

California Adult Education Program : CFAD : 2022-23 Produced: Apr 28, 2022, 05:52 PM UTC Angel Gallardo

27 Los Angeles Regional Adult Education Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 27 Los Angeles Regional Adult Education Consortium

Funding Channel: Direct Funded

Narrative: Funds allocated to all member districts will be used to carry-out the priorities set forth in the Los Angeles Regional Adult Education Consortium (LARAEC) CAEP 3-year plan and as updated and indicated through the Yearly Plan. Additionally, a stronger emphasis is made to enhance the delivery of instruction via Distance Learning and online tools. The majority of the total budget will be spent on instructional and non-instructional salaries and benefits to support the programs and services provided to adult education students and the remaining balance will be used for supplies, equipment, contracts, and other operating expenses, capital outlay, and indirect cost necessary to support the adult education programs and services, including supportive services, offered at each member district as outlined in the Consortium's plan.

Changes: In response to the two recommendations (31 and 32) for LARAEC, listed in the State Auditor's Report of Montebello Unified School District, dated November of 2017, LARAEC developed a student formula based on the number of students at each district. The formula uses FY 2018-2019 student counts to derive and/or right-size the funding to be allocated to each member-district. The funding formula was originally approved by the LARAEC Board on January 17, 2020 and re-adopted on March 16, 2022 to be implemented through the end of the next 3-year planning cycle (June 30, 2025). Both, LACCD and the LARAEC Office funding amounts come off the top from the Consortium's allocation and the remainder is distributed to the four USD districts based on the formula (The LARAEC Office funding allocation is aggregated to LAUSD's allocation, current fiscal agent for the LARAEC Office). The amounts reflected below are the resulting allocation after the formula was applied.

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Burbank Unified	\$4,085,304	\$3,783,518	\$2,730,697
Culver City Unified	\$2,436,158	\$2,256,197	\$1,661,103
Los Angeles CCD	\$8,744,693	\$8,098,712	\$8,161,751
Los Angeles Unified	\$117,941,999	\$109,229,488	\$108,048,810
Montebello Unified	\$10,661,395	\$9,873,826	\$13,676,518
Total Allocated to Members	\$143,869,549	\$133,241,741	\$134,278,879
Total CAEP Funds	\$143,869,549	\$136,589,347	\$131,272,761
Total Remaining	\$0	\$3,347,606	\$-3,006,118

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? *

LARAEC Board has approved the following bylaw language concerning this area:

- IV.B(2)(a) Members shall adhere to laws and regulations governing adult education programs and services outlined in Education Code 84900-84920, including submission of annual plans and reporting requirements for expenditures and student data.
- IV.B(2)(h)(ii) Each member district must ensure all expenses are consistent with the Adult Education Fiscal Management Guide: Allowable Uses of Adult Education Program Funds distributed by CAEP program office.
- This includes the following data submission:

All CAEP members (K12 districts, county offices of education, joint powers authority, and community college districts) must submit in NOVA the total operational costs for the prior program year by fund source in the seven CAEP program areas (adult education/no ncredit). Funds sources also include any fee revenue collected in the prior year.

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? *

LARAEC Board has approved the following bylaw language concerning this area:

- IV.B(2)(c) Members shall designate one “official representative” to serve on the Executive Board and represent the interests of the member organization. Designation shall be in writing and formally approved by the governing board of each institution.
- IV.B(2)(f) Members must follow the Consortium’s bylaws, and abide by AB104 legislative member requirements and California Education Code.

VI.A. The LARAEC Executive Board is composed of one designee from each member district. These designees must be officially appointed by the board at each respective member district, with the appointment reflected in board minutes. Only board appointed Executive Board members may vote on behalf of their districts. There are no allowances for alternates or proxies.

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

LARAEC Board has approved the following bylaw language concerning this area:

- V.A(1) The Executive Board, as outlined in Article VI, provides direction to the Consortium.
- V.B(1) The Executive Board makes final decisions about work plans, allocates funding, and adopts policies and procedures necessary for compliance with AB 104 and EC 84900-84920.
- V.B(2) When making final decisions the Executive Board shall use input from Point Persons, Staff, working groups, partner organizations, and the public. Input shall be provided in accordance with the Brown Act.
- IV.B.(2)(e) Members shall actively participate in Consortium meetings and the decision-making process for development of regional adult education programs and services.

