

California Adult Education Program : CFAD : 2023-24 Produced: May 2, 2023, 10:53 PM UTC Beth Wodecki

33 Monterey Peninsula CCD

Fiscal Declaration - Consortium Approved

Consortium Name: 33 Monterey Peninsula CCD

Funding Channel: Direct Funded

Narrative: The members met and voted on the allocations of funds, distribution of COLA and agreed that carryover funds exceeding 20% will be reviewed and voted upon to distribute to other members in need.

Changes: No Changes

Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Carmel Unified	\$75,333	\$69,006	\$63,940
Monterey Peninsula CCD	\$103,350	\$94,361	\$87,407
Monterey Peninsula Unified	\$1,165,177	\$1,065,236	\$986,539
Pacific Grove Unified	\$1,769,089	\$1,617,060	\$1,497,565
Total Allocated to Members	\$3,112,949	\$2,845,663	\$2,635,451
Total CAEP Funds	\$3,112,949	\$2,878,896	\$2,701,665
Total Remaining	\$0	\$33,233	\$66,214

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 AB 1491 legislation. 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%

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? *

We will discuss funds at our monthly meetings and adhere to the consortiums bylaws and annual/three year plans. We will discuss the redistribution of carryover funds at our monthly meetings and vote on transferred 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? *

Only listed members in Nova will be counted towards our quorums at the start of meetings. Each site gets one vote per site, and only a listed member may vote.

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

We will only discuss consortium topics at our monthly meetings and those decisions will be made by vote. We will follow our code of conduct at meetings and be professional.

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? *

As a small consortium, vote by consensus seems reasonable and fair. We often easily come to a compromise.

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 host public monthly meetings that follow the Brown Act. Schedules are posted online in accordance with the Brown Act rules. We leave space in every meeting for public comment.

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. *

We host public monthly meetings that follow the Brown Act. Schedules are posted online in accordance with the Brown Act rules. We leave space in every meeting for public comment.

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

Agenda notes are public posted and recorded each month.

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. *

We paid a independent contractor to survey our communities. Survey data was used to drive our 3 year plan. We also look to invite community partners to our monthly meeting to learn more about our programs.

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

We hold regular meeting in which financial matters are discussed and voted upon.

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? *

Members can request to join or leave in writing to be present to the consortium at our monthly meetings. All members must commit to providing a action plan and report on how all funds are spent. All members must attend monthly and special meetings. Only members listed in Nova may vote or be counted towards a quorum.

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

Excessive carryover is defined as 20% of the members yearly allotment

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? *

We will review the quarterly entries into Nova for our expenditures and discuss potential for large carryover.

18. How does your consortium define member effectiveness? *

We define effectiveness by reviewing data to meet short and long term goals. We allocate funds to help meet and sustaining said goals.

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

In our bylaws we established metrics that establishes effectiveness for our programs. Our three plan also details and sets goals that each site plans on meeting. We meet monthly to discuss out program needs and do a assessment of program needs and vote for monetary distribution. We are collaboration across sites and providing professional development for instructors to help us meet our goals.

20. Does the consortium have a formal document detailing its work beyond the questionnaire? *

No

20.1 (No) If no, could you please address why not? *

We are in the process of updating our bylaws as we have had new leadership join the consortium.

Member Agencies

Member Agency	Member Type	Contact	Phone
Carmel Unified	Unified School District	Tom Parry	(831) 624-1821
Monterey Peninsula CCD	District	Christian Smith	
Monterey Peninsula Unified	Unified School District	Beth Wodecki	(831) 392-3565 ext: 2299
Pacific Grove Unified	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

tparry@carmelunified.org

(831) 624-1821

Approved by Tom Parry

05/01/2023 12:34 PM PDT

Monterey Peninsula CCD - Member Representative

Christian Smith

Director of Academic Pathways and Partnerships

csmith@mpc.edu

Jon Knolle

Vice President of Academic Affairs

jknolle@mpc.edu

(831) 646-3030

Jeffery Sundquist

Acting Dean of Instruction, Library, Learning Resources and Online Education

jsundquist@mpc.edu

(831) 646-4036

Approved by Dr. Jon Knolle

05/01/2023 12:12 PM PDT

Monterey Peninsula Unified - Member Representative

Beth Wodecki

Administrator, Monterey Adult School

bwodecki@mpusd.k12.ca.us

(831) 392-3565 ext: 2299

Daniel Cutler

Program Specialist/TOSA

dcutler@mpusd.k12.ca.us

(831) 392-3565 ext: 2293

Cris Perry

Fiscal Specialist

cperry@mpusd.k12.ca.us

(831) 392-3565

Approved by Beth Wodecki

05/02/2023 03:53 PM PDT

Pacific Grove Unified - Member Representative

Barbara Martinez

Principal

bmartinez@pgusd.org

(831) 646-6580

Angela Rodriguez

Fiscal Officer

arodriguez@pgusd.org

(831) 646-6516

Josh Jorn

Assistant Superintendent

josh.jorn@pgusd.org

Approved by Barbara Martinez

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