

California Adult Education Program : CFAD : 2022-23 Produced: Apr 28, 2022, 11:33 PM UTC Victoria Martin

## 29 Marin County Adult Education Block Grant Consortium

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 29 Marin County Adult Education Block Grant Consortium

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** Marin CCD

**Narrative:** 2022-23 planned allocations are consistent with the prospective annual adult education plan and 3-year plan that is currently in review. The allocations identified support the primary programs and services each member is providing to meet the demonstrated need of Marin County adult students. The allocations provided here were reviewed and approved by all members in the April 27, 2022 MAEP Governance Committee meeting.

**Changes:** No Changes

### Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Marin CCD	\$236,621	\$222,000	\$264,385
Marin Co. Office of Education	\$110,000	\$110,000	\$154,919
Novato Unified	\$238,950	\$203,000	\$208,063
San Rafael City High	\$298,950	\$262,669	\$181,193
Shoreline Unified	\$40,000	\$40,000	\$33,919
Tamalpais Union High	\$725,000	\$690,000	\$697,080
<b>Total Allocated to Members</b>	<b>\$1,649,521</b>	<b>\$1,527,669</b>	<b>\$1,539,559</b>
<b>Total CAEP Funds</b>	<b>\$1,649,521</b>	<b>\$1,566,051</b>	<b>\$1,505,093</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$38,382</b>	<b>\$-34,466</b>

### 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? \***

Available funds will be reported and evaluated periodically throughout the year during the monthly MAEP Governance Committee meetings. If a member is not meeting anticipated expenditure levels and is approaching the end of the second fiscal year with carry-over CAEP funds, members will discuss reallocation with consideration for members' programs evaluated to have unmet financial need.

**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? \***

All members of the consortium are required to designate at least one "official representative" and an alternate representative (optional) to serve on the MAEP Governance Committee and to represent the interest of that organization. Designation of the official representative(s) and alternate representative shall be in writing and formally approved by the governing board of each institution. This agreement is formally reviewed on an annual basis and documented on the MAEP Consortium Bylaws.

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

Members agree to attend monthly meetings and understand the importance of shared decision making and Brown Act meeting requirements. Additionally, MAEP bylaws state that, "Members shall actively participate in Consortium meetings, activities, and the decision-making process for the development of regional adult education programs and services... and:

**A. Decisions**

*a. Each member organization has one (1) vote in decision-making.*

*b. The voting members of the Consortium make final decisions about work plans, allocation*

*c. When making final decisions, the Consortium will use input from Workgroups, partner org*

**6. What will be the relative voting power of each member? \***

1 member = 1 vote

**7. How will decisions be approved? \***

by majority vote of 51%

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

The MAEP Governance Committee arrived at the decision-making model by discussion and vote during the drafting of the approved MAEP Consortium Bylaws in 2020.

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

MAEP holds monthly Governance Committee meetings during the Academic Year that are open to the public in observance of the Brown Act. Agendas and minutes are made publicly available prior to each meet on the MAEP website (<https://sites.google.com/srcs.org/marin-adult-education-program/home>) as well as the Marin County Office of Education website. The yearly meeting schedule is also available on the MAEP website. Public may submit comments electronically or attend a monthly meeting and share comments during the scheduled Public Comment period.

**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. \***

Agenda's are posted in advance on the consortium website, <https://sites.google.com/srcs.org/marin-adult-education-program/home>. Public comments and meeting discussion are included in the posted meeting minutes. Adult School members also post the meeting minutes on their respective websites.

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

Public comments are included in the meeting minutes that are subsequently posted online for public access. Minutes are posted monthly on the MAEP website, <https://sites.google.com/srcs.org/marin-adult-education-program/home>.

**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. \***

The monthly agenda is posted for public access online and shared via email with members of the community. The consortium solicits feedback from the community via public comment at the monthly Governance Committee meeting. Community entities will include but not necessarily be limited to, local public agencies, departments, and offices, particularly those with responsibility for local public safety and social services; workforce investment boards; libraries; and community-based organizations. Members/partners from the public are encouraged to present on local initiatives, programs and join monthly meetings.

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

On an annual basis, the Fiscal Agent, Marin Community College District (MCCD), provides each member with a monthly distribution schedule of CAEP funds. MCCD will distribute CAEP funds in the amount of 1/12 of each member's total annual allocation less the indirect cost rate established by MCCD for the purpose of fund administration. The annual distribution schedule outlines the requirements of AB104 Section 84913 and requires the signed acknowledgement of each member institution's fiscal officer and official MAEP representative.

**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? \***

Members who shall join in accordance with the AB104 legislation will be allowed to join automatically. The AB104 legislation states 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 a member of a consortium pursuant to this article if it receives funds from any of the following programs or allocations:

- (a) The Adults in Correctional Facilities program.
- (b) The federal Adult Education and Family Literacy Act (Title II of the federal Workforce Innovation and Opportunity Act).
- (c) The federal Carl D. Perkins Career and Technical Education Act (Public Law 109-270).
- (d) Local Control Funding Formula apportionments received for students who are 19 years of age or older.
- (e) Community college apportionments received for providing instruction in courses in the areas listed in subdivision (a) of Section 84913.
- (f) State funds for remedial education and job training services for participants in the CalWORKs program.