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. *

V.B(4) &(5) majority of present members as long as quorum is established...no proxies

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

The decision-making model was established at an open, public, LARAEC Board meeting. The voting structure was approved by majority vote (motion received "aye" vote by all 5 districts)

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

LARAEC Board has approved the following bylaw language concerning this area:

- V.B(2) When making final decisions the Executive Board shall use input from Point Persons, Staff, working groups, partner organizations, and the public. Input shall be provided in accordance with the Brown Act.
- VII.A(2) Meeting dates and times are posted on the Consortium website and made available to the public in board packets.
- VII.A(3) Location for the board meetings shall be set at an open meeting generally on or before the first meeting of the school year. Locations for the meetings shall be within the LARAEC region at one of the member district sites. Meetings locations are posted on the Consortium website and made available to the public in the board packet.
- VII.A(5) Board agendas, containing a brief general description of each item of business to be transacted or discussed at the meeting, are posted to the Consortium website, at the meeting location, and distributed to each member district for posting, at least 72 hours prior to the time of a Regular Meeting (in compliance with GC Section 54954 and 54956).
- VII.A(6) All meetings shall operate in compliance with the Brown Act (GC 54954) and include an opportunity for public comment.
- VII.A(7) Meeting minutes are made available in the following meeting's board packet and after official approval on the Consortium website.
- VII.B(1) Special meetings may be called by the President or by the majority of the Executive Board at a duly noticed board meeting. The purpose of the meetings shall be stated and specified in the agenda.
- VII.B(2) The agenda for a special meeting shall be posted at least 24 hours prior to the meeting.
- VII.B(3) No other business, other than noted in the posted agenda, should be considered during the special meeting (in accordance with GC 54956).
- VII.C.(1) Emergency meetings may be called in compliance with GC 54956.5.

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. *

LARAEC Board has approved the following bylaw language concerning this area:

- V.B(2) When making final decisions the Executive Board shall use input from Point Persons, Staff, working groups, partner organizations, and the public. Input shall be provided in accordance with the Brown Act.
- VII.A(2) Meeting dates and times are posted on the Consortium website and made available to the public in board packets.

- VII.A(3) Location for the board meetings shall be set at an open meeting generally on or before the first meeting of the school year. Locations for the meetings shall be within the LARAEC region at one of the member district sites. Meetings locations are posted on the Consortium website and made available to the public in the board packet.
- VII.A(5) Board agendas, containing a brief general description of each item of business to be transacted or discussed at the meeting, are posted to the Consortium website, at the meeting location, and distributed to each member district for posting, at least 72 hours prior to the time of a Regular Meeting (in compliance with GC Section 54954 and 54956).
- VII.A(6) All meetings shall operate in compliance with the Brown Act (GC 54954) and include an opportunity for public comment.
- VII.A(7) Meeting minutes are made available in the following meeting's board packet and after official approval on the Consortium website.
- VII.B(1) Special meetings may be called by the President or by the majority of the Executive Board at a duly noticed board meeting. The purpose of the meetings shall be stated and specified in the agenda.
- VII.B(2) The agenda for a special meeting shall be posted at least 24 hours prior to the meeting.
- VII.B(3) No other business, other than noted in the posted agenda, should be considered during the special meeting (in accordance with GC 54956).
- VII.C.(1) Emergency meetings may be called in compliance with GC 54956.5

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

LARAEC Board has approved the following bylaw language concerning this area:

- VII.A(6) All meetings shall operate in compliance with the Brown Act (GC 54954) and include an opportunity for public comment.
- VII.A(7) Meeting minutes are made available in the following meeting's board packet and after official approval on the Consortium website.

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. *

LARAEC Board has approved the following bylaw language concerning this area:

- V.B(2) When making final decisions the Executive Board shall use input from Point Persons, Staff, working groups, partner organizations, and the public. Input shall be provided in accordance with the Brown Act.
- VI.E(1)(d) Members shall consider discussion and citizen comment at publicly held meetings when making policy decisions and shall make policy decisions keeping in mind the interests of all the Districts' students.

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

LARAEC Board has approved the following bylaw language concerning this area:

- III. LARAEC funds are used to support the following seven program areas: (1) Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate. (2) Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation. (3) Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce (Workforce Preparation). (4) 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. (5) Programs for adults with disabilities. (6) Programs in career technical education that are short term in nature and have high employment potential. (7) 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.
- IV.B(h)i. Each member district is responsible for complying with federal, state, program, and district guidelines, which includes adhering to reporting deadlines in accordance with AB104 regulations and government and education codes.

- IV.B(h)ii. Each member district must ensure all expenses are consistent with the Adult Education Fiscal Management Guide: Allowable Uses of Adult Education Program Funds distributed by CAEP program office.
- VI.B(1) The Executive Board provides direction for the development of plans for regional delivery of adult education programs and services in accordance with the laws and regulations of the State of California, AB104, and EC 84900-84920.
- VI.B(2) The Executive Board approves the Consortium Fiscal Administration Declaration (CFAD), allocating funds to each district in accordance with the laws and regulations of the State of California, and EC 84900-84920.

