

California Adult Education Program : CFAD : 2023-24 Produced: May 1, 2023, 07:34 PM UTC Jamey Nye

28 Capital Adult Education Regional Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 28 Capital Adult Education Regional Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: Sacramento Co. Office of Education

Narrative: 2022-2023 CFAD Allocations were presented and approved at the February 10, 2023, CAERC Directors meeting. CAERC continues to focus on the following nine Regional Strategies that were developed during the initial three-plus-one-year cycle and refined for this 3-year plan. 1. Sustain, expand, and refine adult education course offerings and services in the seven program areas in the region 2. Coordinate and expand marketing and outreach efforts 3. Host, support, expand the use of, and promote the Regional Asset Map 4. Align and strengthen the development of courses to support transitions from ESL/ABE to ASE and postsecondary 5. Strengthen the development of transitional activities and services that support ESL/ABE to ASE transitions and ASE/CTE transitions to postsecondary or the workforce 6. Expand career pathway courses to align with high demand markets in the region 7. Offer professional development to support the regional strategies 8. Strengthen regional partnerships to increase funding and leverage existing structures and expertise to benefit adult learners in our region 9. Strengthen and support data collection and reporting efforts.

Changes: No Changes

Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Amador County Unified	\$597,858	\$705,907	\$688,607
Center Joint Unified	n/a	n/a	\$243,783
Davis Joint Unified	\$441,726	\$403,798	\$373,970
El Dorado Co. Office of Education	\$268,698	\$245,626	\$227,482
Elk Grove Unified	\$2,419,438	\$2,211,699	\$2,048,321
Folsom-Cordova Unified	\$826,073	\$755,144	\$699,361
Galt Joint Union High	\$438,230	\$400,603	\$371,010
Natomas Unified	\$374,620	\$342,454	\$317,157
Sacramento City Unified	\$1,441,334	\$1,317,578	\$1,220,248
Sacramento Co. Office of Education	\$1,634,684	\$1,334,944	\$957,689
San Juan Unified	\$1,986,225	\$1,815,683	\$1,681,558
Twin Rivers Unified	\$3,469,054	\$3,171,193	\$2,936,937
Washington Unified	\$472,994	\$432,382	\$400,442
Total Allocated to Members	\$14,370,934	\$13,137,011	\$12,166,565
Total CAEP Funds	\$14,370,934	\$13,290,428	\$12,472,241
Total Remaining	\$0	\$153,417	\$305,676

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 Off

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 reporting of available funds will be collected at the regional level. Official-designated members will submit their data to CAERC, and the Consortium staff will compile and submit data to the state. The Consortium will identify funding sources to be reported annually in compliance with the Adult Education Block Grant (AEBG). Official-designated members will certify the data annually to validate and check for accuracy. All Consortium members have agreed to the reporting of funds and to comply with this reporting process in each member's Memorandum of Understanding.

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? *

The Consortium shall keep track of the dates members are officially designated by their local board and keep copies and archive the local board minutes as evidence. If an official designation is a consent item at the meeting, a copy of the Board Agenda showing the item and minutes for the meeting will be kept on file by CAERC. Each member must have a minimum of one official-designated member. Members may opt to have more than one official-designated member approved by their governing board to serve as alternate representatives.

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

The Consortium shall keep track of the dates members are officially designated by their local board and keep copies and archive the local board minutes as evidence. If an official designation is a consent item at the meeting, a copy of the Board Agenda showing the item and minutes for the meeting will be kept on file by CAERC. Each member must have a minimum of one official-designated member. Members may opt to have more than one official-designated member approved by their governing board to serve as alternate representatives.

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. *

Two-thirds of the Consortium constitute a quorum and a majority.

