

California Adult Education Program : CFAD : 2023-24 Produced: Apr 21, 2023, 08:04 PM UTC Lucie Gonzalez

## 35 Southwest Riverside Adult Education

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 35 Southwest Riverside Adult Education

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** Mt. San Jacinto CCD

**Narrative:** Our planned allocations are aligned with our three year consortium plan. Funding amounts are allocated based on our collective plan and the individual commitments we have made to support our goals as a consortium. We have made progress over this past year in implementing some of our key focus areas such as high school diploma completions, data collection, and student services. Our continued goal is to increase career training offerings across the region. The consortium will continue to invest in technological devices to support student access and equity across the region. It is our plan to continue funding counseling supports throughout the consortium that can facilitate transitions of students to post-secondary and workforce opportunities. Strengthening our CTE programs across the region continues to be a primary funding focus our consortium. We will continue supporting building capacity of all program staff through professional development opportunities, and we will invest in increasing our marketing and outreach efforts to increase our visibility within the region.

**Changes:** No Changes

### Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Banning Unified	\$155,473	\$142,124	\$131,625
Beaumont Unified	\$752,196	\$687,611	\$636,816
Hemet Unified	\$861,803	\$787,806	\$729,610
Lake Elsinore Unified	\$790,156	\$722,311	\$668,953
Mt. San Jacinto CCD	\$1,389,374	\$1,270,080	\$1,176,258
Murrieta Valley Unified	\$335,632	\$306,814	\$284,149
Perris Union High	\$241,794	\$221,033	\$204,705
Riverside Co. Office of Education	\$684,254	\$625,502	\$579,296
San Jacinto Unified	\$485,647	\$443,948	\$411,153
Temecula Valley Unified	\$237,979	\$217,545	\$201,475
<b>Total Allocated to Members</b>	<b>\$5,934,308</b>	<b>\$5,424,774</b>	<b>\$5,024,040</b>
<b>Total CAEP Funds</b>	<b>\$5,934,308</b>	<b>\$5,488,126</b>	<b>\$5,150,266</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$63,352</b>	<b>\$126,226</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 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? \***

Each consortium agency has a fiscal team that reports quarterly expenses to the consortium fiscal lead who reports funding on behalf of the consortium. Every quarter our consortium will review our quarterly expenditures and evaluate the alignment with the activities of the program.

**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? \***

The consortium steering committee is represented by the principal/administrator of each agency which is appointed by the governing board of each agency.

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

Members participate actively in monthly meetings with a set agenda of decision making items. Every decision requires quorum from the steering committee.

**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? \***

Following the guidelines of CAEP guidance, the steering committee evaluated different decision making models and reached a consensus that majority vote of 51% was the model best fitting our consortium structure.

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

Our consortium invites partners and community members to our monthly meetings. The meetings are open to the general public in which they can contribute with comments. Our meeting agenda will be posted to our website prior to our meetings available for public access. The minutes are published on our website according to Brown act guidelines.

**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. \***

Through the minutes published on our website, we will inform the public of consortium decision., We will also review the submitted feedback at our monthly meetings.

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

Feedback from public comments will be discussed at monthly meetings where the public has access. Any comments gathered at monthly meetings will be published within the minutes which are posted on our website

**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. \***

The process will include inviting members, partners, and all consortium stakeholders to our monthly meetings and to our annual community forum. Every year teachers and students have access to a survey that allows them to provide input about effectiveness of services across the region

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

The consortium steering committee approves the distribution schedule annually

**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? \***

A) designated a member to serve as the fund administrator to receive and distribute funds from the program

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

The steering committee approves membership annually. The consortium will utilize bylaws and CAEP guidance to inform members who wish to leave or require dismissal.

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

We have decided to opt out of defining "excessive" member carryover for the 23-24 fiscal year. We will adhere to the 20% carryover threshold as a baseline for our spend out at the consortium level.

**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 perform a quarterly analysis of consortium expenses to ensure we're meeting the 20% carryover threshold. Our consortium will be working on creating bylaws that will help to provide members with technical assistance to address carryover issues.

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

Member effectiveness is defined per CAEP assurances in regard to program area reporting of leveraged funds and instructional hours. Member funding should be aligned 3 year plan, annual plan, and member district's work plan. Members expenditures adhere to allowable use of funds as identified in the CAEP fiscal management guide.

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

It is our plan to create bylaws for our consortium by the end of this school year to address member effectiveness and help guide program and funding decisions.

**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 do not have a specific document in place at this time, but every member has access to the member effectiveness guidance provided by CAEP state representatives.

## Member Agencies

Member Agency	Member Type	Contact	Phone
Banning Unified	Unified School District	Victor Herrera	(951) 663-9109
Beaumont Unified	Unified School District	Debbie Flores	(951) 797-5362
Hemet Unified	Unified School District	Hemet Unified School District Erica Jennings	(951) 765-5100 ext: 5717
Lake Elsinore Unified	Unified School District	Nohora Vazquez	(951) 742-0549
Mt. San Jacinto CCD	District	Joyce Johnson	(951) 639-5350
Murrieta Valley Unified	Unified School District	Matt Bean	(951) 696-1409 ext: 5199
Perris Union High	High School District	Brianna Camarillo	(951) 943-6369 ext: 80221
Riverside Co. Office of Education	County Office of Education (COE)	Julie Carter	(951) 826-6453
San Jacinto Unified	Unified School District	Ken Swanson	(951) 487-7710
Temecula Valley Unified	Unified School District	Tim Dignan	

