

California Adult Education Program : CFAD : 2022-23 Produced: Apr 22, 2022, 09:12 PM UTC Fatinah Judeh

43 Rancho Santiago Adult Education Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 43 Rancho Santiago Adult Education Consortium

Funding Channel: Direct Funded

Narrative: The Rancho Santiago Adult Education Consortium's (RSAEC) planned allocations for 2022-2023 follow the Three-Year plan and are consistent with the current annual plan. Member districts will continue to work collaboratively on the main CAEP objectives. These objectives include meeting regional needs, continuing to identify gaps in the region, creating seamless transitions and approaches to accelerate student progress, incorporating shared professional development, and leveraging resources. In addition to the objectives, the consortium is actively working on distance education and breaking down barriers caused by the COVID-19 shutdown as well as the transition back to on-campus learning and support services.

Changes: No Changes

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Garden Grove Unified	\$1,726,176	\$1,598,661	\$1,611,105
Orange Unified	\$7,991	\$7,400	\$7,458
Rancho Santiago CCD	\$3,463,676	\$3,207,811	\$3,232,780
Total Allocated to Members	\$5,197,843	\$4,813,872	\$4,851,343
Total CAEP Funds	\$5,197,843	\$4,934,817	\$4,742,735
Total Remaining	\$0	\$120,945	\$-108,608

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? *

- All members have committed to reporting funds to be reported and evaluated. The board and/or superintendent approved members will submit fiscal reports directly into NOVA, which will then be certified by the RSAEC Executive Director and submitted to the state. Each member agency's fiscal office will be required to certify and validate their fiscal data for accuracy. Evaluation of funds will be consistent with funds available pursuant to AB104, Section 39, Article 9, 84916.

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 agency/district member will bring the approved governing board designation and a copy of the official board meeting minutes to the consortium. In the case of OCDE, the member will bring a signed approval from an elected public official representing the COE as they do not have a board. RSAEC will keep the designated officials' information on file. The RSAEC Executive Director will maintain rules and procedures at all meetings and assure that all votes have been submitted by the board approved official for each member agency/district.

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

RSAEC will assure that all meetings are posted in advance, and they accommodate members' schedules. Reminder emails and calendar invites will be sent to all members. The agenda will be posted on the RSAEC website (www.rsaec.org). Decision making will follow the voting guidelines decided upon by the consortium members. A consent calendar will be available to make sure that everyone has a chance to look at the upcoming decisions and has the ability to pull items of concern for further explanation. If necessary, a 2nd reading will be available.

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

1 member = 1 vote

7. How will decisions be approved? *

50% +1 vote

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

The consortium members and partners reviewed and discussed various governance models and worked together to decide and agree upon the decision-making model that works best for the consortium. It has been decided that votes will be voiced by stating yes or no. Abstentions will be noted. Four of the six representatives (2/3) from the approved voting agencies must be present to meet Quorum. For a vote to be approved, simple majority of voting members present (50% +1) will be needed from voting agencies/districts. Meeting attendance and voting by phone is allowable with prior state approval. A consent calendar will be provided for each meeting so that items of concern can be pulled. Votes will be recorded and the names of the members making and seconding each motion will be recorded in the meeting minutes.

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

Proposed decisions will be posted on the agenda which will be available one week prior to the consortium meeting. Prior to voting, there will be an allotment of time (up to 3 minutes per person) given to members of the public for comment. Additional time will be given to the voting members to consider public comments. After discussion, the executive committee will vote or agree to pull the item for a second reading if members feel more time and/or information is necessary.

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 meeting times, locations and current agendas for the academic year will be posted on the RSAEC website (www.rsaec.org). Agendas and notices of proposed decisions that will be on the monthly docket, will be posted 3 calendar days prior to the meeting. Information regarding how to make the public comments will be posted on the RSAEC website. Emails informing the public of the RSAEC website and calendar will be distributed to schools, stakeholders and agencies involved with adult education.

