

California Adult Education Program : CFAD : 2022-23 Produced: Apr 28, 2022, 05:56 PM UTC Michael Cosgrove

25 Lassen-Modoc Adult Education Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 25 Lassen-Modoc Adult Education Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: Lassen CCD

Narrative: The LMAEC Board revised its Consortium documents in 2020 and 2021 to align more closely with the mandates of AB104 and the CAEP state guidance. All discussions of the Board are publicly noticed and discussed in an open meeting. These CFAD allocations align with both the current 2021-2022 Annual Plan as well as the drafted 2022-2025 Three-Year Plan.

Changes: No Changes

Member Allocations

| Member Name | (2022-23) | (2021-22) | (2020-21) |
|-----------------------------------|--------------------|--------------------|------------------|
| Big Valley Joint Unified | \$26,636 | \$24,318 | \$24,318 |
| Fort Sage Unified | \$46,278 | \$42,250 | \$42,250 |
| Lassen CCD | \$483,864 | \$529,638 | \$537,236 |
| Lassen Co. Office of Education | \$223,460 | \$75,000 | \$75,000 |
| Lassen Union High | \$76,609 | \$69,941 | \$69,941 |
| Long Valley Charter | n/a | n/a | \$0 |
| Modoc Co. Office of Education | \$82,150 | \$75,000 | \$75,000 |
| Modoc Joint Unified | \$32,860 | \$30,000 | \$30,000 |
| Shaffer Union Elementary | n/a | \$55,000 | \$55,000 |
| Surprise Valley Joint Unified | \$21,907 | \$20,000 | \$20,000 |
| Westwood Unified | \$60,244 | \$55,000 | \$55,000 |
| Total Allocated to Members | \$1,054,008 | \$976,147 | \$983,745 |
| Total CAEP Funds | \$1,054,008 | \$1,000,672 | \$961,722 |
| Total Remaining | \$0 | \$24,525 | \$-22,023 |

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 LMAEC Board engages in regular reviews of both student data and fiscal spending. In February 2022, each Member District submitted a plan to the Consortium Board outlining strategies to increase enrollment and to spend down carryover funds.

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 school district, college, and county office of education voting Member will provide the Consortium with a copy of minutes from their respective board meeting that states they are the officially designated member representing their district.

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

The consortium will seek the consensus of all voting Member districts at consortium meeting in decisions on any action taken. However, when voting is necessary decisions will be reached by a majority vote of the members. All voting Members are encouraged to attend all meetings to participate in the decision-making process.

A calendar of meetings will be distributed annually to all voting Members. All meeting notices will be sent by email to every voting Member at least 72 hours in advance, with the Board agenda and Board packet. Also, reminder emails will be sent in advance of the scheduled meeting to encourage participation.

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? *

The original decision-making model was adopted by the Lassen-Modoc Adult Education Consortium at the February 7, 2014 meeting, during the AB86 planning grant, and updated at the March 26, 2020, Board Meeting. Discussion of this decision-making model was updated and voted on for the usage of the AB104 funds at the October 21, 2015 consortium meeting. The Consortium agrees to implement a collective impact 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? *

LMAEC encourages all interested persons to attend monthly Board meetings and to address the Consortium Board concerning any item on the agenda or within the Consortium's jurisdiction.

The LMAEC Board will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code.

The following rules are intended to facilitate a presentation to the LMAEC Board:

A. For matters not listed on the agenda:

I. Any individual who wishes to address the Consortium on any item of interest to the public that is within the subject matter jurisdiction of the Consortium and not listed on the agenda may do so under the agenda item entitled "Public Comments."

II. Without taking action, Consortium members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda.

III. In keeping with its right to determine the length of time to be allotted to agenda items, the Consortium Board has determined that the overall time to be allowed for the agenda item entitled "Public Comments" shall not exceed three (3) minutes per person, and a total time of 20 minutes, unless there are extenuating circumstances, in which case the Consortium Board may extend the overall time limit.

B. For matters listed on the agenda, a person who wishes to address the Consortium may do so by completing a brief form (including name, address, and agenda item). Upon recognition, the person should state his or her name and may address the Consortium. The order of public comments on the agenda item will be determined by the order received. Individuals shall be allowed up to three (3) minutes to address the Consortium Board on each agenda item during the general public comments section of the agenda, unless there are extenuating circumstances, in which case the Consortium may extend the time limit for individual remarks.

