

CAEP
CFAD

Produced: May 1, 2024, 11:51 PM UTC - By Chan Meas

31 Gateway Adult Education Network

CONSORTIUM APPROVED

2024-25

Fiscal Declaration - Consortium Approved

Consortium Name: 31 Gateway Adult Education Network

Funding Channel: Fiscal Agent

Fiscal Agent: Merced CCD

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 be paid 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 the April 30, 2024, 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

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Dos Palos Oro Loma Joint Unified	\$96,084	\$95,280	\$90,668
Gustine Unified	\$182,806	\$181,276	\$187,646
Le Grand Union High	\$86,692	\$85,967	\$82,761
Los Banos Unified	\$103,076	\$102,214	\$97,267
Total Allocated to Members	\$4,085,395	\$4,051,206	\$3,703,359
Total CAEP Funds	\$4,085,395	\$4,054,582	\$3,746,608
Total Remaining	\$0	\$3,376	\$43,249

Member Name	(2024-25)	(2023-24)	(2022-23)
Mariposa County Unified	\$226,664	\$224,766	\$213,887
Merced CCD	\$669,580	\$661,257	\$661,212
Merced Co. Office of Education	\$551,205	\$528,748	\$324,852
Merced Union High	\$2,169,288	\$2,171,698	\$2,045,066
Total Allocated to Members	\$4,085,395	\$4,051,206	\$3,703,359
Total CAEP Funds	\$4,085,395	\$4,054,582	\$3,746,608
Total Remaining	\$0	\$3,376	\$43,249

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 *

20%

Corrective Action Fiscal Reporting Quarterly Thresholds

If member carryover is over the threshold set below, a corrective action narrative will be required to complete.

	Q1	Q2	Q3	Q4
% of Carryover Threshold	80%	60%	40%	20%

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 GAEN fiscal agent provides a monthly report at the board meetings. The report covers allocations, carryovers, expenditures, and percentage targets. Every month, the members can ask questions or clarify the funds.

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? *

A member of the GAEN consortium shall be represented only by an official designated by the governing board of the member institution. Whenever consortium board members are absent, their alternate may act and vote. The alternate must be designated in advance in writing by the authorized designee.

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

All consortium board members shall participate in any decision made by the consortium, which shall be considered at an open, properly noticed public meeting at which public members may comment. Also, the GAEN Bylaws state some of the members' responsibilities as follows.

- Participation in planning processes (CFAD, annual plan, Three-year plan).
- Active participation in public meetings & decision-making.
- Members will evaluate the annual performance measures and student data.

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

1 member = 1 vote

7. How will decisions be approved? *

50% +1 vote

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

The GAEN members reached this decision after a Bylaws sub-committee proposed it to the board members.

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 GAEN Board follows the Ralph M. Brown Act. The consortium board members of GAEN shall be held at regular intervals and in regional locations as determined by the board. The place, day, and time of any meeting may be changed to any other convenient place, day, and time in the designated area of GAEN by the consortium board giving public notice to residents not less than 72 hours before the meeting.

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 GAEN Consortium follows the Ralph M. Brown Act and provides an agenda and meeting packet to the public at least 72 hours before the monthly meeting.

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

The public can be present, send an email, or provide their comments via Zoom.

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 GAEN consortium solicits feedback or comments from community partners via surveys or advisory meetings.

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

As a condition of receipt of an apportionment from the program, a consortium shall approve a distribution schedule that includes both of the following:

- The number of funds to be distributed to each consortium member for that fiscal year.
- A narrative justifies how the planned allocations are consistent with the adult education program.
- Members must spend or encumber 60% of the yearly allocation by June 30th of that fiscal year.

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? *

Consortium Members may separate under the following conditions:

- The Superintendent and President of the Member institution provide written notice.

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

The GAEN Consortium members submit a Proposal Modification Request Form to show how the carryover funds will be used. The GAEN consortium approved the Shared Fiscal and Budget Agreement Policy, which states that members must spend the carryover funds by December 31.

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? *

GAEN uses the Shared Fiscal and Budget Agreement Policy adopted on December 15, 2018. This agreement stated that "GAEN members will spend funds within 18 months of the start of the fiscal year cycle of the year it was first allocated." [Link to the GAEN Shared Fiscal and Budget Agreement.](#)

The GAEN will be reviewing and updating the Bylaws to include the AB1491 language in the Bylaws.

18. How does your consortium define member effectiveness? *

The GAEN consortium defines member effectiveness as follows

- **Members shall be responsible for the following tasks:**
 - (a) Participation in planning processes (annual, three years).
 - (b) Spending funds in the seven CAEP program areas.
 - (c) Active participation in public meetings & decision-making.
 - (d) Reporting all student data in a State-approved data collection database.
 - (e) Sharing info on other resources used to serve adults.
 - (f) Sharing financial expenditure and progress reports with the regional consortium.

- (g) Providing services that address the needs identified in the adult education plan
- (h) Members shall turn in quarterly expenditures by the 15th of the following month
- (i) Members shall provide an annual inventory list, including serial number, date of purchase, and location of the items.
- (j) Members share information on programs offered and the resources used to support the programs.
- (k) Members will prioritize and direct resources toward serving the community's unmet needs.
- (l) Members will evaluate the annual performance measures and student data.

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

The GAEN Bylaws in Article XI California Adult Education Program (AB104) Requirements states,

- As a condition of receipt of an apportionment of funds from this program for a fiscal year, the consortium members shall have approved an adult education plan that addresses that fiscal year. An adult education plan shall include all of the following: An evaluation of the educational needs of adults in the region; Entities that provide education and workforce services to adults in the region; Entities that are impacted by or that have a fundamental interest in the provision of those services; A description of the services provided by entities listed according to paragraph Item 9.1 (b); An evaluation of current levels and types of education and workforce services for adults in the region; An assessment of the funds available to the members of the consortium and the entities listed according to item 9.1 (b) including funds other than those apportioned according to this article.

Due to limited characters, the link to the GAEN Bylaws is provided. Please read pages five to seven to read the whole scope. [Link to the GAEN Bylaws](#)

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. *

GAEN Bylaws (The GAEN members are in the process of updating the Bylaws) [GAEN Bylaws with suggested updates and comments.](#)

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 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)).

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

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Approved by Kevin Jones

05/01/2024 12:07 PM PDT

Gustine Unified - Member Representative

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Approved by Gustine Adult School Denise Rivera-Pantoja

05/01/2024 12:44 PM PDT

Le Grand Union High - Member Representative

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Approved by Donna Alley

05/01/2024 01:29 PM PDT

Los Banos Unified - Member Representative

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Approved by Chan Meas Los Banos Adult School

05/01/2024 04:51 PM PDT

Mariposa County Unified - Member Representative

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Approved by Tammy Kudela

05/01/2024 12:31 PM PDT

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Approved by Caroline Dawson

05/01/2024 12:34 PM PDT

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Approved by Mary Whited

05/01/2024 03:02 PM PDT

Merced Union High - Member Representative

Steven Hobbs

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Approved by Steven Hobbs

05/01/2024 12:06 PM PDT



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