

California Adult Education Program : CFAD : 2023-24 Produced: May 2, 2023, 07:11 PM UTC Corrie Duran

34 Mt. San Antonio Regional Consortium for Adult Education

Fiscal Declaration - Consortium Approved

Consortium Name: 34 Mt. San Antonio Regional Consortium for Adult Education

Funding Channel: Direct Funded

Narrative: The Mt. San Antonio Regional Consortium is committed to aligning the allocation and spending on the annual and 3-Year plans. Consortium members have drafted the 3-Year Plan to account for the needs of current students as well as prospective students in an educational environment largely shaped by the statewide COVID-19 response and protocols. While unemployment has dropped more than 14% since May 2020, this shift requires a re-examination of adult education priorities in the region to target areas where there are forecasted and growing gaps in skilled workers. The 2022 3-Year Plan is focused largely on developing stronger healthcare programs, growing CTE opportunities, and designing comprehensive marketing systems to inform prospective students of our programs and modalities. For example, there is an unmet need for more skilled healthcare workers given the increased retirement rates among nurses due largely to COVID-19. The Consortium will continue the work to reconnect with students who did not complete their courses as well as recruit new adult learners via marketing efforts and direct outreach and partnerships. Online learning has also increased student outcomes among Consortium members; especially for employed students, parents, and individuals with unreliable access to transportation. The 3-Year Plan includes instructional strategies to ensure that students can access high-quality instruction from their homes if that is their preference. This includes expenditures related to expanded technology for distance learning for students and staff. There is a continued focus on interaction and engagement with AJCCs and related student support agencies, which will include increased opportunities for co-locations at member sites as per the June 2019 3-Year Plan. The 2022 3-year plan includes another paused goal from the prior plan: the establishment of integrated transition counseling across adult schools and college programs. This goal has progressed in that the consortium has hired one adjunct counselor with office hours at each adult school in the consortium. To meet the growing needs for services such as these, the consortium is in the process of hiring a second transitions counselor to continue this on-the-ground effort with transitioning students from ESL and Secondary to post-secondary programming throughout the consortium. Workgroups for the various CAEP program areas continue to work to create marketing materials to promote career pathways and transitions across the consortium. The Mt. SAC Adult Education Day in May 2023 kicked off Consortium-wide efforts to promote pathways to college programs and the vast array of student services available to support that transition. Continued focus on education and services to adults with disabilities remains a priority of the Consortium. Member expenses and budgets reflect an emphasis on these stated areas. The specter of COVID-19 still impacts the Consortium's approach to fiscal planning as members move out of "hold harmless" and emergency conditions. Concerns regarding future funding continue surrounding the pandemic impact on the state economy, response procedure implementation, rising staff and operational costs, and local school employee union contract potential financial obligations. Budget cuts remain a looming issue related to sustained planning. However, our Consortium goals are focused squarely on economic recovery for our students and the region.

Changes: No Changes

Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Baldwin Park Unified	\$7,208,310	\$6,589,385	\$6,102,619
Bassett Unified	\$3,059,209	\$2,796,537	\$2,589,953
Charter Oak Unified	\$2,023,688	\$1,849,928	\$1,713,271
Covina-Valley Unified	\$4,193,653	\$3,833,575	\$3,550,384
East San Gabriel Valley ROP	n/a	n/a	\$0
Hacienda la Puente Unified	\$20,726,633	\$18,946,987	\$17,547,350
Mt. San Antonio CCD	\$1,054,809	\$964,253	\$893,026
Pomona Unified	\$2,458,848	\$2,247,725	\$2,081,683
Rowland Unified	\$2,096,355	\$1,916,356	\$1,774,793
Total Allocated to Members	\$42,821,505	\$39,144,746	\$36,253,079
Total CAEP Funds	\$42,821,505	\$39,601,887	\$37,163,912
Total Remaining	\$0	\$457,141	\$910,833

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 Off

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? *

All members are required to submit their budgets and planned expenditures through the NOVA system. The consortium is directly funded, but Mt. SAC is the fiscal certifier. This includes collecting a copy of each member's school fiscal reports to ensure that this report matches expenditures and to provide technical assistance. Each member certifies their own expenditures and integrity of their fiscal data.

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? *

Each member has one voting, and one alternate, representative. These representatives gain approval by their governing board and provide a copy of this official approval to the Steering Committee manager and co-chairs.

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

Voting takes place either in person or in a virtual environment (Zoom). Members need to be present for the vote. If it is a vote relating to allocations or funding, then there needs to be a discussion at one meeting and voting at a subsequent meeting. All members have been informed that their presence, or the presence of their alternate, is necessary for the upcoming vote. Steering Committee meeting minutes record all votes.

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

1 member = 1 vote

7. How will decisions be approved? *

by majority vote of 51%

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

The decision-making model was determined initially at the inception of the consortium, with input from all member institution representatives voting on the model. Over the past several years, as the consortium developed and grew in depth and scope for activities, the decision-making model changed to meet the students' changing needs. Some of the decision-making changes that have been made in the governance plan include a two-meeting voting process and limiting chairs to a three-year term. Steering committee member representatives have determined the current decision-making model changes through consensus and a majority vote.