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

During the AB 86 planning year (FY 2014-2015), the Consortium adhered to the CAERC management structure and shared leadership strategies to manage the planning and decision-making process (Reference CAERC AB 86 Comprehensive Regional Plan, March 2015, pp. 5-14). This decision-making model has proven to be effective and efficient for Consortium work. The Consortium members have voted to adopt the decision-making model used in the planning year for future regional work in adult education. This decision-making model includes the following: Each K-12 district member has one vote. Each County Office of Education member has a vote. Los Rios Community College District's official-designated member has four votes to represent the interest and needs of each community college. A minimum of the two-thirds vote will be needed for the passage of any motion. Subcommittees and workgroups will convene as needed to address specific issues and develop recommendations and proposals for the Consortium. Feedback will be solicited by the membership to update recommendations and proposals. CAERC Staff and Partners serve in an advisory capacity.

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

The Consortium encourages all interested persons to attend monthly meetings and to address the Consortium concerning any item on the agenda or within the Consortium's jurisdiction. The meeting agendas will be posted on the building of the fiscal agent, on the Consortium website www.caerc.org, and emailed to Consortium members to post, notify, and invite the community to the public meeting. Consortium partners are encouraged to post the agendas at their sites. The following rules are intended to facilitate a presentation to the Consortium:

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 item entitled "Public Comments."

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

III. In keeping with its right to determine the length of time allotted to agenda items, the Consortium has determined that the overall time to be allowed for the agenda item entitled "Public Comments" shall not exceed 30 minutes and no more than 2 minutes per individual, unless there are extenuating circumstances, in which case the Consortium 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 their name and may address the Consortium. The order of public comments on the agenda item will be by the order received.

C. Individuals shall be allowed up to two minutes to address the Consortium on each agenda item or during the general public comments unless there are extenuating circumstances, in which case the Consortium may extend the time limit for remarks.

D. Every meeting will have a minimum of one public comment section with a designated amount of time. Comments will be addressed in the order received.

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. *

The Capital Adult Education Regional Consortium recognizes the benefits derived when input from the public is part of the decision-making process. The Members will include the public in Consortium activities and programs whenever appropriate. The Consortium will provide the public with adequate notice of a proposed decision and consider any comments submitted by members or the public. Monthly meetings will include a designated time for public comment. Agendas will be posted on the building of the fiscal agent, on the Consortium website www.caerc.org, and emailed to Consortium members to post at their local sites to notify and invite the community to the public meeting. Consortium partners are encouraged to post the agendas at their sites

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

Comments submitted by members of the public will be recorded in the meeting minutes and distributed publicly 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. *

Community partners and other entities are invited and encouraged to participate in all Consortium meetings. CAERC's partners include Alta California Regional Center, California Department of Corrections and Rehabilitation, Sacramento Employment and Training Agency, Sacramento Food Bank and Family Services, Sacramento Public Library, and Valley Vision. CAERC will publish newsletters to provide outreach support for members and partners. The Consortium will digitally distribute the newsletter to students, teachers, faculty, classified staff, and administrators. The Consortium newsletter will be available on the www.caerc.org website for the public community to access. Readers will be encouraged to provide input through their designated representative or through the websites www.caerc.org or www.capitaladulthood.org.

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

The Capital Adult Education Regional Consortium will approve the distribution schedule pursuant to Section 84913 with a two-thirds vote. In accordance with the Adult Education Block Grant (AEBG) and the CAERC Governance Plan, a minimum of two-thirds vote will be needed for the passage of any motion. The vote of each official-designated member shall be recorded as cast. The names of the members making and seconding each motion shall be recorded in the Consortium minutes. The distribution schedule will follow the funding priorities as specified in the CAERC AB 86 Comprehensive Regional Plan, March 2015.

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? *

The Consortium will adhere to the membership guidelines as defined by AB 104. 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.

