

CAEP
CFAD

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36 Napa Valley Adult Education Consortium

CERTIFIED

Allocation Amendment: 2023-24

Allocation Amendment Summary

Fiscal Declaration

The Fiscal Declaration information in this section has been provided as a courtesy. It has not been changed since CFAD has been approved by the Member Representatives.

Consortium Name: 36 Napa Valley Adult Education Consortium

Funding Channel: Direct Funded

Narrative: There are five funded members in the Napa Valley Adult Education Consortium (NVAEC) - Napa Valley Adult Education (NVAE), Napa Valley College (NVC), Napa County Office of Education (NCOE), Calistoga Joint Union School District (CJUSD), and St. Helena Unified School District (SHUSD). As in the past, the vast majority of funding will continue to go to NVAE, the largest provider of AEP-funded adult education services in the region for Maintenance of Effort (MOE). NVC will continue to receive the next largest amount, followed by NCOE, CJUSD and SHUSD respectively. The additional COLA will be shared among all partners proportionate to the percentage of funds currently allocated. NVAE provides educational programs to adult learners "upvalley" in SHUSD and CJUSD. Planned allocations are consistent and aligned with the goals identified in NVAEC's 2022-25 Three-Year Plan, which, in turn, directs specific actions in the annual plans. The focus areas of AEP funds specified in current legislation are directly connected to the three objectives in the 2022-25 NVAEC Three-Year Plan: Address Educational Needs Increase enrollment and completion in ESL, HSD/HSE, ABE, citizenship, Career Technical Education/pathway programs, and non-credit college programs to improve educational and career objectives throughout Napa County by: - developing and marketing an outreach/enrollment campaign - providing flexible scheduling (including location and online options) and childcare - including "soft skills" instruction in ESL, CTE, and pathway classes/programs with potential certification - developing additional pathways to address gaps - evaluating CTE programs and pathways to compare with new industries expected to move into Napa County - aligning pathways at NVAE to pathways at NVC Improve Integration of Services & Transitions Increase awareness of educational training and pathways to improve integration of services and transitions into postsecondary education and the workforce by: - recruiting and enrolling individuals into adult ed programs - co-locating/bridging programs between NVAE and NVC - providing transition specialist support and activities - improving connections and contacts between service providers & organizations through use of CommunityPro Suite - providing a full range of student services to complete programs - financial assistance, housing, access to food/nutrition, childcare, books & materials, physical and mental health services, etc. (addresses gap identified in ENTRY: Self-Assessment tool) Improve Effectiveness of Services Improve the effectiveness of the Napa Valley Adult Education Consortium and its services by: - improving data collection practices and using it to inform consortium progress and change - providing, accessing, and participating in targeted professional development aligned with objectives and goals - revising bylaws as needed to maintain effectiveness - addressing gaps identified in Self-Assessment tool PROGRESS: sharing tools and procedures for collecting counseling, transition, and support services data and provide coordinated referrals to members/partners (CPS) TRANSITION: maintaining bridge classes at NVAE to introduce students to NVC classes; working with students to support enrollment at NVC

Changes: For FY 2023-24, Napa Valley College has agreed to transfer \$10,000 of its funds to Napa County Office of Education to support transition activities overseen by the Consortium's Transition Specialist. This is a one-year agreement to be revisited and evaluated in Spring 2024 for the subsequent year. NVAEC has revised its by-laws to align with requirements of AB1491 "Excessive Carryover."

Amended Member Allocations for 2023-24

| Member Agency | Amended Allocation | Adjustment Made |
|--------------------------------------|--------------------|-----------------|
| Calistoga Joint Unified | \$41,879 | \$35 |
| Napa Co. Office of Education | \$126,921 | \$106 |
| Napa Valley CCD | \$260,461 | \$217 |
| Napa Valley Unified | \$3,030,651 | \$2,523 |
| St. Helena Unified School District | \$30,014 | \$25 |
| Total Allocated to Members | \$3,489,926 | |
| Total CAEP Funds | \$3,489,926 | |
| Total Remaining (Must be \$0) | \$0 | |

Member Agencies

| Member Agency | Member Type | Contact | Phone |
|------------------------------------|----------------------------------|--|--------------------------|
| Napa Valley CCD | District | Shawntel Ridgle | |
| Napa Valley Unified | Unified School District | Evelyn Yee | (707) 303-4018 |
| Calistoga Joint Unified | Unified School District | Maureen Hester | (707) 942-4703 ext: 6890 |
| Napa Co. Office of Education | County Office of Education (COE) | Kelly Bucy Napa County Office of Education | (707) 253-6833 |
| St. Helena Unified School District | Unified School District | Kay Vang | (707) 967-2704 |

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)).

Napa Valley CCD - Member Representative

Shawntel Ridgle

Director, Upper Valley Campus & Community Education
shawntel.ridgle@napavalley.edu

Approved by Shawntel Ridgle

07/13/2023 07:27 AM PDT

Napa Co. Office of Education - Member Representative

Kelly Bucy

Director of Fiscal Services
kbucy@napaco.e.org
(707) 253-6833

Approved by Kelly Bucy Napa County Office of Education

07/13/2023 10:28 AM PDT

Calistoga Joint Unified - Member Representative

Maureen Hester

Director of Business Services
mhester@calistogaschools.org
(707) 942-4703 ext: 6890

Approved by Maureen Hester

07/13/2023 07:33 AM PDT

Napa Valley Unified - Member Representative

Evelyn Yee

Budget Assistant
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(707) 303-4018

Approved by Evelyn Yee

07/13/2023 07:34 AM PDT

St. Helena Unified School District - Member Representative

Kay Vang

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(707) 967-2704

Approved by Kay Vang

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