

California Adult Education Program : CFAD : 2022-23 Produced: May 2, 2022, 10:46 PM UTC Elizabeth Maher

42 Northern Alameda Adult Education Collective

Fiscal Declaration - Consortium Approved

Consortium Name: 42 Northern Alameda Adult Education Collective

Funding Channel: Fiscal Agent

Fiscal Agent: Peralta CCD

Narrative: The CAEP planned allocations are consistent with the plans the Collective developed to meet the needs of the adults in our region who need our programming and services. Each adult school and college will continue to use the funding in accordance with the legislative outline for CAEP.

Changes: We had one unfunded member who has been an active participant for the last few years. The consortium unanimously voted to allocate some CAEP funds to Alameda County Office of Education, Opportunity Academy to support their efforts in further developing its adult education program and services.

Member Allocations

| Member Name | (2022-23) | (2021-22) | (2020-21) |
|-----------------------------------|--------------------|--------------------|--------------------|
| Alameda Co. Office of Education | \$22,774 | n/a | \$0 |
| Alameda Unified | \$885,403 | \$823,547 | \$829,972 |
| Berkeley City College | \$195,058 | \$179,197 | \$169,081 |
| Berkeley Unified | \$3,595,545 | \$3,333,227 | \$3,359,097 |
| College of Alameda | \$195,058 | \$179,197 | \$169,081 |
| Laney College | \$195,058 | \$179,197 | \$169,081 |
| Merritt College | \$195,058 | \$179,197 | \$169,081 |
| Oakland Unified | \$2,651,714 | \$2,459,131 | \$2,478,198 |
| Peralta CCD | \$650,000 | \$608,994 | \$659,919 |
| Piedmont City Unified | \$403,195 | \$383,158 | \$386,135 |
| Total Allocated to Members | \$8,988,863 | \$8,324,845 | \$8,389,645 |
| Total CAEP Funds | \$8,988,863 | \$8,534,001 | \$8,201,825 |
| Total Remaining | \$0 | \$209,156 | \$-187,820 |

Consortia Report on Governance Compliance of Rules and Procedures v.1

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? *

Quarterly expenditure reports and internal member effectiveness process.

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 member has a participating representative to serve on the governing board of the Collective.

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

Each member has a representative to serve on the operational committee of the Working Group. Members also select other committees that they choose to participate on to advance the work of the Collective, such as the Bridge Taskforce, Data Taskforce, and Transitions Group.

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? *

We have always operated under a consensus decision-making model. Per legislation, all fiscal votes must be consensus, therefore, to maintain consistency we adopted that model for all decision making.

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

Under review and action items and the public is allowed to comment on each item presented.

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 agenda is posted at minimum the required 72 hours before the meeting, giving the public the opportunity to submit their inquiries prior to the meeting. During the regular open session, any public comment received on a particular item is read publicly. The board takes vote on items after all public comment is heard.

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

If received before the agenda packets are posted, they will be included in the agenda packet. Comments received after the agenda packet is distributed will be included during the meeting.

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 Collective invites entities within our region that provide education and workforce services for adults to our taskforce groups, planning meetings when applicable, and they are included in our monthly newsletter distribution to ensure they are aware of the happenings of the consortium. We actively seek out partnerships with appropriate entities and participate when invited in various workforce board and other adult provider convenings and planning.

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

The funds are distributed equally each quarter based on the approved CFAD allocation for the year.

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? *

NEW MEMBERS BOARD POLICY NO. __1.011____ • Any community college district, school district, or county office of education or joint powers authority consisting of community college districts, school districts or county offices of education located within the boundaries of Northern Alameda Adult Education Collective's adult education region shall be permitted to join the JPA as a member. • All applications for membership in the JPA must be approved by the Executive Cabinet and must be submitted and approved by the Executive cabinet no later than at the October Executive Board meeting in order to be considered for an apportionment of block grant funds for the next fiscal year. • As a condition of joining the JPA, a new member shall commit to reporting any funds available to that member for the purposes of education and workforce services for adults and the use of those funds.

16. How does the consortium monitor and administer carryover funds? *

Those JPA members which do not fully utilize all block grant and maintenance of education funding previously allocated, where the deadline to utilize those funds will expire during the coming fiscal year may request at the August Executive Cabinet meeting that the Executive Cabinet permit them to carry over unutilized funding to the following fiscal year. The maximum amount of funds which will be permitted to be carried over into a fiscal year is twenty percent of the subject funding allocation. A statement explaining and justifying the need to carry over funds must be submitted to the Executive Cabinet no later than one week prior to the date of the August Executive Cabinet meeting.

