

CAEP  
CFAD

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## 42 Northern Alameda Adult Education Collective

CONSORTIUM APPROVED

2024-25

### 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:** No Changes

### Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Alameda Co. Office of Education	\$24,812	\$24,625	\$22,774
Alameda Unified	\$977,436	\$970,064	\$885,403
Berkeley City College	\$214,463	\$212,845	\$195,058
Berkeley Unified	\$3,957,147	\$3,927,302	\$3,595,545
College of Alameda	\$214,463	\$212,845	\$195,058
Laney College	\$214,463	\$212,845	\$195,058
Merritt College	\$214,463	\$212,845	\$195,058
Oakland Unified	\$2,919,424	\$2,897,405	\$2,651,714
Peralta CCD	\$731,804	\$718,092	\$650,000
Piedmont City Unified	\$447,670	\$444,294	\$403,195
<b>Total Allocated to Members</b>	<b>\$9,916,145</b>	<b>\$9,833,162</b>	<b>\$8,988,863</b>
<b>Total CAEP Funds</b>	<b>\$9,916,145</b>	<b>\$9,841,355</b>	<b>\$9,093,836</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$8,193</b>	<b>\$104,973</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	20%	20%	20%	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? \***

Quarterly reporting in NOVA with back up trial balance documentation on file. Each working group meeting we discuss plans and progress that the funds are used for. We use our one time funding process to help redistribute excess carry-over.

**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? \***

Our Executive Cabinet membership is set and we use our JPA bylaws to enforce the committee.

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

Monthly our Working Group meets and bi-monthly our Executive Cabinet meet to discuss, review, propose, recommend and vote on the business of the Collective.

**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 majority vote of 51%

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

During the development of the Collective, the members consulted with legal representation and developed bylaws. The voting bylaw states decisions will be approved by majority vote. It shall be the policy of the Executive Cabinet that a majority of seven of the ten members constituting the Executive Cabinet at any legal meeting will validate any action proposed except where otherwise required by law. If a member abstains from voting, the effect of the abstention of the same as if he/she voted on the prevailing side. In the event the vote on an issue results in a tie and one or more members present withhold their vote, then it becomes policy of this Executive Cabinet to rule that said abstention or abstentions will be ruled as affirmative. In such cases, however, it is recommended that the issue be tabled until a majority vote can be obtained on either an affirmative or negative basis.

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

It shall be the policy of the Executive Cabinet that all citizens including NAAEC employees and pupils are invited to attend meetings of the Executive Cabinet at all. In order to preserve the democratic process through orderly discussion, the following procedures shall be followed by the Executive Cabinet: 1. After the meeting has been officially opened the President of the Executive Cabinet or the presiding officer shall briefly state the position of the Executive Cabinet. If official action on the issue has not yet been taken the President may so state and may summarize briefly the arguments for and against the issue to be decided. 2. The Secretary of the Executive Cabinet shall secure the names of all those persons wishing to be heard before the Executive Cabinet on the form provided for that purpose prior to the time the agenda item is presented by the President of the Executive Cabinet for consideration. The President of the Executive Cabinet shall exercise his/ her sole discretion in recognizing persons rising to be heard without prior written notice unless otherwise directed by a majority vote of the Executive Cabinet. 3. After the speakers for and against the issue have been heard, the President shall indicate that questions pertaining directly to the issue involved will be answered by the Executive Cabinet. Anyone speaking to the Executive Cabinet may not speak for more than five (5) minutes unless that time limit is waived by the Executive Cabinet President or a majority of the Executive Cabinet. No speaker may transfer his/her five (5) minute speaking time to another speaker. 4. All petitions to the Executive Cabinet shall be considered only if presented to the Secretary in writing in time to be placed on the agenda. Petitions not presented in time shall be considered at the next regular meeting called for consideration of the request. 5. Undue interruption or other interference with the orderly conduct of Executive Cabinet business cannot be allowed. Defamatory or abusive remarks are always out of order. The Chair may terminate the speaker's privilege of address if, after being called to order, he/she persists in improper conduct or remarks.

**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 Executive Cabinet may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public

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

The Secretary of the Executive Cabinet shall secure the names of all those persons wishing to be heard before the Executive Cabinet on the form provided for that purpose prior to the time the agenda item is presented by the President of the Executive Cabinet for consideration. The President of the Executive Cabinet shall exercise his/ her sole discretion in recognizing persons rising to be heard without prior written notice unless otherwise directed by a majority vote of the Executive Cabinet. 3. After the speakers for and against the issue have been heard, the President shall indicate that questions pertaining directly to the issue involved will be answered by the Executive Cabinet. Anyone speaking to the Executive Cabinet may not speak for more than five (5) minutes unless that time limit is waived by the Executive Cabinet President or a majority of the Executive Cabinet. No

speaker may transfer his/her five (5) minute speaking time to another speaker. 4. All petitions to the Executive Cabinet shall be considered only if presented to the Secretary in writing in time to be placed on the agenda. Petitions not presented in time shall be considered at the next regular meeting called for consideration of the request.

