

CAEP  
CFAD

Produced: Apr 30, 2024, 09:22 PM UTC - By Donna Alley

**31 Gateway Adult Education Network** CERTIFIED

Allocation Amendment: 2023-24

## Allocation Amendment Summary

### Fiscal Declaration

The Fiscal Declaration information in this section has been provided as a courtesy. It has not been changed since CFAD has been approved by the Member Representatives.

**Consortium Name:** 31 Gateway Adult Education Network

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** Not Selected

**Narrative:** Upon receipt of the State's funds, the Fiscal Agent will provide an upfront allocation of 1/12th every month to each member based on that member's allocation and compliance with the GAEN bylaws. As a Consortium, we have opted to operate on an upfront disbursement of 1/12th of each member's award, which will pay each month upon receipt of funds from the State. Each member will submit a monthly invoice requesting 1/12th of their funds. The benefits include a more streamlined process, one member having the Consortium information for reporting purposes versus various members having fragmented pieces, and the fiscal Agent's ability to turn around time in payment quickly. The Fiscal Agent requests quarterly Financial Status Reports (FSRs) from its members. The FSRs are reviewed for completeness of appropriate support documentation, and the reported expenditures are verified against the approved member's budgets. The members complete a Budget Modification Request Form that is then routed for approval at the GAEN Board Meeting. The Fiscal Agent receives all approved Budget Modification Request Forms and updates members' budgets as applicable. Each Consortium Member provides expenditure reports by object code to the fiscal Agent, validated and combined for the Consortia to be reported to the State. Consensus and approval for the programs to be served in our Consortium were agreed upon at April 6, 2023, GAEN Board Meeting. All members' work plans include details about the populations to be served, and the work plans were approved at such a meeting. As a Consortium, we serve within all seven categories based on the region's needs. The Fiscal Agent agrees to charge no more than 5% of the AB104 funds allocated to the Consortium for administrative responsibilities.

**Changes:** No Changes

## Amended Member Allocations for 2023-24

### Type of allocation amendment \*

Standard member transfer

### Explanation for amendment \*

It appears that the ELL Healthcare Pathways funds were initially included with the CAEP 2023-24 funds. The funds have been approved as a separate program and separate budget. Additionally, MCOE requested \$13,876 of one-time 2023-24 unallocated funds.

| Member Agency                        | Amended Allocation | Adjustment Made |
|--------------------------------------|--------------------|-----------------|
| Dos Palos Oro Loma Joint Unified     | \$95,359           |                 |
| Gustine Unified                      | \$58,470           |                 |
| Le Grand Union High                  | \$86,038           |                 |
| Los Banos Unified                    | \$102,299          |                 |
| Mariposa County Unified              | \$224,954          |                 |
| Merced CCD                           | \$720,841          | -\$99,469       |
| Merced Co. Office of Education       | \$560,924          | -\$139,164      |
| Merced Union High                    | \$2,205,697        | -\$85,876       |
| <b>Total Allocated to Members</b>    | <b>\$4,054,582</b> |                 |
| <b>Total CAEP Funds</b>              | <b>\$4,054,582</b> |                 |
| <b>Total Remaining (Must be \$0)</b> | <b>\$0</b>         |                 |

## Member Agencies

| Member Agency                    | Member Type                      | Contact                                    | Phone                      |
|----------------------------------|----------------------------------|--|----------------------------|
| Delhi Unified                    | Unified School District          | Marisol Zaragoza                           | (209) 384-6213             |
| Dos Palos Oro Loma Joint Unified | Unified School District          | Desiree Bryant 6175538                     | (209) 392-0209             |
| Gustine Unified                  | Unified School District          | Gustine Adult School Denise Rivera-Pantoja | (209) 854-9575<br>ext: 600 |
| Le Grand Union High              | High School District             | Donna Alley                                | (209) 389-9400             |
| Los Banos Unified                | Unified School District          | Chan Meas Los Banos Adult School           | (209) 826-8410             |
| Mariposa County Unified          | Unified School District          | Tammy Kudela                               |                            |
| Merced CCD                       | District                         | Caroline Dawson                            | (209) 617-6207             |
| Merced Co. Office of Education   | County Office of Education (COE) | Mary Whited                                | (209) 381-6677             |
| Merced Union High                | High School District             | Steven Hobbs                               | (209) 325-2802             |

## 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)).

### Certification

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|--|
| <b>Merced CCD - Member Representative</b>  |
| <p><b>Caroline Dawson</b><br/>         Professor of Mathematics<br/>         dawson.c@mccd.edu<br/>         (209) 617-6207</p> |
| Approved by Caroline Dawson  |
| 04/30/2024 02:13 PM PDT  |

|   |
|---|
| <b>Mariposa County Unified - Member Representative</b>  |
| <p><b>Tammy Kudela</b><br/>         tmkudela@gmail.com</p> <p><b>Kierstin Wight</b><br/>         Chief Business Officer<br/>         kwight@mcusd.org<br/>         (209) 742-0220</p> <p><b>Sarah Jacobs</b><br/>         Business Services Officer<br/>         ssjacobs@mcusd.org<br/>         (209) 742-0220</p> |
| Approved by Tammy Kudela  |
| 04/29/2024 07:24 PM PDT   |

|   |
|---|
| <b>Merced Co. Office of Education - Member Representative</b> |
| <p><b>Mary Whited</b></p>                                     |

Coordinator  
mwhited@mcoe.org  
(209) 381-6677

**Roxanna Rodriguez**  
Department Business Services Manager  
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**Rebecca Velasquez**  
Financial Analyst  
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(209) 381-5982

Approved by Mary Whited

04/29/2024 04:57 PM PDT

**Le Grand Union High - Member Representative**

**Donna Alley**  
dalley@lghs.k12.ca.us  
(209) 389-9400

**Dan Silveira**  
Chief Business Officer  
dsilveira@lghs.k12.ca.us  
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Approved by Donna Alley

04/30/2024 02:22 PM PDT

**Los Banos Unified - Member Representative**

**Chan Meas**  
Principal  
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(209) 826-8410

Approved by Chan Meas Los Banos Adult School

04/30/2024 12:35 PM PDT

**Merced Union High - Member Representative**

**Steven Hobbs**

Principal, Merced Adult School

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(209) 325-2802

**Nina Navarro**

Admin Assistant

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(209) 325-2802

Approved by Steven Hobbs

04/30/2024 07:34 AM PDT

**Denise Rivera-Pantoja**

AE Administrator

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(209) 854-9575 ext: 600

Approved by Gustine Adult School Denise Rivera-Pantoja

04/29/2024 05:21 PM PDT

**Dos Palos Oro Loma Joint Unified - Member Representative**

**Desiree Bryant**

Fiscal

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**Melissa Kielpinski**

Assistant Superintendent of Business Services

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**Kevin Jones**

Principal Alternative Education

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Approved by Kevin Jones

04/30/2024 09:47 AM PDT



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