

MEMORANDUM OF UNDERSTANDING – 2025-2026 REVISED 8.4.2025**Lassen-Modoc Adult Education Consortium**

This Memorandum of Understanding shall stand as evidence that the following districts intend to work together toward the mutual goal of collaborating to meet the goals of the Lassen-Modoc Adult Education Consortium, hereafter referred to as the Consortium, to manage and improve the delivery of adult education services in the Lassen-Modoc Adult Education Consortium region. This agreement is entered into between the following School Districts, hereafter referred to as MEMBERS:

- Big Valley Joint Unified School District
 - Fort Sage Unified School District
 - Johnstonville Elementary School District
 - Lassen Community College
 - Lassen County Office of Education
 - Lassen Union High School District
 - Modoc County Office of Education
 - Modoc Joint Unified School District
 - Ravendale-Termo Elementary School District
 - Richmond Elementary School District
 - Shaffer Elementary School District
 - Surprise Valley Joint Unified School District
 - Susanville Elementary School District
 - Westwood Unified School District
1. Lassen Community College shall serve as the Consortium Fiscal Agent, hereafter referred to as Fiscal Agent.
 2. Term: The term of this MOU shall become effective as of July 1, 2025 and shall expire June 30, 2026 and shall apply to the 2025-2026 fiscal year.
 3. Cost of Services: The MEMBER shall be directly apportioned the sum declared in the Consortium Fiscal Administration Declaration as approved by the Consortium Board for the current program year and in accordance with Sections 84900-84920 of the California Education Code. Funds provided under this agreement shall be used in accordance with applicable laws and the provisions herein.
 4. Leveraging of Regional Resources: MEMBERS agree to disclose amounts received from other resources that may be used to address the California Adult Education Program (CAEP) areas and objectives. Furthermore, MEMBERS agree to leverage resources, in addition to any CAEP funds they may receive, to enhance the region's adult education delivery system and to do so in a coordinated effort with the Consortium.

LMAEC Board Approved:

5. Eligible Member: A MEMBER is a member in good standing, as defined by California Education Code sections 84900 – 84920, of the Consortium and agrees to maintain its membership and participation in the Consortium. Failure to maintain its membership in the Consortium and demonstrate effectiveness will result in a loss of funding.
6. General: The Consortium has been formed, in accordance with AB 86, Section 76, Article 3, in accordance with AB 104, and Sections 84900 – 84920 of the California Education Code to develop a regional plan to improve the delivery of adult education and address existing gaps in programs and services. Funds apportioned shall be used only for supporting the following adult education programs designed for adult education students in the following areas:
 - a. Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate.
 - b. Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation.
 - c. Programs for adults, including, but not limited to, older adults that are primarily related to entry or reentry into the workforces.
 - d. Programs for adults, including, but not limited to, older adults that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
 - e. Programs for adults with disabilities.
 - f. Programs in career technical education that are short-term in nature and have high employment potential.
 - g. Programs offering pre-apprenticeship training activities conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area.
7. Mutuality, Shared Leadership, and Collaboration: The Consortium’s governance and decision-making processes are based on recognition of and respect for the inter-relationship of the districts and their constituent groups. The commitment to this principle is demonstrated in the following ways:
 - Members of the Consortium publicly acknowledge the importance of participatory governance and the rewards to all for collaborative participation.
 - Members agree to participate and provide input throughout the implementation process to ensure shared leadership.
8. Member Role and Participation: This principle supports the use of democratic processes to ensure that the voices of all MEMBERS are included. Any MEMBER of the Consortium can bring items and issues to the Consortium as a whole. In order for this principle to be fully implemented, all members of the Consortium are asked to fulfil the following responsibilities of Consortium membership:

- Each FUNDED MEMBER’S Board of Education/Trustees shall designate a voting representative to the Consortium Board and may designate a second voting representative to ensure attendance at and participation in regular Consortium meetings. Each FUNDED MEMBER district will be allowed one vote.
 - A quorum is defined as 50%+1 of FUNDED MEMBERS. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.
 - MEMBERS will vote on items concerning fiscal and implementation decisions.
 - Each MEMBER will provide data and information relevant to adult education as needed for the implementation, assessment, and revision of a regional plan and annual plans.
 - Each MEMBER will agree to participate as necessary in the implementation process including participation as needed in sub-groups and/or committees.
 - MEMBERS agree that in the interest of the Consortium and key stakeholders, they will function as a team member with other MEMBERS of the group, follow-through on tasks, report meeting outcomes back to key stakeholders within their organizations, work toward common understanding and consensus in an atmosphere of respect, support the implementation of recommendations once group consensus is reached, and welcome change and innovation.
 - MEMBERS agree to follow the guidelines in the Adult Education Program - Fiscal Management Guide (<https://caladulthood.org/DownloadFile/1300> updated March 20, 2023) and the Program Guidance - Adult Education Program (<https://caladulthood.org/DownloadFile/1301> updated March 20, 2023).
9. Community Partnerships: Partner organizations identified by the Consortium through an application and formal review process will be invited to participate in Consortium meetings and activities. Community organizations are recognized as valuable stakeholders and partners in the implementation of education services for adults.
10. Committees: The Consortium Board may create committees of workgroups as needed. In addition to the Consortium Board, one workgroup, based on current program areas, is hereby established. This workgroup will focus on: ABE/HSE/HSD and ESL/CTE. This workgroup is comprised of and open to educators, industry experts, partner representatives, and other representatives from all stakeholders with an interest in promoting adult education efforts in the region. The working groups will be chaired by a teacher or faculty members of one of the MEMBERS, work in coordination with the Consortium Coordinator, and consist of teachers, faculty, staff, and any other community stakeholder.
11. Transparency: The Consortium values transparency and strives to maintain an open and honest approach to decision-making, operations, and communication. Everyone who will be impacted by a decision is encouraged to be involved in shaping the recommendation. The commitment to this principle is demonstrated by adherence to the Brown Act and AB 2257.

12. Fiscal Administration of Consortium: The Consortium utilizes a fiscal agent funding model in accordance with sections 84900 – 84920 of the California Education Code. Each year, the Consortium Board takes public action to approve the Consortium Fiscal Administration Declaration, which declares funding levels received by MEMBERS on a yearly basis.

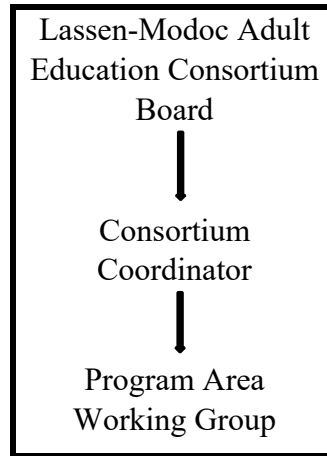
Fiscal Agent Role and Responsibilities: The Fiscal Agent (FA) will be identified to the State as the fiscal coordinator on behalf of the Consortium for the California Adult Education Program. The Fiscal Agent shall be responsible for the submission of the Consortium Fiscal Administration Declaration (CFAD) to the California Community College Chancellor's Office according to an allocation schedule recommended by the Consortium Coordinator and approved by the Consortium Board. The Fiscal Agent shall not amend the CFAD approved by the Consortium Board. The Fiscal Agent will be responsible for:

- Acting as the employer of record for Consortium staff.
- Dispersal of monthly AEP funding to MEMBERS.
- Contracting and coordinating with MEMBER districts to maintain the governance structure and systems of the Consortium.
- Fiscal reporting to the State as required by the California Adult Education Program (CAEP).
- Compliance with state requirements for administration of the California Adult Education Program.

The Fiscal Agent shall receive in the monthly AEP allocation and hold separate from its regular adult education program. Monthly payments to MEMBERS shall be made in accordance with AB 104. Additionally, the Fiscal Agent shall hold an amount (to be determined) separate from Program funds for the costs of managing the Consortium and for pan-consortium activities managed by the Consortium Coordinator. The Consortium Coordinator shall determine the annual budget for this amount in accordance with the Consortium Three-Year Plan, the Consortium Annual Plan, and applicable laws.

Lassen Community College (LCC) as the Fiscal agent shall hold separate from other funds \$30,000.00 for the costs of managing the Consortium and for pan-consortium activities managed by the Consortium Lead. The Consortium Lead shall determine the annual budget for this amount in accordance with the Consortium Three-Year Plan, the Consortium Annual Plan, and applicable laws. LCC shall process invoices on behalf of the Consortium for the Lassen-Modoc Adult Education Consortium, when invoices are submitted by the Consortium Lead. Invoices shall be submitted with supporting documentation from a Board vote. LCC shall report quarterly on the expenditure of funds.

13. Organizational Structure and Staffing:



Consortium Coordinator: The Consortium Coordinator is hired and supervised by one designated MEMBER agency based upon the recommendation of the Consortium Board. The Consortium Coordinator reports to the Consortium Board and has day-to-day responsibilities for the organization, including carrying out the organization's goals and policies. The Consortium Coordinator will manage all board meetings, report on the progress of the organization, answer all questions of the Board members, be the primary contact to the State CAEP Office, and carry out the duties described in the job description. The Consortium Board can designate other duties as necessary.