Consortium meeting times and agendas will be sent by email to all members, partners, and interested community members on the consortium email distribution list, at least 72 hours prior to a meeting. Consortium Board meetings will be advertised one week prior in the local newspaper and on the college and/or 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. *

All consortium meeting times and locations will be advertised in the local newspaper one week prior to the meetings and list the coordinator's telephone and email address for contact. All meeting agendas will be distributed by email to all consortium members, partners, local schools, stakeholders, and agencies in our regional area involved with adult education. The Consortium will notify the public and provide current information about the consortium decision-making process. Member districts are encouraged to post the Consortium Board Agenda on their websites, in accordance with AB2257.

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

Public comments will be noted in the meeting minutes sent to all on the consortium email distribution list. Copies of the prior meeting minutes will be available at each meeting.

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. *

Consortium Board meetings will follow the open-meeting guidelines outlined in the Brown Act and include all agencies and interested community members in meeting workgroup activities. Input from other entities that are locally involved in adult education will be allotted time to speak publicly for three minutes on a proposed decision before the consortium.

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

The consortium as a majority and with a quorum at a regularly scheduled meeting will approve a distribution schedule pursuant to Section 84913. The schedule will align with the Three-Year Plan and the Consortium Annual Plan. Funding will be distributed based on the seven AB104 objectives.

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? *

Per AB104 Legislation section 84917 those entities listed shall become a participating member of the consortium pursuant to receiving funds from the listed areas. In addition, new members will need to agree to and sign this governance template indicating they are aware and will abide by the consortium governance structure. For members to leave or be dismissed, section 84914 outlines characteristics such as a member is no longer willing to provide services, a member cannot provide services or a member is consistently ineffective in providing services as reasons for reduced funding, this consortium will use these measures to determine if a member needs to leave or be dismissed from the consortium

The Consortium will adhere to the membership guidelines as defined by AB104, Education Code, and the LMAEC Member contracts/MOUs.

Considerations for dismissal from the Consortium include:

- • 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; or
- The member has been ineffective in providing services that address the needs identified in the adult education plan, and reasonable interventions have not resulted in improvement.

In addition to the considerations specified in AB104:

- Regular attendance is expected at monthly Consortium meetings.
- Dismissal from or admission to the Consortium shall be accomplished with a simple majority vote from the Consortium Board.
- If the member initiates leaving the Consortium, LMAEC will require the member's Governing Board approval.
- If the Consortium initiates dismissal, the Consortium will inform the member's Superintendent and Governing Board and follow due process.
- LMAEC Members may be dismissed from LMAEC for failure to demonstrate member effectiveness.
- A record of intervention steps and dismissal actions shall be kept in the official minutes of Consortium Board Meetings.
- If the Consortium dismisses a Member, the Consortium Coordinator shall notify the CAEP State Project Monitor immediately.

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

The LMAEC Board meets monthly and reviews, as needed, both student data and fiscal expenditures. Plans are created and board voted to address any concerns.

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

LMAEC does not have bylaws, but signs an annual MOU between all Member Districts and adheres to the mandates of AB104 as well as the CAEP state guidance. Currently, LMAEC follows the 60% spend guidance in the Fiscal Management Guide.

18. How does your consortium define member effectiveness? *

Member effectiveness is determined via an examination of: DIR data, MIS data, fiscal expenditures, NRS performance outcomes, per pupil spending, and open discussions about student/agency success.

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

LMAEC does not have bylaws, but signs an annual MOU between all Member Districts and adheres to the mandates of AB104 as well as the CAEP state guidance.

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. *

Consortium documents are located on the NOVA website.

Member Agencies

| Member Agency | Member Type | Contact | Phone |
|--|----------------------------------|--|-----------------------------|
| Big Valley Joint Unified | Unified School District | Paula Silva | (530) 294-5231 |
| Fort Sage Unified | Unified School District | Heather Von Ins | (530) 827-2129 ext: 6502 |
| Lassen CCD | District | Susan Rentfrow | (530) 257-6181 ext: 8708 |
| Lassen Co. Office of Education | County Office of Education (COE) | Patricia Gunderson | (530) 257-2196 |
| Lassen Union High | High School District | Mrs. Cori Shields | (530) 251-1194 |
| Long Valley Charter | Charter | Carol Growdon | (530) 257-6181 ext: 8997 |
| Modoc Co. Office of Education | County Office of Education (COE) | Mike Martin | (530) 233-7101 |
| Shaffer Union Elementary | Elementary School District | Dianne Parady | (530) 254-6577 |
| Surprise Valley Joint Unified | Unified School District | BillieJo Young | |
| Westwood Unified | Unified School District | Michael Altenburg | |
| Modoc Joint Unified | Unified School District | Tom O'Malley | (530) 233-7201 |
| Ravendale-Termo Elementary | Elementary School District | Jason Waddell | (530) 257-8200 |
| Susanville Elementary | Elementary School District | Jason Waddell Susanville School District | (530) 257-8200 |
| Johnstonville Elementary | Elementary School District | Dr. Scott Smith | (530) 257-2471 |
| Richmond Elementary | Elementary School District | Michael Cosgrove Richmond Elementary School District | (530) 257-2338 |

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)).