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

- CAERC Budget Workgroup meetings are mandatory for members. (Minimum one representative; Fiscal representatives are recommended to attend with program leads.)
- From 2017 to 2019 the CAEP Office developed - in multiple phases - a new online fiscal reporting system, NOVA, through which CAERC members submit budget and expenditure information directly to the CAEP Office. SCOE will continue to provide member training and support with the reporting system. SCOE will provide the Consortium lead and fiscal staff who will certify member work plans and budgets for the fiscal year.
- For each CAEP fund, members will submit a budget and spending plan, as well as expenditure reports, approved/signed/certified by an officially designated member, and the Chief Financial Officer or designee. Members will submit budget and spending plan for the fiscal year. Members will submit expenditure reports quarterly as mandated by the CAEP Office.

- CAERC will review and monitor member expenditure progress based on submitted CAEP expenditures and progress reports, supported by budget ledgers. Updates will be provided at the CAERC Budget Workgroup meetings.
- The Capital Adult Education Regional Consortium will take a dual-tiered approach to reallocate unspent funds.

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? *

CAERC will take a dual-tiered approach to reallocate unspent funds:

TIER 1: CONSORTIUM-LEVEL UNSPENT FUNDS: 1) Identify funded strategies that can benefit from an increased allocation and reallocate unspent funds, 2) Identify unfunded strategies that can be funded and reallocate unspent funds, 3) Reallocated funds must be spent as stated in Memorandum of Understanding (MOU).

TIER 2: REMAINING CONSORTIUM-LEVEL UNSPENT FUNDS AND MEMBER-LEVEL UNSPENT FUNDS: 1) Members who have spent down 100% of their consortium allocation will be eligible for the reallocation funds, 2) Eligible members may opt in or opt out of accepting reallocation funds, 3) Distribution will be based on CAERC's 2015-16 allocation funding formula in proportionate to percentage received with the number of members who opt in, 4) Opt-in members can elect to accept funds in full amount or partial amount based on CAERC's 2015-16 allocation funding formula, 5) Reallocated funds must be spent as stated in the original Memorandum of Understanding (MOU), 6) Members must return unspent funds within 30 days of notice, 7) The consortium will not distribute reallocation funds until all unspent funds are returned, 8) Members who have not returned unspent funds will have all future allocations withheld by the consortium, until funds are received.

18. How does your consortium define member effectiveness? *

Consortium member effectiveness is defined per the CAEP assurances defined/mandated by education code (84900 – 84920). Consortium member agrees to follow the list of CAEP assurances when they certify their annual allocation via the Consortium Fiscal Administration Declaration (CFAD). By clicking "Approve" in the NOVA system, the member is confirming that they agree to all the CAEP assurances listed under sections labeled: Membership & Decision-Making, Public Meetings, and Reporting Requirements. This also includes members certifying to any additional consortium rules and procedures and, as agreed upon by the consortium members (such as any additional by-laws, charters, etc.).

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

To enable SCOE's reporting to the CAEP Office, CAERC Members will be responsible for monitoring their own activities and reporting to SCOE all CAERC related fiscal and program activities. This includes any necessary student participation data, expenditure documentation, and any AB104/CAEP information necessary for the successful completion of AB104/CAEP mandated reports, performance measures, and program outcomes. Expenditures must follow CAERC's Annual Plan, adhere to the expenditure guidelines outlined in the AB 104/CAEP Adult Education Program Fiscal Management Guide, Allowable Uses of Adult Education Program Funds, and follow other guidelines established by the CAEP Office. In addition, all CAERC Members will adhere to CAERC-approved policies related to fiscal, program and governance procedures.

CAERC Members will designate a person/persons with proper authority to certify all information submitted to SCOE and NOVA. CAERC Members acknowledge and accept all responsibility for program related expenditures and certify expenditures are in compliance with the approved objectives, rules and regulations that govern the CAEP program. Furthermore, CAERC Members accept all liability for any disallowed costs, should they arise.