17. What bylaws do you have that governs carryover? *

CARRYOVER OF FUNDS BOARD POLICY NO. ____2.002____

18. How does your consortium define member effectiveness? *

The NAC piloted a member effectiveness process and tool that each member participated in for the 2021-2022 year. Each institution on an annual basis in order to assess program offerings, student supports, and the overall productivity of CAEP programming. The Member Effectiveness bi-annual Work Plan listed above is a synopsis of each members original work plan.

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

We developed a member effectiveness process and will include it in the bylaws in the coming year.

MEMBER EFFECTIVENESS PROCESS

1. Semi-annually all members and the consortium will submit completed workplan spreadsheet.

a. Q1 and Q2 due January 31st

b. Q3 and Q4 due August 15th

2. Annually all members and the consortium will complete the “Member Effectiveness” Tool by October 15th for the prior academic year.

3. The working group will review all member submissions with the work plan and back-up data reports by the third week of November to identify members that need an effectiveness improvement intervention plan.

a. Based on circumstances which deem the member ineffective (E.g.

Benchmarks/targets) the Working Group may decide referral to the next step is not warranted. Ex: lack of outcomes are tied to a lack of funding or pandemic outbreak.

4. An Effectiveness Improvement Intervention Committee will review the assessments by mid-January. Participating team (to include WG rep, Transition Liaison, faculty, etc.) for

member institution will meet with the committee to develop an “intervention/efficiency plan” for necessary area(s) of improvement by April 1st.

a. The plan consists of specific steps to be taken and a timeline in which improvements should be made, not to exceed the end of the following academic year.

- Jan-March Yr 1: intervention committee develop plan

- April Yr 1 - June 30 Yr 2: member implementation for improvement

b. Efficiency plan requires clear statement of expected future deliverables/outcomes.

5. Members will have February through June for planning and the following academic year for implementation.

a. Intermittent progress reporting will take place throughout the process. At the conclusion, a final progression report will be shared.

6. When agreed upon progress is made, no further action is taken.

7. If, agreed upon progress is not made within the established timeline, next steps are for the Working Group to review areas of growth to determine the improvement plan extension or next steps.

This will determine if there is a change to the member annual allocation. Additionally, review of the funds associated with areas of growth (from NOVA program area hours & expenses report) will occur to determine the amount available IF FUNDS will be reallocated.

20. Does the consortium have a formal document detailing its work beyond the questionnaire? *

Yes

20.1 (Yes) Use the space below to provide a link to the formal document. *

<https://www.naaec.org/about/>

<https://www.naaec.org/leadership-and-meetings/executive-cabinet-policy-and-procedures-manual/>

Member Agencies

| Member Agency | Member Type | Contact | Phone |
|---|----------------------------------|----------------------|----------------|
| Alameda Unified | Unified School District | Pasquale Scuderi | |
| Berkeley City College | College | Dr. Angelica Garcia | (650) 738-4437 |
| Berkeley Unified | Unified School District | Ruben Aurelio | (510) 644-6257 |
| College of Alameda | College | Nathaniel Jones III | (410) 952-3652 |
| Laney College | College | Dr. Rudolph Besikof | (510) 464-3213 |
| Merritt College | College | Dr. David Johnson | (510) 436-2501 |
| Oakland Unified | Unified School District | Matin Abdel-Qawi | (510) 879-4118 |
| Peralta CCD | District | Dr. Stephanie Droker | (510) 466-7218 |
| Piedmont City Unified | Unified School District | Randall Booker | (510) 594-2614 |
| Alameda Co. Office of Education | County Office of Education (COE) | Monica Vaughan | (510) 670-4590 |
| Albany City Unified | Unified School District | Marie Williams | (510) 558-3771 |

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)).

Alameda Co. Office of Education - Member Representative

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Approved by Tracey Burns

04/28/2022 09:45 AM PDT

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04/28/2022 11:31 AM PDT

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05/02/2022 03:01 PM PDT

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05/02/2022 03:46 PM PDT

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04/28/2022 09:28 AM PDT

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04/28/2022 08:49 AM PDT



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