

CAEP  
CFAD

Produced: May 2, 2025, 09:12 PM UTC - By Frank Gerdeman

24 ADVANCE

CONSORTIUM APPROVED

2025-26

Fiscal Declaration - Consortium Approved

**Consortium Name:** 24 ADVANCE

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** Lake Tahoe CCD

**Narrative:** All allocations are based on continued connection to the annual plans as well as an overall connection to the 3-year strategic plan.

**Changes:** No Changes

Member Allocations

Member Name	(2025-26)	(2024-25)	(2023-24)
El Dorado Co. Office of Education	\$71,680	\$70,000	\$70,000
Lake Tahoe CCD	\$1,066,059	\$1,037,340	\$1,028,073
Total Allocated to Members	\$1,137,739	\$1,107,340	\$1,098,073
Total CAEP Funds	\$1,137,739	\$1,110,748	\$1,098,988
Total Remaining	\$0	\$3,408	\$915

Member Allocation Certification

✓ I certify that this CFAD is true and accurate. Our consortium certifies that the allocations listed correctly represent all funded members and their respective amounts.

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
% of Carryover Threshold	75%	60%	40%	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? \***

Through NOVA

**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? \***

By ensuring each member's governing board has officially appointed that individual (or individual's if they list an alternate) to the Consortium leadership team. Those are kept on file with the consortium and updated as needed.

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

All members appointed representatives will be allowed to vote either in person or via email (or zoom). We also use the approval process within NOVA to make sure this happens as necessary.

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

1 member = 1 vote

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

Other

**7.1 (Other) If selected "Other" in Question 7, use the space below to describe how decisions will be approved. If not applicable, leave question blank. \***

Combination of majority and consensus. For allocations - consensus, for all other votes, majority.

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

This has been our model since the beginning in 2015/16 and continues to serve the needs of the consortium (and members) well.

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

Through duly warned and noticed meetings that remain open to public participation as well as the posting of previous meetings and notes on the consortium website.

**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. \***

Public notice through our various social media channels and our website.

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

Through the notes on the consortium website as part of the meeting notes.

**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. \***

Comments and input is regularly solicited through a variety of community forum - some hosted by the consortium, others in existing public forums (Chamber meetings, monthly CBO/Human Service meetings, etc).

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

Maintaining previous allocation amounts (to avoid a decrease without cause) as well as the impact of any COLA or other increase in funding through the State formula.

**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? \***

Members wishing to join would be voted on by the current members (simple majority) based on interest, need, and appropriateness of new organizations role. Any member may chose to submit a notice of withdrawal, again, approved by simple majority of voting members. Dismissal would only be considered for cause after exhausting all corrective action resources.

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

20%

**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? \***

Through the use of NOVA. Money in excess of the current threshold would be "returned to the consortium. This is less of an issue for us because we currently only have two members receiving funding and most of it covers services and support at the consortium level on behalf of all members.

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

Fiscal accountability and learner impact/outcomes.

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

Our original governance documents from 2015-16.

**20. Does the consortium have a formal document detailing its work beyond the questionnaire? \***

No

**20.1 (No) If no, could you please address why not? \***

We continue to look at refinement and modification of our original governance document but have not yet completed that work.

## Member Agencies

Member Agency	Member Type	Contact	Phone
Alpine County Unified	Unified School District	Frank Gerdeman	(530) 541-4660
El Dorado Co. Office of Education	County Office of Education (COE)	Michael Gillespie EDCOE	(530) 295-2257
Lake Tahoe CCD	District	Brad Deeds	(530) 541-4660 ext: 225
Lake Tahoe Unified	Unified School District	Frank Gerdeman	(530) 541-4660

## 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)).

### Alpine County Unified - Member Representative

**Frank Gerdeman**

Director

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**Ken Burkhart**  
Superintendent  
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Approved by Frank Gerdeman

05/02/2025 02:12 PM PDT

#### El Dorado Co. Office of Education - Member Representative

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Approved by Carey Buchanan

04/28/2025 04:44 PM PDT

#### Lake Tahoe CCD - Member Representative

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Approved by Brad Deeds

04/28/2025 03:18 PM PDT

**Lake Tahoe Unified - Member Representative****Frank Gerdeman**

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Approved by Frank Gerdeman

05/02/2025 02:12 PM PDT



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