting duties to the consortium for that current year prior to being dismissed from the consortium. The member will be required to submit any reporting and data required of them for the current year before being formally dismissed or removed from the consortium. A member may be dismissed from the consortium by a majority rule of the governing board if the member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements. The member will be required to submit any reporting and data required of them for the current year before being formally dismissed or removed from the consortium.

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

The ICAEC has voted to implement a carry over threshold of 20% for member districts. All member districts agreed and the Consortium will monitor expenditures to ensure districts are on track to expend funds as agreed. Member districts consistently work in partnership to support one another if/when challenges arise.

**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? \***

Carry over funds are monitored via quarterly expense reports and Consortium Leads work closely with Members to support plans to reach spending targets and use of carry over funds to meet program goals. Fiscal Managers and Directors from the district meet regularly to provide technical assistance and develop a plan to spend down funds and mitigate challenges. As

part of the plan, regular check-ins are calendared, and additional supports to ensure effective implementation of plans and expenditures are implemented. Additionally, if needed, carry over funds are brought before the Board to evaluate how each partner is progressing and determine how to redistribute carry over funds to meet program goals. In our Bylaws, the definition of or an effective member includes the following language: ICAEC defines an "effective member" as one who expend funding appropriately and is on track to meet spending targets or communicates challenges in expending funding and requests additional support.

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

ICAEC defines an "effective member" as one who: provides programs for adults in the identified programs, regularly attends and participates in monthly consortium meetings, expend funding appropriately and is on track to meet spending targets or communicates challenges in expending funding and requests additional support, submits CAEP reports on time

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

Voluntary Departure or Dismissal of Members: If at any time a member decides to no longer participate in the consortium as a contributing member, they must present their case and formally petition in writing to the board. Reasons when a petition should be submitted are the following: The member no longer wishes to provide services consistent with the adult education plan. The member cannot provide services that address the needs identified in the adult education plan. Members must fulfill their reporting duties to the consortium for that current year prior to being dismissed from the consortium. The member will be required to submit any reporting and data required of them for the current year before being formally dismissed or removed from the consortium. A member may be dismissed from the consortium by a majority rule of the governing board if the member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements. The member will be required to submit any reporting and data required of them for the current year before being formally dismissed or removed from the consortium.

**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/1ldaDUmn4f2\\_yjwzuUMG80e6jjkJOoAOM/view](https://drive.google.com/file/d/1ldaDUmn4f2_yjwzuUMG80e6jjkJOoAOM/view)

## Member Agencies

Member Agency	Member Type	Contact	Phone
Brawley Union High	High School District	Simon Canalez	(760) 312-6085
Calexico Unified	Unified School District	Vianey Rubio	(760) 768-3888 ext: 3022
Calipatria Unified	Unified School District	Rosa Medina	(760) 335-2352 ext: 3552
Central Union High	High School District	Mr. Darrell Pechtl	(760) 312-7052
Holtville Unified	Unified School District	Celso Ruiz	(760) 356-2974
Imperial Co. Office of Education	County Office of Education (COE)	Renato Montaña	(760) 312-6572
Imperial Unified	Unified School District	Mr. Rogelio Ruvalcaba	(760) 355-3200
San Pasqual Valley Unified	Unified School District	Dr. Katrina León	(760) 572-0222 ext: 2099
Imperial CCD	District	Victor Torres	(760) 355-6311 ext: 6311

## 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 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)).

#### Brawley Union High - Member Representative

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Approved by Mr. Antonio Munguia 3125100

05/03/2024 11:07 AM PDT

**Calexico Unified - Member Representative**

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05/03/2024 02:02 PM PDT

**Calipatria Unified - Member Representative**

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05/03/2024 02:31 PM PDT

**Central Union High - Member Representative**

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05/03/2024 11:19 AM PDT

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05/03/2024 11:10 AM PDT

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05/03/2024 03:02 PM PDT

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Approved by Renato Montañó

05/03/2024 11:11 AM PDT

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05/03/2024 11:08 AM PDT

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