Members may be dismissed from the Consortium for the following reasons (84914(a)(2)(b)(1)):

- (a) The member no longer wishes to provide services consistent with the adult education plan.
- (b) The member cannot provide services that address the needs identified in the adult education plan.
- (c) The member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements.

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

The consortium monitors carry-over by reviewing the FIFO data found in NOVA. Additionally, the consortium meets on a monthly basis during the academic year to discuss program activities, needs and funding. Members are encouraged to announce available funding for the benefit of members with new or existing programs in need of additional financial resources. It is not uncommon for an MAEP member to allocate funding to another member institution through an allocation amendment in NOVA or through a contractual arrangement.

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

The MAEP Consortium has the “The Marin Adult Education Program Consortium Bylaws” agreement that may be found in NOVA under ‘Supporting Documents.’

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

MAEP members must provide instruction in one of the seven approved program areas, collect and report required student data, use funds according to CAEP Adult Education Program Fiscal Management Guide, and attend MAEP Governance Meetings. Members must be committed to working towards the overall goals of the consortium.

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

MAEP bylaws state that if a “member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements”, then that member will be considered for dismissal from the Consortium.

**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. \***

The Consortium has the following formal documentation in NOVA: Marin Adult Education Program Consortium Bylaws, MAEP Annual Plan, MAEP 3-Year Plan. Each document is found within NOVA.

## Member Agencies

Member Agency	Member Type	Contact	Phone
<a href="#">Marin CCD</a>	District	Katheryn Horton	(415) 457-8811 ext: 8108
<a href="#">Marin Co. Office of Education</a>	County Office of Education (COE)	Ken Lippi	(415) 499-5803
<a href="#">Novato Unified</a>	Unified School District	Kessa Early	
<a href="#">San Rafael City High</a>	High School District	Kathy Takemoto	(847) 274-8276
<a href="#">Shoreline Unified</a>	Unified School District	Adam Jennings	
<a href="#">Tamalpais Union High</a>	High School District	Jaemi Naish	(415) 945-1070

## 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)).

### Marin CCD - Member Representative

#### Katheryn Horton

Director of Workforce Programs

[kahorton@marin.edu](mailto:kahorton@marin.edu)

(415) 457-8811 ext: 8108

#### Kathleen Antokhin

Program Coordinator- Workforce Projects

[kantokhin@marin.edu](mailto:kantokhin@marin.edu)

(415) 457-8811 ext: 8183

Approved by Katheryn Horton

04/27/2022 03:47 PM PDT

### Marin Co. Office of Education - Member Representative

#### Ken Lippi

[klippi@marinschools.org](mailto:klippi@marinschools.org)

(415) 499-5803

Approved by Ken Lippi

04/27/2022 03:45 PM PDT

**Novato Unified - Member Representative**

**Kessa Early**

[kearly@nUSD.org](mailto:kearly@nUSD.org)

**Jennifer Marsh Russell**

Assistant Principal

[jmarshrussell@nUSD.org](mailto:jmarshrussell@nUSD.org)

(415) 493-4314

Approved by Jennifer Marsh Russell

04/27/2022 03:38 PM PDT

**San Rafael City High - Member Representative**

**Kathy Takemoto**

Program Outreach & Support Coordinator

[ktakemoto@srcs.org](mailto:ktakemoto@srcs.org)

(847) 274-8276

**Tyler Graff**

Director of Secondary Education

[tgraff@srcs.org](mailto:tgraff@srcs.org)

(831) 426-6625

**Victoria Martin**

Principal

[vmartin@srcs.org](mailto:vmartin@srcs.org)

(415) 485-2437

Approved by Victoria Martin

04/28/2022 04:33 PM PDT

**Shoreline Unified - Member Representative**

**Adam Jennings**

Superintendent

[adam.jennings@shorelineunified.org](mailto:adam.jennings@shorelineunified.org)

**Kathy Takemoto**

Program Outreach & Support Coordinator

Program Counselor & Support Coordinator

[ktakemoto@srcs.org](mailto:ktakemoto@srcs.org)

(847) 274-8276

**Susana Tolchard**

Adult Education Program Manager

[susana.tolchard@shorelineunified.org](mailto:susana.tolchard@shorelineunified.org)

(707) 921-9447

Approved by Adam Jennings

04/27/2022 03:44 PM PDT

**Tamalpais Union High - Member Representative**

**Jaemi Naish**

Director

[jnaish@tamdistrict.org](mailto:jnaish@tamdistrict.org)

(415) 945-1070

Approved by Jaemi Naish

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