

34 Mt. San Antonio Regional Consortium for Adult Education

CONSORTIUM APPROVED

2024-25

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 focuses on resource allocation and utilization in yearly and 3-Year Plans. Members of the Consortium collaborated on the 3-Year Plan with a primary aim to cater to the needs of current and prospective students, within an educational landscape reshaped by statewide COVID-19 responses and protocols. As we navigate the post-pandemic era, the Consortium is strategically addressing adult education priorities in the region, particularly in areas experiencing current and burgeoning shortages of skilled workers. The 2022 3-Year Plan particularly targets healthcare workforce demands exacerbated by COVID-19-related nurse retirements in addition to expanding Career Technical Education (CTE) opportunities and implementing comprehensive marketing strategies to raise awareness among potential students about our diverse programs and instructional methods. To bridge these gaps, the Consortium actively reconnects with former students and recruits new adult learners through targeted marketing, outreach, and partnerships. Additionally, investments in technology enhance online learning experiences, benefiting employed individuals, parents, and those with transportation limitations. The surge in online learning has improved student outcomes, benefiting the employed, parents, and those with limited access to transportation. Recognizing this trend, the 3-Year Plan prioritizes investments in technology to enhance distance learning experiences for both students and staff, ensuring access to high-quality instruction from the comfort of their homes. The consortium continues efforts to foster interaction and collaboration with American Job Centers (AJCCs) and related student support agencies remain integral, as outlined in the June 2019 3-Year Plan. Furthermore, the 2022 3-Year Plan carries over a previously paused goal: the establishment of integrated transition counseling services across adult schools and college programs. Progress has been made with the hiring of adjunct counselors stationed at each adult school within the Consortium. These counselors facilitate the transition process to community colleges and provide vital support services, fostering a seamless transition for students. CAEP Workgroups are developing materials to promote career pathways and smooth transitions, including articulation agreements between member institutions and the college. These efforts are complemented by events like the annual Mt. SAC Adult Ed Day aimed at promoting pathways to college programs and showcasing the array of student services available to support this transition, which saw a significant increase in attendance in 2024 over 2023. This success shows the growing interest and engagement within the community, with expectations of even greater participation in the coming years. The Consortium remains steadfast in its commitment to providing inclusive education and services to adults with disabilities, reflected in budget allocations and expenditures. However, concerns persist regarding future funding, driven by proposed fiscal changes to CAEP funding, economic uncertainties, operational costs, and potential financial obligations stemming from local school employee union contracts. Despite these challenges, the Consortium's objectives remain centered on facilitating economic recovery for both its students and the broader region, underscoring its resilience and determination in navigating evolving educational landscapes.

Changes: No Changes

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Baldwin Park Unified	\$7,269,142	\$7,208,310	\$6,589,385
Bassett Unified	\$3,085,026	\$3,059,209	\$2,796,537
Charter Oak Unified	\$2,040,766	\$2,023,688	\$1,849,928
Covina-Valley Unified	\$4,229,043	\$4,193,653	\$3,833,575
Hacienda la Puente Unified	\$20,901,548	\$20,726,633	\$18,946,987
Mt. San Antonio CCD	\$1,063,710	\$1,054,809	\$964,253
Pomona Unified	\$2,479,599	\$2,458,848	\$2,247,725
Rowland Unified	\$2,114,047	\$2,096,355	\$1,916,356
Total Allocated to Members	\$43,182,881	\$42,821,505	\$39,144,746
Total CAEP Funds	\$43,182,881	\$42,857,185	\$39,601,887
Total Remaining	\$0	\$35,680	\$457,141

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 *

40%

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	90%	75%	60%	40%

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 the 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 before 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 consortium 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 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 and offer technical support as needed. 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 bylaws are in progress and are in alignment with the above-mentioned member effectiveness definition.

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 to expand on the content. Future plans have been set in motion to explore the possibility of adopting a set of bylaws for future years to support the structure and work of the consortium.

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	Ryan Maddox	(626) 974-4205
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	
San Gabriel Valley ROP	Regional Occupation Center/Program (ROC/P)	Dr. Madelyn Arballo Dr.	(909) 274-5228

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
<p>Veronica Valenzuela Director of Adult and Community Education vvalenzuela144@bpusd.net (626) 939-4456 ext: 85205</p>
Approved by Veronica Valenzuela
04/16/2024 01:01 PM PDT

Bassett Unified - Member Representative

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Approved by Mr. Adder Argueta

04/16/2024 10:22 AM PDT

Charter Oak Unified - Member Representative

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04/16/2024 08:28 AM PDT

Covina-Valley Unified - Member Representative

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Approved by Ryan Maddox

04/15/2024 03:50 PM PDT

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04/16/2024 08:35 AM PDT

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04/25/2024 11:17 AM PDT

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04/16/2024 01:36 PM PDT

Rowland Unified - Member Representative

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04/15/2024 03:56 PM PDT



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