

California Adult Education Program : CFAD : 2023-24 Produced: Apr 26, 2023, 07:32 PM UTC Andrew LaManque

38 Southern Alameda County Consortium (Ohlone CCD)

Fiscal Declaration - Consortium Approved

Consortium Name: 38 Southern Alameda County Consortium (Ohlone CCD)

Funding Channel: Direct Funded

Narrative: The SACC has fully implemented the current annual plan and has ensured that all allocations are aligned to it. The goals in this year's Annual Plan were taken directly from the Three-Year Plan. There were four goals identified by the consortium: 1) Create a new ESL Preparatory course for Ohlone College's Smart Manufacturing Program along with a simultaneous support course; 2) Create a new Paraprofessional Preparation course; 3) Contract with Move Ahead Adult Ed to create a new social media marketing campaign to target potential student populations that would benefit from our educational services; 4) Implement new Immigrant Integration COAAPS to meet the educational needs of recent refugees and immigrants. SACC has met all four of the goals in the Annual Plan. SACC provided two ESL Preparatory courses for Ohlone College's Smart Manufacturing Earn and Learn Program. Six students completed the first cohort and two were accepted into the Earn and Learn Program, while 12 students enrolled in the second cohort and five were accepted into the program. Because this was a new course at Ohlone College, there were unforeseen employment issues with the manufacturing companies, which prevented more students from being accepted into the program. SACC decided to pause the program during the Spring of 2023 and work on scheduling and registration/enrollment details for the Fall of 2023. SACC has also started the Paraprofessional Preparation course with 17 students currently enrolled at Fremont Adult and Continuing Education. New Haven Adult School provided the mathematics test preparation component to help students pass the required basic skills exam for employment. In addition, SACC utilized consortium funds to contract with Move Ahead Adult Ed to create and implement a targeted social media marketing campaign. We completed this campaign early in the year and each school received a list of potential students who were interested in our programs. Enrollment has increased across the consortium, so at this time, there is not a need to continue to market programs. Finally, SACC also implemented new Immigrant Integration COAAPS to support recent refugees and immigrants. FACE chose Banking, Housing, and Immigrant Rights.

Changes: No Changes

Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Fremont Unified	\$4,092,178	\$3,740,814	\$3,464,060
New Haven Unified	\$644,181	\$588,870	\$545,644
Newark Unified	\$248,942	\$227,567	\$210,858
Ohlone CCD	\$93,985	\$85,915	\$79,608
Total Allocated to Members	\$5,079,286	\$4,643,166	\$4,300,170
Total CAEP Funds	\$5,079,286	\$4,697,390	\$4,408,209
Total Remaining	\$0	\$54,224	\$108,039

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 *

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? *

Available funds are reported to each member in the consortium by the consortium lead at the consortium leadership meeting. The consortium lead uses the same percentages each year to equitably distribute the funds via the CFAD to consortium members. If consortium members have any concerns, they raise these during leadership team meetings. Each member is responsible for spending their funds in accordance with CAEP requirements. Each member completes quarterly fiscal reports that are certified by the member and the consortium lead.

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 current consortium member has been officially designated by the governing board of their school district or community college. This is documented in the consortium by-laws. The approval documentation from each governing board is kept on file by each member.

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

Each member participates in monthly consortium leadership team meetings and contributes to all decision making and discussions regarding the use of funding, annual plan and three-year plan goals, professional development, and any other consortium business. Each leadership meeting has at least one voting member per school attend.

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

1 institution = 1 vote (thus giving districts with multiple institutions multiple votes)

7. How will decisions be approved? *

by consensus

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

This consensus decision-making model was discussed during the beginning of the consortium and is written in the by-laws. The consortium uses a fist-of-five process to determine consensus. A single finger means that a consortium voting member disagrees with the decision and further discussion is needed. Five fingers means that a consortium voting member is in full agreement. Discussions during leadership team meetings end with voting members coming to consensus using this method.

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

The Leadership Team meets monthly except July. All members and partners are notified of scheduled meetings and are expected to be present and engaged. Notice of meetings and the meeting agenda are posted on SACC website at least 72 hours prior to the meeting. Public comments are addressed at the beginning of each 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. *

The public is provided adequate notice of proposed decision making via the posting of SACC meeting agendas on the website. The SACC lead asks if any members of the public are present at each meeting and if they wish to comment on any of the agenda items, which include proposed decisions.

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

Notes from each consortium meeting are created after each meeting and will be posted to the consortium website for public distribution.