## 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)).

### Banning Unified - Member Representative

**Victor Herrera**  
 Chief Business Officer  
[vherrera@banning.k12.ca.us](mailto:vherrera@banning.k12.ca.us)

(951) 663-9109

**Melissa Lee**

mlee@banning.k12.ca.us

(951) 922-0250 ext: 260001

**Eddie Ramos**

Director of Fiscal Services

eramos@banning.k12.ca.us

(951) 692-6093

**Ana Orozco**

Tech III

acorozco@banning.k12.ca.us

(951) 922-0200

Approved by Melissa Lee

04/19/2023 10:17 AM PDT

**Beaumont Unified - Member Representative**

**Debbie Flores**

Assistant Director of Fiscal Services

dflores@beaumontusd.k12.ca.us

(951) 797-5362

**Anthony Coronado**

Principal

acoronado@beaumontusd.k12.ca.us

(951) 845-6012

Approved by Anthony Coronado

04/19/2023 09:47 AM PDT

**Hemet Unified - Member Representative**

**Erica Jennings**

Accountant

ejennings@hemetusd.org

(951) 765-5100 ext: 5717

**Matthew Centofranchi**

Principal

mcentofranchi@hemetusd.org

(951) 765-5182 ext: 200

**Blair Bradley**

Assistant Principal

bbradley@hemetusd.org  
(951) 765-5190

Approved by Matthew Centofranchi

04/19/2023 08:49 AM PDT

**Lake Elsinore Unified - Member Representative**

**Nohora Vazquez**  
Principal/Co-Director of Southwest Adult Ed Consortium  
nohora.vazquez@leusd.k12.ca.us  
(951) 742-0549

**Deysi Perez**  
Sr. Accountant  
deysi.perez@leusd.k12.ca.us  
(951) 253-7000 ext: 7094

**Patrick McGee**  
Interim Director - Fiscal Support Services  
patrick.mcgee@leusd.k12.ca.us  
(951) 253-7019

Approved by Patrick McGee

04/21/2023 10:46 AM PDT

**Mt. San Jacinto CCD - Member Representative**

**Joyce Johnson**  
Dean, Career Technical Education  
jajohnso@msjc.edu  
(951) 639-5350

**Riana Leach**  
Financial and Technical Analyst  
rseto@msjc.edu  
(951) 346-2581

**Gail Jensen**  
Dean of Administrative Services/Controller  
gjensen@msjc.edu  
(951) 487-3023

**Tatyana Dmitriyeva**  
Accountant  
tdmitriyeva@msjc.edu  
(951) 465-8251



**Jasmine Port**

Interim Director of Adult Ed and Non-Credit Programs

[jport@msjc.edu](mailto:jport@msjc.edu)

(951) 487-3707

**Lisette Rose**

Accountant

[lrose@msjc.edu](mailto:lrose@msjc.edu)

(951) 487-3048

Approved by Gail Jensen

04/19/2023 08:12 AM PDT

**Murrieta Valley Unified - Member Representative**

**Matt Bean**

Principal

[mbean@murrieta.k12.ca.us](mailto:mbean@murrieta.k12.ca.us)

(951) 696-1409 ext: 5199

**Steve Rausa**

Assistant Principal

[srausa@murrieta.k12.ca.us](mailto:srausa@murrieta.k12.ca.us)

(951) 696-1409 ext: 5098

**Jolie Lindemeyer**

Accountant/Budget Analyst

[jlindemeyer@murrieta.k12.ca.us](mailto:jlindemeyer@murrieta.k12.ca.us)

(951) 696-1600 ext: 1073

Approved by Steve Rausa

04/18/2023 04:40 PM PDT

**Perris Union High - Member Representative**

**Brianna Camarillo**

Accounting Technician

[brianna.camarillo@puhsd.org](mailto:brianna.camarillo@puhsd.org)

(951) 943-6369 ext: 80221

**Lee Alfred**

[lee.alfred@puhsd.org](mailto:lee.alfred@puhsd.org)

**Nancy Ulloa**

Accounting Technician

[nancy.ulloa2@puhsd.org](mailto:nancy.ulloa2@puhsd.org)

(951) 943-6369 ext: 80215

**Amy Hall**

Assistant Principal  
amy.hall@puhsd.org  
(951) 657-7357 ext: 30102

Approved by Nancy Ulloa

04/18/2023 04:08 PM PDT

**Riverside Co. Office of Education - Member Representative**

**Julie Carter**

Financial Manager  
jcarter@rcoe.us  
(951) 826-6453

**Lucie Gonzalez**

Principal  
lmgonzalez@rcoe.us  
(951) 922-7362

Approved by Ms. Lucie Gonzalez

04/21/2023 01:03 PM PDT

**San Jacinto Unified - Member Representative**

**Ken Swanson**

kswanson@sanjacinto.k12.ca.us  
(951) 487-7710

**Brittany Ross**

Accounting Technician  
bross@sanjacinto.k12.ca.us  
(951) 929-7700 ext: 4240

Approved by Ken Swanson

04/18/2023 04:07 PM PDT

**Temecula Valley Unified - Member Representative**

**Tim Dignan**

Director of CTE and Alternative education  
tdignan@tvusd.us

**TVUSD TVUSD**

Accountant

asaha@tvusd.us

(951) 506-7993

Approved by Tim Dignan

04/21/2023 10:33 AM PDT



California  
Community  
Colleges



2023 © California Community Colleges  
NOVA Site Version: 6.2.7