Big Valley Joint Unified - Member Representative**Paula Silva**

Superintendent/Principal

psilva@bigvalleyschool.org

(530) 294-5231

Dianne Parady

Chief Business Official

dparady@bigvalleyschool.org

(530) 254-6577

Approved by Paula Silva

04/08/2022 07:41 AM PDT

Fort Sage Unified - Member Representative**Heather Von Ins**

Chief Business Officer

hvonins@fortsage.org

(530) 827-2129 ext: 6502

Keith Tomes

Superintendent

ktomes@fortsage.org

(530) 827-2129 ext: 6500

Approved by Dr. Keith Tomes

04/08/2022 01:24 PM PDT

Johnstonville Elementary - Member Representative**Scott Smith**

Superintendent/Principal

ssmith@johnstonville.org

(530) 257-2471

Approved by Dr. Scott Smith

04/27/2022 11:02 AM PDT

Lassen CCD - Member Representative

Susan Rentfrow

Accountant III

srentfrow@lassencollege.edu

(530) 257-6181 ext: 8708

Carol Growdon

Director of Continuing Education

cgrowdon@lassencollege.edu

(530) 257-6181 ext: 8997

Michell Williams

Dean of Instruction, Interim

mwilliams@lassencollege.edu

(530) 257-6181 ext: 8960

Approved by Michell Williams

04/08/2022 08:37 AM PDT

Lassen Co. Office of Education - Member Representative

Patricia Gunderson

pgunderson@lcoe.org

(530) 257-2196

Approved by Patricia Gunderson

04/11/2022 09:18 AM PDT

Lassen Union High - Member Representative

Cori Shields

CBO

cori.shields@lassenhigh.org

(530) 251-1194

Morgan Nugent

Superintendent/Principal

morgan.nugent@lassenhigh.org

(530) 250-5324 ext: 2142

Approved by Morgan Nugent

04/08/2022 08:44 AM PDT

Modoc Co. Office of Education - Member Representative

Mike Martin

mmartin@modoccoe.org

(530) 233-7101

Leslie Corder

Director of Fiscal Services

lcorder@modoccoe.k12.ca.us

(530) 233-7104

Approved by Mike Martin

04/07/2022 07:32 PM PDT

Modoc Joint Unified - Member Representative

Tom O'Malley

Superintendent

tomalley@modoc.k12.ca.us

(530) 233-7201

Elizabeth Guzman

Business Manager

eguzman@modoc.k12.ca.us

(530) 233-7201

Approved by Elizabeth Guzman

04/08/2022 12:36 PM PDT

Ravendale-Termo Elementary - Member Representative

Jason Waddell

Superintendent

jwaddell@juniperridge.org

(530) 257-8200

Approved by Jason Waddell

04/08/2022 08:11 AM PDT

Richmond Elementary - Member Representative

Michael Cosgrove

Superintendent/Principal
mcosgrove@richmondelementary.com
(530) 257-2338

Approved by Michael Cosgrove Richmond Elementary School District

04/28/2022 10:55 AM PDT

Shaffer Union Elementary - Member Representative

Dianne Parady
Chief Business Official
dparady@shafferschool.com
(530) 254-6577

Joshua Blackburn
Superintendent/Principal
jblackburn@shafferschool.com
(530) 254-6577

Approved by Joshua Blackburn Shaffer

04/08/2022 11:14 AM PDT

Surprise Valley Joint Unified - Member Representative

BillieJo Young
Business
byoung@modoccoe.org

Audra Evans
aevans@svjUSD.org
(530) 279-6141 ext: 123

Approved by Audra Evans

04/08/2022 08:09 AM PDT

Susanville Elementary - Member Representative

Jason Waddell
Superintendent
jwaddell@susanvillesd.org
(530) 257-8200

Approved by Jason Waddell Susanville School District

Approved by Jason Waddell Susanville School District

04/08/2022 08:10 AM PDT

Westwood Unified - Member Representative

Michael Altenburg

maltenburg@westwoodusd.org

Krissy House

Chief Business Official

khouse@westwoodusd.org

(530) 256-2311 ext: 4715

Approved by Krissy House

04/08/2022 08:23 AM PDT



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