

CAEP  
CFAD

Produced: Apr 18, 2024, 09:15 PM UTC - By Jeffery Sundquist

**33 Monterey Peninsula CCD** CONSORTIUM APPROVED

2024-25

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 33 Monterey Peninsula CCD

**Funding Channel:** Direct Funded

**Narrative:** The planned allocations are consistent with the MPAEC’s annual plans and 3-year plan and they align with the efforts (by each member and consortium-wide) detailed in the plans to address the educational needs of adults in the region. The allocations will enable the MPAEC to continue to provide instruction, training, and support services to adult learners. Funding will be utilized for instructional and non-instructional staff; instructional and non-instructional supplies, materials, and technology; student support services; outreach and marketing; professional development; and capital outlay. The MPAEC will leverage CAEP funding and other funding sources to realize the short- and long-term outcomes laid out in the plans.

**Changes:** No Changes

### Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Carmel Unified	\$76,776	\$75,333	\$69,006
Monterey Peninsula CCD	\$105,008	\$103,350	\$94,361
Monterey Peninsula Unified	\$1,174,903	\$1,165,177	\$1,065,236
Pacific Grove Unified	\$1,782,533	\$1,769,089	\$1,617,060
<b>Total Allocated to Members</b>	<b>\$3,139,220</b>	<b>\$3,112,949</b>	<b>\$2,845,663</b>
<b>Total CAEP Funds</b>	<b>\$3,139,220</b>	<b>\$3,115,543</b>	<b>\$2,878,896</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$2,594</b>	<b>\$33,233</b>

### 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	75%	50%	25%	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? \***

Available funds and expenditures will be reported quarterly in NOVA and reviewed/discussed as a Consortium quarterly at the Consortium meetings (held monthly).

**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? \***

Members submit documentation (in the form of a letter from district leadership and/or district board meeting minutes) to the Consortium authorizing designation of individuals to serve as official representatives of the Member agency to the Consortium. Those official designees are also listed in NOVA. Only official designees/representatives may vote in Consortium decisions. The MPAEC Steering Committee is made up of primary designees and alternate designees from each Member agency.

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

Decisions are made at monthly Consortium meetings and are listed on meeting agendas as action items. If a Member's Primary Designee is not present, a board-approved Alternate Designee may vote on the Member's behalf. Quorum must be reached for action items to be brought forward for a vote.

**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? \***

50% +1 vote

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

The MPAEC spent several monthly meetings discussing and revising its Bylaws in the 23-24 Program Year. The new Bylaws were voted on and unanimously approved by all Members on December 11, 2023.

**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 open and public monthly meetings online that follow the Brown Act. Every MPAEC meeting agenda allows time 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 online; schedules are posted online on Members' websites. We leave space in every meeting for public comment and those comments are taken into consideration before a vote is held.

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

Public comments will be included in meeting minutes and meeting recordings.

**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. \***

Education and workforce partners are welcome at and periodically invited to attend MPAEC Steering Committee meetings and retreats. MPAEC Members also attend regional WIOA partner meetings where regional issues and agency updates are discussed.

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

Fund distribution schedules are discussed at Consortium Steering Committee meetings, voted on, and certified in NOVA by all Members.

**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? \***

This process follows AB104 legislation and is outlined in our Bylaws.

All eligible entities shall be a member of the consortium. Members must commit to participate fully in Consortium meetings and decision-making; participate in the development of the Consortium's plans; and commit to reporting fiscal, programmatic, and student data.

Members may voluntarily withdraw from the MPAEC but must provide written notification thirty (30) days prior to divesting their membership. A Member may choose to be "Inactive" for a certain fiscal year without separating from the Consortium completely. An Inactive Member shall not have voting power during the period of inactivity.

The MPAEC Steering Committee may take action to penalize or dismiss a Member if: 1. The Member no longer wishes to provide services consistent with the adult education plan; 2. The Member cannot provide services that address the needs identified in the adult education plan; or 3. The Member has been ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements. Possible penalties may include decreased or loss of funding, loss of voting power or forced inactivity, or dismissal from the Consortium. Any of these actions must be voted on by all other active Members. Such decisions will be communicated in writing to the penalized/dismissed Member's superintendent, with an explanation of the reason(s) for penalty/dismissal.

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

20%

**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? \***

The MPAEC Bylaws approved in December 2023, which are aligned with CA legislation and CAEP guidelines, state the following:

In the case that the Consortium has carryover (made up of all Members' carryover) from one or more prior fiscal years exceeding 20 percent of its annual allocation, it shall collaboratively develop and submit to the State a written expenditure plan, including future corrective actions to reduce the Consortium's carryover to below 20 percent.