**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 goal is to have strong alliances with our local agencies, they are invited to our planning retreats, and other meetings when appropriate. Their input is valuable to our planning and implementation.

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

Our allocations are distributed quarterly and have been since the convening of the Collective. The fiscal agent will continue to issue quarterly payments based on the submitted invoices.

**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? \***

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

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. 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? \***

Semi-annually all members and the consortium will submit completed workplans: Q1 and Q2 due January 31st and Q3 and Q4 due August 15th. Annually all members and the consortium will complete the "Member Effectiveness" Tool by October 15th for the prior academic year. 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. 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. Members will have February through June for planning and the following academic year for implementation. When agreed upon progress is made, no further action is taken. 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.

**18. How does your consortium define member effectiveness? \***

Reviewing member effectiveness tool and a member's self assessment and data will provide a gauge of how members are meeting outcomes and the needs of our communities. Ideally a numbering system from our ME process will be determined to establish our baseline.

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

No bylaws, only procedures.

**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. \***

All of our policies and bylaws can be found at [NAACE Policies](#)

## Member Agencies

Member Agency	Member Type	Contact	Phone
Alameda Unified	Unified School District	Joy Chua	(510) 522-3858 ext: 758807
Berkeley City College	College	Denise Richardson Ed.D.	(510) 436-2411
Berkeley Unified	Unified School District	Thomas Reid	(510) 644-6130
College of Alameda	College	Dr. Mildred Lewis	(510) 748-2204
Laney College	College	Dr. Rudolph Besikof	(510) 464-3236
Merritt College	College	Dr. David Johnson	(510) 436-2501
Oakland Unified	Unified School District	Kim Jones	(510) 879-1400
Peralta CCD	District	Shemila Johnson	(510) 466-7247
Piedmont City Unified	Unified School District	Ms. Shannon Fierro	(510) 594-2791
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**

**Monica Vaughan**  
 Chief of Schools  
 mvaughan@acoe.org  
 (510) 670-4590

**Tracey Burns**  
 tburns@acoe.org

Approved by Tracey Burns

05/01/2024 09:16 AM PDT

**Alameda Unified - Member Representative**

**Joy Chua**  
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 (510) 522-3858 ext: 758807

**Kirsten Zazo**  
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Approved by Joy Chua

04/30/2024 03:24 PM PDT

**Berkeley City College - Member Representative**

**Denise Richardson**  
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**Lilia Celhay**  
Dean  
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Approved by Denise Richardson Ed.D.

04/30/2024 06:02 PM PDT

**Berkeley Unified - Member Representative**

**Thomas Reid**  
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**Jill Hoogendyk**  
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(510) 644-6257

Approved by Jill Hoogendyk

04/30/2024 04:31 PM PDT

**College of Alameda - Member Representative**

**Mildred Lewis**  
Vice President of Student Services  
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(510) 748-2204

**Stephanie Droker**  
Interim Deputy Chancellor  
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Approved by Dr. Mildred Lewis

04/30/2024 03:35 PM PDT

**Laney College - Member Representative**

**Rudolph Besikof**  
President  
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(510) 464-3236  
**Elizabeth Maher**  
Dean of Liberal Arts  
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Approved by Dr. Rudolph Besikof

05/01/2024 09:05 AM PDT

**Merritt College - Member Representative**

**David Johnson**  
President  
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**Angela Khoo**  
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Approved by Dr. David Johnson

05/01/2024 09:40 AM PDT

**Oakland Unified - Member Representative**

**Kim Jones**  
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**GARY MIDDLETON**  
Executive Director of Alternative Education  
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Approved by Kim Jones

05/01/2024 09:15 AM PDT

**Peralta CCD - Member Representative**

**Shemila Johnson**

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(510) 466-7247

**Tina Vasconcellos**

Vice President of Student Services  
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(510) 748-2205

Approved by Dr. Tina Vasconcellos

04/30/2024 04:24 PM PDT

**Piedmont City Unified - Member Representative**

**Shannon Fierro**

Director of Adult Piedmont Adult School  
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(510) 594-2791

**Ariel Dolowich**

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Approved by Ms. Shannon Fierro

05/01/2024 09:09 AM PDT



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