

## 33 Monterey Peninsula CCD

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 33 Monterey Peninsula CCD

**Funding Channel:** Direct Funded

**Narrative:** All Consortium member have presented their budgets and reviewed how they are aligned with the annual and CAEP 3-year plan to show our new allocations amounts. Members are focusing on CAEP program areas with an emphasis on program effectiveness, pathways and overall collaboration between members.

**Changes:** No Changes

### Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Carmel Unified	\$69,006	\$63,940	\$64,438
Monterey Peninsula CCD	\$94,361	\$87,407	\$88,087
Monterey Peninsula Unified	\$1,065,236	\$986,539	\$994,218
Pacific Grove Unified	\$1,617,060	\$1,497,565	\$1,509,223
<b>Total Allocated to Members</b>	<b>\$2,845,663</b>	<b>\$2,635,451</b>	<b>\$2,655,966</b>
<b>Total CAEP Funds</b>	<b>\$2,845,663</b>	<b>\$2,701,665</b>	<b>\$2,596,507</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$66,214</b>	<b>\$-59,459</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? \*

All agencies will report out our quarterly budgets before approving in NOVA and discussed during our monthly consortium meetings.

**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? \***

We have our board approve each site members. Only the representatives listed in Nova will designate to vote at Consortium meetings. Meetings will only officially happen if we have Quorum.

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

We post our agenda in timely member and will only vote on issues listed on the agenda before hand. Meetings will only officially happen if we have Quorum. All members can bring up issues to be voted on and discussed at the next meeting if said item is not already on the agenda.

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

1 institution = 1 vote (thus giving districts with multiple institutions multiple votes)

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

by consensus

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

Previously established in our Bylaw's.

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

We post our agenda in a timely matter online for the general public per guidance of the Brown Act. All members of the public are free to comment on all agenda items. Our consortium does not have a closed session.

**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. \***

All meeting dates and agenda on our consortium website for the public to view.

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

All comments are recorded in the minutes of the meeting attached to the agenda of said meeting.

**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. \***

All comments will be taken in consideration for future meetings. Per our Bylaws community stakeholders are often consulted on issues pertaining to the Consortium.

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

Direct funded to sites.

**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? \***

B) chosen to have funds flow directly to the member districts based upon the approved distribution schedule

**15. How will members join, leave, or be dismissed from the consortium? \***

MPAEC will follow the state guidelines for dismissal of a member from the consortium and all members for joining the consortium will be able to join by a unanimous vote per consortium bylaws.

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

Each consortium fund is monitored and managed by its site. And funds over 15% is up per conversation of reallocation by the board.

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

Currently our bylaws do not have governance over carryover, we anticipate following state guidance and having all matters discussed at consortium meetings.

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

While we have not defined effectiveness metrics in our bylaws, MPAEC members adhere to all state guidelines and deadlines, manage and maintain transparent budgets, participate in state lead professional development and advocate to build capacity in all program areas.

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

MPAEC states that we will adhere to state guidelines to determine member effectiveness.

**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://docs.google.com/document/d/1d1SagzPPPoR6YLt6lQPTTPj0kVALjGopo6EBY8CdKiQ/edit?usp=sharing>

**Member Agencies**

Member Agency	Member Type	Contact	Phone
<a href="#">Carmel Unified</a>	Unified School District	Tom Parry	(831) 624-1821
<a href="#">Monterey Peninsula CCD</a>	District	Christian Smith	
<a href="#">Monterey Peninsula Unified</a>	Unified School District	Alan Crawford	(831) 392-3560
<a href="#">Pacific Grove Unified</a>	Unified School District	Barbara Martinez	(831) 646-6580

## 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)).

#### Carmel Unified - Member Representative

##### Tom Parry

Principal of Carmel Adult School

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(831) 624-1821

Approved by Tom Parry

04/29/2022 03:20 PM PDT

#### Monterey Peninsula CCD - Member Representative

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Approved by Christian Smith

04/29/2022 03:19 PM PDT

#### Monterey Peninsula Unified - Member Representative

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Approved by Alan Crawford

04/29/2022 03:17 PM PDT

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Approved by Barbara Martinez

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