

CAEP
CFAD

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29 Marin Adult Education Program Consortium CONSORTIUM APPROVED

2024-25

Fiscal Declaration - Consortium Approved

Consortium Name: 29 Marin Adult Education Program Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: Marin CCD

Narrative: 2024-25 planned allocations are consistent with the anticipated MAEP annual adult education plan for 24-25 and the 3-year plan that is currently in place. The allocations identified support the primary programs and services each member provides to meet the demonstrated need of Marin County adult education students. The allocations provided here were reviewed and approved by all members during the May 1, 2024 MAEP Governance Committee meeting.

Changes: No Changes

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Marin CCD	\$261,190	\$261,190	\$236,621
Marin Co. Office of Education	\$129,656	\$129,656	\$110,000
Novato Unified	\$263,520	\$263,520	\$238,950
San Rafael City High	\$273,520	\$273,520	\$298,950
Shoreline Unified	\$40,000	\$40,000	\$40,000
Tamalpais Union High	\$851,797	\$836,570	\$725,000
Total Allocated to Members	\$1,819,683	\$1,804,456	\$1,649,521
Total CAEP Funds	\$1,819,683	\$1,805,959	\$1,668,784
Total Remaining	\$0	\$1,503	\$19,263

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 carryover legislation (EC 84914). 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? *

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 that have been 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 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:

Decisions

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

The voting members of the Consortium make final decisions about work plans, allocation of resources to support work plans, and policies and procedures necessary for compliance with current State regulations.

When making final decisions, the Consortium will use input from Workgroups, partner organizations, and the public. The Consortium uses consensus decision-making. A quorum of 51% of members must be present for actions items that require a member vote and do not require 100% consensus per State legislation.

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

1 member = 1 vote

7. How will decisions be approved? *

by consensus

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 2022.

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://marinadulthoodeducation.com/consortium-information/>). The yearly meeting schedule will also be made 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. *

Agendas are posted in advance on the consortium website, <https://marinadulthoodeducation.com/consortium-information/> and they are emailed to all members, partners, and interested parties.

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://marinadulthoodeducation.com/meeting-minutes/>

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, Marin Community College District (MCCD) provides each member with a monthly distribution schedule of CAEP funds. MCCD distributes 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 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. What is the consortium's defined "excessive" member carryover percentage threshold? *

The consortium informally defines "excessive" member carry-over as any amount of funding in excess of 20% of the current year's allocation. To monitor carryover, the consortium will continue to review FIFO data in NOVA. On a monthly basis during the academic year, MAEP members will discuss program activities, needs and funding relative to existing carry-over balances and make decisions as appropriate to reallocate 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. 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? *

As above, the consortium will continue to review FIFO data in NOVA. On a monthly basis during the academic year, MAEP members will discuss program activities, needs and funding relative to existing carry-over balances and make decisions as appropriate to reallocate 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. This current practice is the reasonable intervention process MAEP members agree to maintain until it becomes necessary to formalize additional bylaws to govern carryover.

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. *

MAEP 3-Year Plan

MAEP Annual Plan

MAEP By-Laws

Member Agencies

Member Agency	Member Type	Contact	Phone
Marin CCD	District	Kathleen Antokhin	(415) 457-8811 ext: 8183
Marin Co. Office of Education	County Office of Education (COE)	Ken Lippi	(415) 499-5803
Novato Unified	Unified School District	Jennifer Marsh Russell	(415) 493-4314
San Rafael City High	High School District	Tyler Graff San Rafael City Schools	(831) 426-6625
Shoreline Unified	Unified School District	Adam Jennings	
Tamalpais Union High	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

Kathleen Antokhin

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Alina Varona
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Approved by Alina Varona

05/01/2024 09:56 PM PDT

Marin Co. Office of Education - Member Representative

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Approved by Ken Lippi

05/03/2024 11:25 AM PDT

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Approved by Jennifer Marsh Russell

05/01/2024 08:20 PM PDT

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Approved by Tyler Graff San Rafael City Schools

05/02/2024 04:48 PM PDT

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Approved by Katie Anderson

05/02/2024 08:02 AM PDT

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