Subject to 84914.b.2 CAERC Member will:

A) Submit expenditure information

- Report member expenditures into NOVA as per dates set by the CAEP Office.
- Report final member expenditures to SCOE within 15 days after the close of the fiscal cycle as outlined in Exhibit A, Shared Fiscal and Budget Agreement Policy, attached and incorporated herein Member has until December 30, 2023 to spend the funds.
- Provide to CAERC Project staff an expenditure summary narrative, progress update narrative and/or other data for the reports as required by the CAEP Office.
- Use the lesser of the California Department of Education approved indirect cost rate for Program.

B) Submit required quarterly and end-of-year student level information via the CASAS TopPro Enterprise data reporting systems and as specified by the CAEP Office

C) Conduct professional development

- A minimum of \$5,000 per year is included in the CAERC Member to cover professional development activities.

D) Develop regional partnerships and the CAERC Network of Transition Navigators

- A minimum of \$35,000 per year is included in the CAERC Member to cover Transition Navigator network activities and funding

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. *

<https://caerc.org/guidanceDocs.html>

Member Agencies

Member Agency	Member Type	Contact	Phone
Amador County Unified	Unified School District	Kelly Hunkins	(209) 257-5154
Center Joint Unified	Unified School District	David French	(916) 338-6440
Davis Joint Unified	Unified School District	Grace Sauser	(530) 757-5380
El Dorado Co. Office of Education	County Office of Education (COE)	Michael Gillespie	
Elk Grove Unified	Unified School District	Angela Rodriguez	(916) 793-2288
Folsom-Cordova Unified	Unified School District	Rhonda Balmain	(916) 294-9106 ext: 840151
Galt Joint Union High	High School District	Joe Schallberger	(209) 745-2167 ext: 4008
Natomas Unified	Unified School District	David Rodriguez	(916) 926-8833
Sacramento City Unified	Unified School District	Dr. Sue Lytle Gilmore	(916) 395-5788
Sacramento Co. Office of Education	County Office of Education (COE)	Renee Collins	
San Juan Unified	Unified School District	Brett Wolfe	(916) 971-7163
Twin Rivers Unified	Unified School District	Tanya Praest	(916) 566-2785 ext: 25141
Washington Unified	Unified School District	Stephanie Groat	(916) 375-7600 ext: 1048
Los Rios CCD	District	Dr. Jamey Nye	(916) 568-3031

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)).

Amador County Unified - Member Representative

Kelly Hunkins
Principal
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(209) 257-5154

Approved by Kelly Hunkins

04/26/2023 12:42 PM PDT

Davis Joint Unified - Member Representative

Grace Sauser
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Approved by Grace Sauser

04/24/2023 06:42 PM PDT

El Dorado Co. Office of Education - Member Representative

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Approved by Carey Buchanan

04/24/2023 09:00 AM PDT

Elk Grove Unified - Member Representative

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Approved by Angela Rodriguez

04/27/2023 11:42 PM PDT

Folsom-Cordova Unified - Member Representative

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04/24/2023 05:06 AM PDT

Galt Joint Union High - Member Representative

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Approved by Joe Schallberger

04/26/2023 12:27 PM PDT

Los Rios CCD - Member Representative

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Approved by Dr. Jamey Nye

05/01/2023 12:33 PM PDT

Natomas Unified - Member Representative

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Approved by David Rodriguez

04/26/2023 12:44 PM PDT

Sacramento City Unified - Member Representative

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Approved by Dr. Sue Lytle Gilmore

04/28/2023 02:03 PM PDT

Sacramento Co. Office of Education - Member Representative

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Approved by Renee Collins

04/24/2023 07:27 AM PDT

San Juan Unified - Member Representative

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Approved by Brett Wolfe

04/24/2023 08:39 AM PDT

Twin Rivers Unified - Member Representative

Tanya Praest

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Approved by Tanya Praest

04/26/2023 12:21 PM PDT

Washington Unified - Member Representative

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Justin Young

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Approved by Stephanie Groat

05/01/2023 10:30 AM PDT



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