If a Member has had excessive carryover for at least two (2) consecutive years and technical assistance and reasonable interventions have not eliminated the carryover, the Consortium may decide by majority vote to reduce a Member's allocation (i.e. available funds) by reallocating the excessive carryover; however, the allocation may be reduced by no more than the amount of the Member's carryover. The reduction shall only affect the prior year carryover, not future annual allocations.

The Steering Committee will monitor Members' carryover on a quarterly basis and individual member carryover amounts that exceed 20 percent will trigger discussion and possible action. Technical assistance and reasonable interventions related to carryover will be determined by the Steering Committee on a case-by-case basis. Members may discuss and vote on the use of excessive carryover, which may include approval of the

encumbrance of funds for large expenditures (e.g. capital items) to be made in the future, as long as the Consortium as a whole is not in danger of exceeding 20 percent carryover. If the Consortium as a whole exceeds 20% at the end of fiscal year, the Steering Committee will collaboratively develop and approve a Corrective Action Plan to submit to the CAEP Office.

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

Members must effectively provide services that address the needs identified in the adult education plan. Members must also commit to full participation in Consortium meetings and decision-making; participate in the development of Consortium plans; and commit to reporting fiscal, programmatic, and student data that demonstrate member effectiveness.

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

Revised MPAEC Bylaws were developed collaboratively by Members in Fall 2023 and approved unanimously by Members on December 11, 2023. In these Bylaws, member effectiveness is addressed in Article IV, Sections B-D, which cover matters related to Membership.

**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. \***

The work of the MPAEC is detailed each year in the Annual Plan's Executive Summary, where successes and challenges from the prior year are included in addition to plans for the upcoming year. Minutes from monthly Consortium meetings also include updates on the work of the Consortium and Member progress.

## Member Agencies

Member Agency	Member Type	Contact	Phone
Carmel Unified	Unified School District	Tom Parry	(831) 624-1821
Monterey Peninsula CCD	District	Alexis Bollin	(831) 646-3009
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)).

<b>Carmel Unified - Member Representative</b>
<p><b>Tom Parry</b>          Principal of Carmel Adult School  <a href="mailto:tparry@carmelunified.org">tparry@carmelunified.org</a>          (831) 624-1821</p>
<b>Approved by Tom Parry</b>
<b>04/17/2024 02:12 PM PDT</b>

**Monterey Peninsula CCD - Member Representative**

**Alexis Bollin**

Director

[abollin@mpc.edu](mailto:abollin@mpc.edu)

(831) 646-3009

**Jon Knolle**

Vice President of Academic Affairs

[jknolle@mpc.edu](mailto:jknolle@mpc.edu)

(831) 646-3030

**Jeffery Sundquist**

Dean of Instruction, Library, Learning Resources and Online Education

[jsundquist@mpc.edu](mailto:jsundquist@mpc.edu)

(831) 646-4036

Approved by Jeffery Sundquist

04/18/2024 02:15 PM PDT

**Monterey Peninsula Unified - Member Representative**

**Beth Wodecki**

Administrator, Monterey Adult School

[bwodecki@mpusd.k12.ca.us](mailto:bwodecki@mpusd.k12.ca.us)

(831) 392-3565 ext: 2299

**Daniel Cutler**

Program Specialist/TOSA

[dcutler@mpusd.k12.ca.us](mailto:dcutler@mpusd.k12.ca.us)

(831) 392-3565 ext: 2293

**Cris Perry**

Fiscal Specialist

[cperry@mpusd.k12.ca.us](mailto:cperry@mpusd.k12.ca.us)

(831) 392-3565

Approved by Daniel Cutler M.A.

04/17/2024 02:57 PM PDT

**Pacific Grove Unified - Member Representative**

**Barbara Martinez**

Principal

[bmartinez@pgusd.org](mailto:bmartinez@pgusd.org)

(831) 646-6580

**Angela Rodriguez**

Fiscal Officer

[arodriguez@pgusd.org](mailto:arodriguez@pgusd.org)

(831) 646-6516

**Josh Jorn**

Assistant Superintendent

[josh.jorn@pgusd.org](mailto:josh.jorn@pgusd.org)

**Kristen Arps**

Adult School Program Coordinator

[kristen2211@gmail.com](mailto:kristen2211@gmail.com)

**Kristen Arps**

Adult School Program Coordinator

[karps@pgusd.org](mailto:karps@pgusd.org)

(831) 646-6580

Approved by Barbara Martinez

04/17/2024 02:11 PM PDT



California  
Community  
Colleges



2024 © California Community Colleges

NOVA Site Version: 6.7.3