

CAEP  
CFAD

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### 38 Southern Alameda County Consortium (Ohlone CCD)

CONSORTIUM APPROVED

2024-25

## 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. This year, SACC focused on four goals outlined in the Three-year Plan. These included the continued implementation of new courses to support local employer needs and the educational needs of recent refugees and immigrants. The Paraprofessional Training course was implemented successfully last year, and SACC continued to promote and improve the course. Four cohorts of the course will have been completed by June 2024. Over 20 students have begun working as paraeducators in local school districts after successful completion of the course. SACC also developed FACE/MVROP's welding program that is a part of Ohlone College's Smart Manufacturing Program. Two cohorts of the welding program were completed this year. SACC hosted two Job and Resources Fairs to address the need for targeted recruitment and outreach strategies. Finally, SACC implemented the ELL Healthcare pathways bridge and simultaneous support courses to ensure that students were able to successfully complete MVROP's Pharmacy Technician training and CalRegional's Clinical Medical Assisting and Phlebotomy courses. These goals were directly taken from the SACC Three-year Plan, as well as the new ELL Healthcare Pathways Initiative and CAEP funding was utilized to ensure that the goals were met.

**Changes:** No Changes

## Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Fremont Unified	\$4,123,331	\$4,092,178	\$3,740,814
New Haven Unified	\$650,513	\$644,181	\$588,870
Newark Unified	\$250,985	\$248,942	\$227,567
Ohlone CCD	\$97,321	\$93,985	\$85,915
<b>Total Allocated to Members</b>	<b>\$5,122,150</b>	<b>\$5,079,286</b>	<b>\$4,643,166</b>
<b>Total CAEP Funds</b>	<b>\$5,122,150</b>	<b>\$5,083,518</b>	<b>\$4,697,390</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$4,232</b>	<b>\$54,224</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 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	75%	50%	25%	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? \***

All available funds are reported and evaluated regularly through SACC Leadership Team meetings and via the NOVA reporting system.

**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 consortium member representative is officially designated by the local school board or community college board. The Leadership Team keeps this documentation on file.

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

Each consortium member attends monthly consortium leadership team meetings and partakes in consortium decision making. Agendas for the meetings are sent in advance and notes are shared with each member.

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

1 member = 1 vote

**7. How will decisions be approved? \***

by consensus

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

This was done by consensus and is included in the SACC Bylaws.

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

All consortium leadership team meetings are posted publicly and the SACC website. Agendas are shared prior to the meeting and are open to the public. Meetings take place in person at Fremont Adult and Continuing Education. Members of the public are welcome to attend and may comment.

**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. \***

All SACC Leadership Team meetings are posted on the SACC website a week prior to the meeting to provide adequate notice of proposed decisions.

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

Comments submitted by the public will be shared in the meeting notes and distributed publicly via the SACC 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 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? \***

Per the SACC Bylaws,

"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. "

**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? \***

Per the SACC Bylaws, "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."

**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:

- 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.

**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 SACC has Bylaws, and a leadership and member handbook. The question is confusing. What does it mean, beyond the Questionnaire?

**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

**Heidi McFadden**

principal

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(510) 793-6465

**Donna Upchurch**

Account Clerk

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(510) 793-6465

Approved by Heidi McFadden

04/24/2024 03:14 PM PDT

**New Haven Unified - Member Representative**

**Eric Barron**

Coordinator of Educational Options  
ebarron@nhusd.k12.ca.us

Approved by Eric Barron

04/24/2024 03:22 PM PDT

**Newark Unified - Member Representative**

**Julie Calderon**

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Approved by Julie Calderon

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**Ohlone CCD - Member Representative**

**Andrew LaManque**

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Approved by Andrew LaManque

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