14. Allowable Expenses: Funds may only be expended on allowable costs as defined in AB 86, AB 104, sections 84900 – 84920 of the California Education Code, and in accordance with the Consortium Regional Plan (2021-2025 Consortium Three-Year Plan) and the Consortium Annual Plan for the 2025-2026 program year. Failure to comply with the provisions of the MOU, applicable laws, and the Consortium Plans may result in the reduction of funding to the MEMBER, loss of funding to the MEMBER, and/or the reallocation of the portion or all of the MEMBER'S funds to other consortium MEMBERS. A reduction, loss, or reallocation of funding shall affect only the current fiscal year unless a permanent reduction, loss, or reallocation is determined appropriate by the Consortium Board. All changes to MEMBER allocations and funding levels will be made in accordance with applicable law and the Consortium Governance policies and procedures. Indirect costs may not be collected by the MEMBER.
15. Records and Audit: In accordance with the AEP, the Consortium Regional Plan, and the Consortium Annual Plan for the 2025-2026 program year, the MEMBER agrees to provide fiscal records and measures of effectiveness performance data to the FISCAL AGENT on a quarterly basis. Both FISCAL AGENT and MEMBERS shall maintain complete and accurate records with respect to the services rendered and the costs incurred under this agreement.

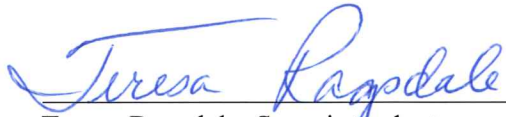
16. Compliance with Law: All parties shall provide services in accordance with applicable Federal, State, and local laws, regulations and directives. With respect to employees, parties shall comply with all laws and regulations pertaining to wages and hours, state and federal income tax, unemployment insurance, Social Security, disability insurance, worker's compensation insurance, and discrimination in employment.
17. Indemnification: FISCAL AGENT and MEMBERS shall hold each other harmless, defend and indemnify their respective agents, officers, and employees from and against any liability, claims, actions, costs, damages, or losses of any kind, including death or injury to any person and/or damage to property, arising out of the activities of the FISCAL AGENT or MEMBERS or their agents, officers, and employees under this Agreement. This indemnification shall be provided by each party to the other party regarding its own activities undertaken pursuant to this Agreement, or as a result of the relationship thereby created, including any claims that may be made against either party by any taxing authority asserting that an employer—employee relationship exists by reason of this Agreement, or any claims made against either party alleging civil rights violations by such party under Government Code section 12920 et seq. (California Fair Employment and Housing Act). This indemnification obligation shall continue beyond the term of this Agreement as to any acts of omissions occurring under this Agreement or any extension of this Agreement.
18. Amendments: This Agreement may be amended by mutual agreement in writing by this parties.
19. Termination: Termination of this Agreement can only be completed if in compliance with state laws and policies.

Big Valley Joint Unified School District

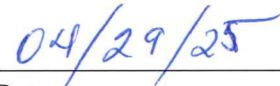
Lassen-Modoc Adult Education Consortium

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Big Valley Joint Unified School District approves the Lassen-Modoc Adult Education Consortium Memorandum of Understanding for the 2025-2026 fiscal year.



Teresa Ragsdale, Superintendent
Big Valley Joint Unified School District



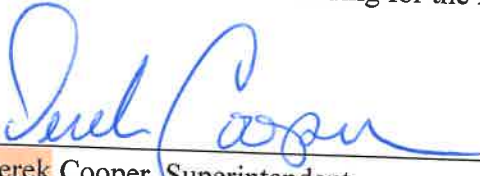
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Fort Sage Unified School District

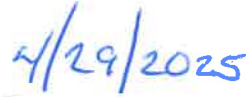
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Fort Sage Unified School District approves the Lassen-Modoc Adult Education Consortium Memorandum of Understanding for the 2025-2026 fiscal year.



Derek Cooper, Superintendent
Fort Sage Unified School District



Date

Johnstonville Elementary School District


Lassen-Modoc Adult Education Consortium

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Johnstonville Elementary School District approves the Lassen-Modoc Adult Education Consortium Memorandum of Understanding for the 2025-2026 fiscal year.



