

California Adult Education Program : CFAD : 2023-24 Produced: Apr 18, 2023, 06:27 PM UTC Michell Williams

## 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. The 2023-24 CFAD allocations align with both the current 2022-2023 Annual Plan as well as the approved 2022-2025 Three-Year Plan.

**Changes:** No Changes

### Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Big Valley Joint Unified	\$28,802	\$26,636	\$24,318
Fort Sage Unified	\$50,040	\$46,278	\$42,250
Lassen CCD	\$523,202	\$483,864	\$529,638
Lassen Co. Office of Education	\$254,937	\$223,460	\$75,000
Lassen Union High	\$82,837	\$76,609	\$69,941
Modoc Co. Office of Education	\$88,829	\$82,150	\$75,000
Modoc Joint Unified	\$35,532	\$32,860	\$30,000
Shaffer Union Elementary	n/a	n/a	\$55,000
Surprise Valley Joint Unified	\$23,687	\$21,907	\$20,000
Westwood Unified	\$65,142	\$60,244	\$55,000
<b>Total Allocated to Members</b>	<b>\$1,153,008</b>	<b>\$1,054,008</b>	<b>\$976,147</b>
<b>Total CAEP Funds</b>	<b>\$1,153,008</b>	<b>\$1,066,317</b>	<b>\$1,000,672</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$12,309</b>	<b>\$24,525</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 \*

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? \***

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. These plans are reviewed regularly and updated as needed.

**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 the BAI and minutes from their respective board meeting that states who is 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 is 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? \***

50% +1 vote

**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. Additional guidelines are contained in the annual MOU which is voted on and signed by all Member districts at the start of each fiscal year.

**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 posted to the LCC Board Docs website 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/CAEP Program Area 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 AB104Legislation section 84917those 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 84914outlines 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 ConsortiumBoard.

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

The LMAEC Board has defined "excessive" Member carryover to be 20% or more and agree to review financial submissions on a quarterly basis.

**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? \***

LMAEC does not have bylaws governing carryover funds, but does sign an annual MOU among Member Districts which incorporates the guidelines and requirements of AB1491. The annual MOU is signed at the start of each fiscal year.

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

Member effectiveness is determined via an examination of: DIR data, MIS data, fiscal expenditures, program completion performance outcomes, per pupil spending, and open discussions about student/agency success. A review of these metrics takes place quarterly.

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

FRAEC 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 and AB1491.

**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 Consortium 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	(707) 895-2953 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	Krissy House	(530) 256-2311 ext: 4715
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	Jan DeMers	(530) 251-8777

## 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

04/11/2023 01:35 PM PDT

**Fort Sage Unified - Member Representative**

**Heather Von Ins**

Chief Business Officer  
hvonins@fortsage.org  
(707) 895-2953 ext: 6502

Approved by Heather Von Ins

04/17/2023 08:06 AM PDT

**Johnstonville Elementary - Member Representative**

**Scott Smith**

Superintendent/Principal  
ssmith@johnstonville.org  
(530) 257-2471

Approved by Dr. Scott Smith

04/17/2023 01:14 PM PDT

**Lassen CCD - Member Representative**

**Susan Rentfrow**

Accountant III  
srentfrow@lassencollege.edu  
(530) 257-6181 ext: 8708

**Carol Growdon**



Director of Continuing Education  
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(530) 257-6181 ext: 8997

**Michell Williams**  
Dean of Instruction  
mwilliams@lassencollege.edu  
(530) 257-6181 ext: 8960

Approved by Michell Williams

04/18/2023 11:27 AM PDT

**Lassen Co. Office of Education - Member Representative**

**Patricia Gunderson**  
pgunderson@lcoe.org  
(530) 257-2196

**Courtney Russell**  
Director of Business Services  
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(530) 257-2544

Approved by Patricia Gunderson

04/11/2023 01:56 PM 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 Mrs. Cori Shields

04/17/2023 08:13 AM PDT

**Modoc Co. Office of Education - Member Representative**

**Mike Martin**

mmartin@modoccoe.org  
(530) 233-7101

**Leslie Corder**

Director of Fiscal Services  
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Approved by Mike Martin

04/11/2023 01:45 PM PDT

**Tom O'Malley**

Superintendent  
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(530) 233-7201

**Elizabeth Guzman**

Business Manager  
eguzman@modoc.k12.ca.us  
(530) 233-7201

Approved by Tom O'Malley

04/11/2023 01:32 PM PDT

**Ravendale-Termo Elementary - Member Representative**

**Jason Waddell**

Superintendent  
jwaddell@juniperridge.org  
(530) 257-8200

Approved by Jason Waddell

04/13/2023 07:37 AM PDT

**Richmond Elementary - Member Representative**

**Jan DeMers**

jdemers@lcoe.org  
(530) 251-8777

Approved by Jan DeMers

04/11/2023 01:35 PM 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

04/11/2023 02:00 PM PDT

**Surprise Valley Joint Unified - Member Representative**

**Billie Jo Young**  
Business  
byoung@modoccoe.org

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

Approved by Audra Evans

04/11/2023 03:07 PM PDT

**Susanville Elementary - Member Representative**

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

Approved by Jason Waddell Susanville School District

04/13/2023 07:36 AM PDT

**Westwood Unified - Member Representative**

**Krissy House**

Chief Business Official

khouse@westwoodusd.org

(530) 256-2311 ext: 4715

Approved by Krissy House

04/11/2023 01:33 PM PDT



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