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

Official member representatives can request agenda items. They also get the agenda three days before the Steering Committee meeting, so they know the topics. The agenda is posted on the Consortium website so any member of the public can prepare their comments. The public can come to the Steering Committee meeting and comment by informing the SC 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. *

Proposed decisions are evident in the Steering Committee meeting agenda and previous meeting minutes, allowing stakeholders and the public to comment. These documents are made available to the public three days prior to the Steering Committee meetings.

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

In the event that the public has comments for the consortium, they will be recorded in the meeting minutes. These minutes, once approved by the Steering Committee, will be placed on the website with comments included.

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. *

Public comment for new proposals will be considered at first readings and will be included as part of the Steering Committee meeting agenda indicating the time allotted for discussion.

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

The Mt. SAC Regional Adult Education Consortium has moved to a direct funding model and a distribution schedule is no longer needed.

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? *

The Mt. SAC Regional Adult Education Consortium is currently at eight members including the community college district and seven regional adult schools. At this time, all funds have been distributed.

If members wish to leave the Consortium, the departing member's designee should inform the Steering Committee in writing of the intent to leave. Consortia funds would no longer be available for members separating from the Consortium. The Steering Committee co-chairs would also be responsible for informing the state CAEP officials of any members opting out of the Consortium.

If any member fails to fulfill its commitment to the Consortium by not participating in governance, work groups or overall implementation of the CAEP or is not complying with fiscal requirements, then the Consortium will attempt to resolve the situation to restore full engagement and/or compliance of the member. However, if efforts do not result in improvement of the situation then the Steering Committee co-chairs will agendize concerns to the Steering Committee at a scheduled meeting. A vote shall be taken by the Steering Committee to seek consultation with State adult education governing representatives on the next steps or to request that the member be removed from the Consortium.

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

The Mt. SAC Regional Adult Education Consortium Steering Committee has voted that a more than 40% member carryover will result in a conversation with the member, co-chairs, and manager to go over strategies or upcoming projects to spend down the excess carryover.

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 Mt. SAC & K-12 Consortium member institutions remain committed to reporting funds that are available to their institutions for the purpose of education and workforce services. The Steering Committee discussed and voted on the consortium carryover policy. The Consortium will strive to not exceed a consortium-wide carryover of 20% with oversight from the Consortium Steering Committee. For those individual agencies that may come close to a 40% carryover each year, the Consortium Steering Committee will follow up with that agency to bring the carryover to their attention and discuss opportunities to spend down the additional carryover prior to certification. When a member is intending to use CAEP funds for capital improvement, this will be shared with the Consortium co-chairs followed by a notification to the State CAEP Office verifying the Consortium's support of the expenditure.

18. How does your consortium define member effectiveness? *

In our consortium, member effectiveness is defined in the governance plan and consortium documents. Member effectiveness is defined by the following factors:

- Members' institutions being part of workgroups
- Meeting attendance (steering committees and workgroups)
- Fiscal reporting and data reporting (quarterly and annual)

No other member effectiveness factors have been needed for our consortium.

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

Our consortium does not have bylaws. The current definitions have been sufficient.

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? *

The Steering Committee has met and conferred regarding the expansion of the governance plan in order to expand on the content. Therefore the Consortium does not also need an additional set of bylaws.

Member Agencies

Member Agency	Member Type	Contact	Phone
Baldwin Park Unified	Unified School District	Veronica Valenzuela	(626) 939-4456 ext: 85205
Bassett Unified	Unified School District	Mr. Adder Argueta	(626) 931-3129
Charter Oak Unified	Unified School District	Ivan Ayro Ed.D.	(626) 938-0280
Covina-Valley Unified	Unified School District	Virginia Espana	(626) 974-6420
East San Gabriel Valley ROP	Regional Occupation Center/Program (ROC/P)	Dr. Madelyn Arballo Dr.	(909) 274-5228
Hacienda la Puente Unified	Unified School District	Dr. Greg Buckner Ed.D	(626) 933-3915
Mt. San Antonio CCD	District	Dr. Madelyn Arballo Dr.	(909) 274-5228
Pomona Unified	Unified School District	Susan Pua Gonzales	(909) 397-4800 ext: 23869
Rowland Unified	Unified School District	Corrie Duran	

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)).

Baldwin Park Unified - Member Representative

Veronica Valenzuela

Director of Adult and Community Education

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Approved by Veronica Valenzuela

05/02/2023 11:07 AM PDT

Bassett Unified - Member Representative

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Approved by Mr. Adder Argueta

05/02/2023 11:08 AM PDT

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05/02/2023 11:24 AM PDT

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05/02/2023 11:17 AM PDT

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05/02/2023 11:15 AM PDT

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05/02/2023 11:00 AM PDT

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05/02/2023 11:02 AM PDT

Rowland Unified - Member Representative

Corrie Duran

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Brian Huff

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Approved by Corrie Duran

05/02/2023 12:10 PM PDT



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