Scott Smith, Superintendent
Johnstonville Elementary School District

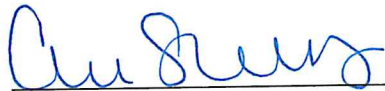


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Lassen-Modoc Adult Education Consortium

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Lassen Union High School District approves the Lassen-Modoc Adult Education Consortium
Memorandum of Understanding for the 2025-2026 fiscal year.

 CBO

Jacob Jensen, Superintendent
Lassen Union High School District

4/29/25

Date

Lassen County Office of Education

Lassen-Modoc Adult Education Consortium

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The Lassen County Office of Education approves the Lassen-Modoc Adult Education Consortium Memorandum of Understanding for the 2025-2026 fiscal year.

Patricia A Gunderson

Patricia A. Gunderson, County Superintendent
Lassen County Office of Education

4/29/2025

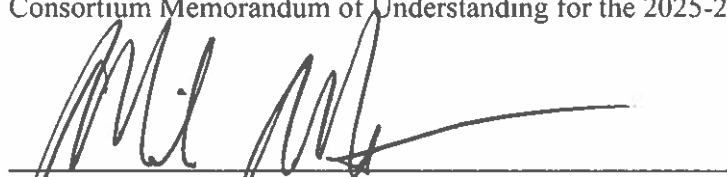
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Modoc County Office of Education

Lassen-Modoc Adult Education Consortium

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The Modoc County Office of Education approves the Lassen-Modoc Adult Education Consortium Memorandum of Understanding for the 2025-2026 fiscal year.



Mike Martin, County Superintendent
Modoc County Office of Education



Date

Richmond Elementary School District

Lassen-Modoc Adult Education Consortium

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Richmond Elementary School District approves the Lassen-Modoc Adult Education Consortium Memorandum of Understanding for the 2025-2026 fiscal year.



Brian Boyer, Superintendent
Richmond Elementary School District

8-19-25

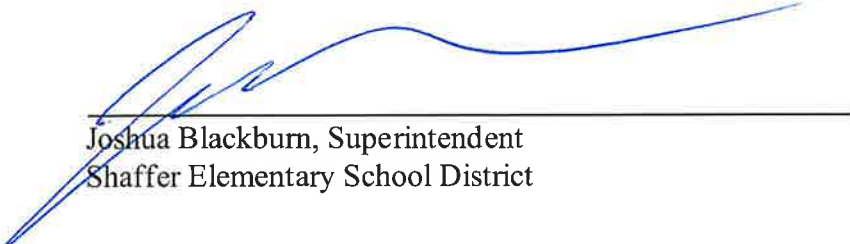
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Shaffer Elementary School District

Lassen-Modoc Adult Education Consortium

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Shaffer Elementary School District approves the Lassen-Modoc Adult Education Consortium Memorandum of Understanding for the 2025-2026 fiscal year.



Joshua Blackburn, Superintendent
Shaffer Elementary School District

8-22-25

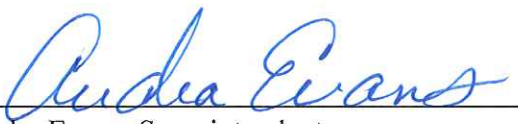
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Surprise Valley Joint Unified School District

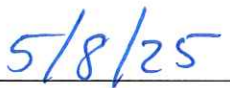
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Surprise Valley Joint Unified School District approves the Lassen-Modoc Adult Education Consortium Memorandum of Understanding for the 2025-2026 fiscal year.



Audra Evans, Superintendent
Surprise Valley Joint Unified School District



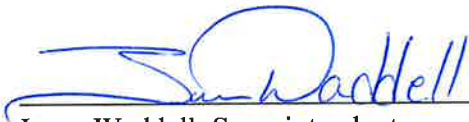
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Susanville School District

Lassen-Modoc Adult Education Consortium

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Susanville School District approves the Lassen-Modoc Adult Education Consortium
Memorandum of Understanding for the 2025-2026 fiscal year.



Jason Waddell, Superintendent
Susanville School District

Date 4/29/2025

Ravendale-Termo Elementary School District

Lassen-Modoc Adult Education Consortium

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Ravendale-Termo Elementary School District approves the Lassen-Modoc Adult Education Consortium Memorandum of Understanding for the 2025-2026 fiscal year.



Jason Waddell, Superintendent
Ravendale-Termo Elementary School District

4/29/2025
Date

Westwood Unified School District

Lassen-Modoc Adult Education Consortium

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Westwood Unified School District approves the Lassen-Modoc Adult Education Consortium Memorandum of Understanding for the 2025-2026 fiscal year.

Paula A. Silva
Paula Silva, Superintendent
Westwood Unified School District

4/29/2025
Date