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? *

B) chosen to have funds flow directly to the member districts based upon the approved distribution schedule

15. How will members join, leave, or be dismissed from the consortium? *

LARAEC Board has approved the following bylaw language concerning this area:

- IV.A(2) Any organization or institution receiving funding from the State of California for delivery of adult education as described in Assembly Bill 104, Article 9, Section 84905, and operates with the LARAEC region, shall be permitted to join the Consortium as a member. To be added as a member:
- IV.A(2) (a) The district superintendent, chancellor, or executive officer of such organization must provide a written request to the LARAEC Executive Board, including verification of the funding described in EC 84905(b).
- IV.A(2) (b) A representative must be appointed by the board of the new institution or organization. Verification of approval of this appointment must be presented to the LARAEC Executive Board in the form of approved board meeting minutes.
- IV.A(2) (c) Requests for membership shall be reviewed and membership shall be approved at a noticed and agendized “open meeting” by the LARAEC Executive Board.
- IV.A(2) (d) Once appointed, the district representative shall work with LARAEC representatives to incorporate and align their district with LARAEC’s regional comprehensive plan.
- IV.A(3) Any member may elect to leave the Consortium through a written request by the district superintendent, chancellor, or the agency’s executive officer. Any member leaving the consortium shall:
- IV.A(3) (a) Provide written notice to the Executive Board thirty (30) days prior to vacating membership.
- IV.A(3) (b) Return its remaining allocation to the Consortium as agreed by the LARAEC Executive Board.
- IV.A(4) Dismissal from the Consortium shall follow in alignment with AB104 and Education Code Section 84914

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

The LARAEC Executive board adopted Member District Monitoring Procedures: California Adult Education Program Funds on March 17, 2021, which includes quarterly effectiveness reports containing spending targets and carryover.

LARAEC Board has approved the following bylaw language concerning this area:

- IV.B(2)(a) Members shall adhere to laws and regulations governing adult education programs and services outlined in Education Code 84900-84920, including submission of annual plans and reporting requirements for expenditures and student data.
- IV.B(2)(h)(ii) Each member district must ensure all expenses are consistent with the Adult Education Fiscal Management Guide: Allowable Uses of Adult Education Program Funds distributed by CAEP program office.

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

LARAEC Board has approved the following bylaw language concerning this area:

- IV.B(2)(h)(iii) Each member district must ensure all expenses are consistent with the Adult Education Fiscal Management Guide: Allowable Uses of Adult Education Program Funds distributed by CAEP program office.

18. How does your consortium define member effectiveness? *

LARAEC Board has approved the following bylaw language concerning this area:

- IV.B(2)(a) Members shall adhere to laws and regulations governing adult education programs and services outlined in Education Code 84900-84920, including submission of annual plans and reporting requirements for expenditures and student data.
- As stipulated in the LARAEC Member District Monitoring Procedures: California Adult Education Program Funds, member effectiveness is defined as:

In accordance with the CAEP Fiscal Management Guide, member effectiveness must be determined based upon the following criteria:

1. Each member must participate in completing and updating the Annual Plan Template.
2. CAEP member funds must be expended within the seven program areas, and services provided must be consistent with the plan.
3. Each member must participate in completing and updating the 3-year Consortia Plan, including any amendments
4. Member expenditures of CAEP funds must align with the objectives of the consortium's annual plan as approved by the regional consortium board. Members participate in consortium/public meetings.
5. Members participate in consortium final decisions.
6. Members report student level enrollment data and outcomes for quarterly and final reporting.
7. Members must share information on programs offered, and the resources being used to support the programs.
8. Members provide services that address the needs identified in the adult education plan.
9. Members file financial expenditure and progress reports with the Consortia and input financial data in the state reporting system (NOVA).

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

The LARAEC Executive board adopted Member District Monitoring Procedures: California Adult Education Program Funds on March 17, 2021, which includes quarterly effectiveness reports containing spending targets and carryover.

LARAEC Board has approved the following bylaw language concerning this area:

- IV.B(2)(h)(ii) Each member district must ensure all expenses are consistent with the Adult Education Fiscal Management Guide: Allowable Uses of Adult Education Program Funds distributed by CAEP program office.
- IV.B(2)(a) Members shall adhere to laws and regulations governing adult education programs and services outlined in Education Code 84900-84920, including submission of annual plans and reporting requirements for expenditures and student data.

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. *

LARAEC Bylaws adopted 11-15-2019

<http://laraec.org/wp-content/uploads/2020/10/Bylaws-Final-111819.pdf>

Member Agencies

Member Agency	Member Type	Contact	Phone
Burbank Unified	Unified School District	Wendy Heard	(818) 729-5950 ext: 33901
Culver City Unified	Unified School District	Veronica Montes 8424300	(310) 842-4300
Los Angeles CCD	District	Ryan Cortner	
Los Angeles Unified	Unified School District	Joseph Stark	(213) 241-3150
Montebello Unified	Unified School District	Dr. Angel Gallardo	

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)).

Burbank Unified - Member Representative

Wendy Heard

Director, Adult Education, Burbank Unified School District

wendyheard@burbankusd.org

(818) 729-5950 ext: 33901

Approved by Wendy Heard

04/27/2022 12:36 PM PDT

Culver City Unified - Member Representative

Veronica Montes

Principal

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(310) 842-4300

Approved by Veronica Montes 8424300

04/27/2022 12:26 PM PDT

Los Angeles CCD - Member Representative

Ryan Cortner
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Adrienne Ann Mullen
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Approved by Ryan Cortner

04/27/2022 12:02 PM PDT

Los Angeles Unified - Member Representative

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Approved by Joseph Stark

04/27/2022 12:29 PM PDT

Montebello Unified - Member Representative

Angel Gallardo
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Approved by Dr. Angel Gallardo

04/28/2022 10:52 AM PDT



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