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 SACC invites the Alameda County Workforce Development Board, Ohlone College's Career Center, and Mission Valley Regional Occupational Programs to each leadership team meeting. In addition, we work closely with Fremont Family Resource Center and Union City Family Center to coordinate services and solicit input regarding consortium decisions for

education and workforce services. The SACC also distributes a quarterly newsletter which is shared with a variety of outside agencies to ensure that they are informed of consortium meetings and other information.

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

All consortium CAEP funds are utilized to provide services pursuant to Section 84913 in the seven program areas. Each consortium member school district and community college ensures that the indirect cost rate is no more than the 5 percent.

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? *

Per the consortium bylaws, new members would be able to join if they met the following criteria: "Any organization or institution receiving funding from the State of California for delivery of adult education as described in Assembly Bill 104, Section 39, Article 9, Section 84900, shall be added as a member. Such organizations must provide in writing to the Consortium Lead/Point Person the name of the Board approved "Official Representative" (and alternate) of the organization, and verification of the funding stream as cited in the legislation." Members will be dismissed from the consortium per the bylaws as follows:

Members may be dismissed from the Consortium for the following reasons:

- a. Failure to adhere to laws and regulations governing adult education programs and services.
- b. Failure to submit annual plans.
- c. Failure to adhere to reporting requirements for expenditures and student data.
- d. Failure to designate at least one "official representative" (in writing and approved by the governing board) to serve on the Leadership Team and represent the interests of the member organization.
- e. Failure to participate in the decision making process for development of regional adult education programs and services.
- f. Failure to deliver adult education programs and services in accordance with standards established in AB 104, Section 39, Article 9, Section 84900.

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

20% is the excessive carryover threshold for SACC.

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 SACC consortium has amended its bylaws to include how it will address a member with excessive carryover.

- The Consortium leadership team will identify a member or members who have excessive carryover funding as determined by the consortium certification of Q4 in NOVA on or before September 1 of each year. Members will be deemed to have excessive carryover if their carryover amount is more than 20% of their total CAEP funding for two consecutive fiscal years beginning in 2023-2024.
- If the Consortium finds that a member has excessive carryover as defined above (#1), the member's CAEP allocation will be reduced by no more than the amount of the member's carryover. EC84914
- The decision to reduce a member's CAEP allocation will take place via a majority vote as required by EC 84914(d)(1).
- Members who are deemed to have excessive carryover in any year will be required to write a written statement outlining a plan to effectively spend the carryover before the end of the following school year. This statement will be submitted in

NOVA at Q4. The Consortium will also refer the member to CAEP TAP for additional assistance. The Consortium Co-Leads will notify the member’s Superintendent or Chancellor of the excessive carryover and request additional support.

- The Consortium can consider carryover funding for consortium-wide projects through a majority vote.

18. How does your consortium define member effectiveness? *

Member effectiveness is defined in the bylaws in the member responsibilities section:

- i. Members shall adhere to laws and regulations governing adult education programs and services, including submission of annual plans and reporting requirements for expenditures and student data.
- ii. Members shall be familiar with and agree to abide by the current annual regional master work plan.
- iii. Members shall designate at least one “official representative” to serve on the Leadership Team as a voting member. Designation shall be in writing and formally approved by the governing board of each institution.
- iv. Members shall actively participate in Consortium meetings, Consortium activities, and the decision-making process.

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

Member effectiveness is defined in the bylaws in the member responsibilities section:

Members shall adhere to laws and regulations governing adult education programs and services, including submission of annual plans and reporting requirements for expenditures and student data.

Members shall be familiar with and agree to abide by the current annual regional master work plan.

Members shall designate at least one “official representative” to serve on the Leadership Team as a voting member. Designation shall be in writing and formally approved by the governing board of each institution.

Members shall actively participate in Consortium meetings, Consortium activities, and the decision-making process. Member effectiveness is defined in the bylaws in the member responsibilities section:

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 consortium has bylaws that outline its work beyond the questionnaire, but no other formal documentation. The consortium website is a resource for the public to outline the work and services that we provide

Member Agencies

Member Agency	Member Type	Contact	Phone
Fremont Unified	Unified School District	Heidi McFadden	(510) 793-6465
New Haven Unified	Unified School District	Eric Barron	
Newark Unified	Unified School District	Julie Calderon	(510) 818-3001
Ohlone CCD	District	Andrew LaManque	

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)).

Fremont Unified - Member Representative

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Approved by Heidi McFadden

04/26/2023 12:21 PM PDT

New Haven Unified - Member Representative

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Approved by Eric Barron

04/25/2023 03:02 PM PDT

Newark Unified - Member Representative

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Approved by Julie Calderon

04/25/2023 03:16 PM PDT

Ohlone CCD - Member Representative

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Approved by Andrew LaManque

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