

CAEP
CFAD

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35 Southwest Riverside Adult Education CONSORTIUM APPROVED

2024-25

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 particularly in the area of pre-apprenticeship 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	(2024-25)	(2023-24)	(2022-23)
Banning Unified	\$156,785	\$155,473	\$142,124
Beaumont Unified	\$758,544	\$752,196	\$687,611
Hemet Unified	\$869,075	\$861,803	\$787,806
Lake Elsinore Unified	\$796,824	\$790,156	\$722,311
Mt. San Jacinto CCD	\$1,401,103	\$1,389,374	\$1,270,080
Murrieta Valley Unified	\$338,464	\$335,632	\$306,814
Perris Union High	\$243,834	\$241,794	\$221,033
Riverside Co. Office of Education	\$690,028	\$684,254	\$625,502
San Jacinto Unified	\$489,745	\$485,647	\$443,948
Temecula Valley Unified	\$239,987	\$237,979	\$217,545
Total Allocated to Members	\$5,984,389	\$5,934,308	\$5,424,774
Total CAEP Funds	\$5,984,389	\$5,939,253	\$5,488,126
Total Remaining	\$0	\$4,945	\$63,352

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	80%	60%	40%	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? *

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 meeting dates and agendas are posted to our website at least 72 hours before our meetings and are available for public access according to Brown Act guidelines. Our agendas allowed for public comment with a time allocation of 3 minutes per comment. Our meetings can be accessed in-person or via Zoom.

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 meeting minutes published on our website, our consortium provides the public with adequate notice of a proposed decision. Any comments or feedback submitted by the members of the public is reviewed at our monthly meetings and comments are reflected in the published minutes.

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

Comments submitted by members of the public are included in the meeting minutes, which are then published to the consortium 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. *

Our consortium values feedback and considers input from different stakeholders located in our Adult Education region. The process includes:

- Targeted invitations that allow experts to join our meeting discussions/concerns and provide their perspectives.
- Participation in public meetings for Adult Ed such as WIOA/ACSA or the Riverside Workforce monthly meetings to keep our steering committee members well-informed about policy updates, needs, programs, current services, and potential partnerships in our region.
- Working collaboratively with community partners to join our strategic planning to gather input for our 3-year plan and the future priorities of the consortium.
- Direct Surveys to our consortium stakeholders (instructors, students, community partners, etc) to inform consortium priorities and gather feedback for program improvement.
- Invitations to all our consortium stakeholders to our Annual PD event and Community Forum to increase participation, provide program goal's progress, and collect feedback for our planning efforts.

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. Admitting new members requires Steering committee approval, which is based on a formal written application prepared by the organization seeking to join the consortium.

The consortium utilizes the bylaws and CAEP guidance to inform members who wish to leave or require dismissal. Any member who wishes to leave is required to submit a written request to do so, usually at least 15 days in advance of their planned departure. Board approval from the member's district must be submitted along with the written request. The steering committee will then engage in a review of activities and the plan for reallocation of funding to other members.

Policies for involuntary dismissal of members for failure to perform the duties of consortium members or deliver quality adult education services, require a vote of the steering committee as the formal mechanism of expulsion and also mandate that the reasons for the vote be documented.

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

Our defined "excessive" member carryover percentage is 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? *

We will perform a quarterly analysis of consortium expenses to ensure we're meeting the 20% carryover threshold. Our consortium has created bylaws that will help to provide members with technical assistance to address carryover issues.

SRAE Bylaws below:

In addition to timely reporting in regards to the above reporting deadlines, Member Effectiveness will be measured by carryover amounts.

- I. By the 2023-24 Program Year, carryover amounts greater than 20% of a Member's total Allocation indicates that the Member will be recommended for intervention and technical support.
- II. In the first year of excessive carryover, the Member must provide a detailed plan as to how the carryover will be spent and the Steering Committee must approve the plan. This is considered Intervention Year 1.
- III. If the carryover exists after Intervention Year 1, the Member is deemed ineffective.

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? *

As per Section 8 of the SRAE Bylaws. Member Effectiveness

Definition of Member Effectiveness is primarily defined as a Member's ability to consistently meet the Assurances outlined above in Article III, Section 3. A Member is deemed "ineffective" if the Member consistently fails to meet AEP Assurances per this Section and reasonable interventions to improve Member Effectiveness have not resulted in improvements. The most critical of the above assurances are:

- I. Program Area Reporting of leveraged funds and instructional hours (this certification is due annually on 12/1)
- II. Quarterly expenditure reporting (Q1, Q2 (includes close out), Q3, & Q4)
- III. Plan Certification – 3-year plan, annual plan, and member work plan
- IV. CFAD and Governance Certification (currently due May 2 nd)
- V. Quarterly student data reporting into TOPSPro Enterprise (Q1, Q2, Q3, & Q4)

In addition to timely reporting in regards to the above reporting deadlines, Member Effectiveness will be measured by carryover amounts.

- I. By the 2023-24 Program Year, carryover amounts greater than 20% of a Member's total Allocation indicates Member ineffectiveness.
- II. In the first year of excessive carryover, the Member must provide a detailed plan as to how the carryover will be spent and the Steering Committee must approve the plan. This is considered Intervention Year 1.
- III. If the carryover exists after Intervention Year 1, the Member is deemed ineffective.

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 SRAE Bylaws and the guidance on member effectiveness 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	Nancy Ulloa	(951) 943-6369 ext: 80215
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

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04/18/2024 03:58 PM PDT

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04/01/2024 08:26 AM PDT

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03/29/2024 01:41 PM PDT

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04/23/2024 04:30 PM PDT

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04/29/2024 10:17 AM PDT

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04/11/2024 01:06 PM PDT

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04/08/2024 12:55 PM PDT

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03/29/2024 11:35 AM PDT

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03/29/2024 11:14 AM PDT

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