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

Only comments made in person at the Executive Committee meetings will be addressed. A general summary of comments made by members of the public will be recorded in the meeting minutes. All meeting minutes will be posted on the RSAEC website after minutes have been approved.

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. *

An invitation to attend the open consortium meetings will be sent to other providers of education and workforce services for adults. A concerted effort will be made to direct these entities to key information regarding the consortium. The consortium will also encourage its members to network with other agencies and/or committees to help increase public involvement through stakeholder meetings and other networking opportunities.

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

All allocations have been disbursed, but RSAEC will continue to look at innovative ways of collaborating and leveraging funding. RSAEC will evaluate proposals brought forth to the Executive Committee to ensure that they align with the Regional Comprehensive Plan priorities. Accordingly, the Executive Committee will vote to approve the requested budget and include it as part of the distribution schedule pursuant to Section 84913.

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? *

A district's board/elected official's approval will be needed from any K-12 or community college district, county department of education or JPA located within the RSAEC district boundaries that would like to join the consortium as a member. Currently, there are no JPA's within RSAEC. The RSAEC Director will keep a file of all documented items. If a member opts to leave the consortium, RSAEC will request written notification from the district's board or agency elected official confirming the change. For members to be dismissed, RSAEC will adhere to the member guidelines in AB104.

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

The consortium reviews the quarterly fiscal reports to confirm that all members are within their spending percentages. If a member is below the spending allocation within a particular quarter, they are required to submit an explanation and a plan to spend down the funds in a timely manner. The consortium also reviews the percentages annually during the CFAD process. If a member is over the approved carryover amount at the end of the fiscal year, they will be given one year to return to compliance. If they remain out of compliance after one year, the executive committee would have the option to vote on a reallocation of the remaining funds that are over the approved percentage.

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

The consortium follows the guidelines based on AB104. All consortium bylaws are listed in this questionnaire as this serves as RSAEC's governance document.

18. How does your consortium define member effectiveness? *

The consortium defines member effectiveness as spending a minimum of the CAAEP allocation by 60% per the guidelines set in the RSAEC three-year plan. In addition, all members should be actively involved in the consortium activities and be consistently working on achieving the goals set within the one-year annual plans and three-year comprehensive plan.

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

The consortium does not have a separate list of bylaws. If a member is out of compliance or not meeting member effectiveness as defined by the CAEP guidelines, the matter will be discussed amongst the RSAEC voting members at a scheduled Executive Board meeting so that all members can participate in creating a plan to assist the member at a local level. A timeline will be set and goals put in place to assist the member. If needed, members will meet throughout the year to further assist. If the member who is out of compliance is unable to meet effectiveness within 12 months, the Executive Director will request that CAEP TAP assist with further guidance.

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? *

This questionnaire has been deemed completely satisfactory to RSAEC's governance needs by all members of the consortium.

Member Agencies

Member Agency	Member Type	Contact	Phone
Garden Grove Unified	Unified School District	M'Liss Patterson	(714) 663-6305
Orange Unified	Unified School District	Lisa Green Orange Unified School District	(714) 628-5446
Rancho Santiago CCD	District	Chrissy Gascon	(714) 628-5969
Orange County Department of Education	County Office of Education (COE)	Fatinah Judeh	(714) 349-3073
Santa Ana Unified	Unified School District	Ryan Murray	(714) 972-7100

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)).

Garden Grove Unified - Member Representative

M'Liss Patterson
Director
mpatterson@ggusd.us
(714) 663-6305

Approved by M'Liss Patterson

04/19/2022 11:37 AM PDT

Orange County Department of Education - Member Representative

Fatinah Judeh
Coordinator
fjudeh@ocde.us
(714) 349-3073

Approved by Fatinah Judeh

04/19/2022 09:04 PM PDT

Orange Unified - Member Representative

Lisa Green
Interim Executive Director Curriculum, Instruction, Secondary School Support
lgreen@orangeusd.org
(714) 628-5446

Approved by Lisa Green Orange Unified School District

04/19/2022 01:45 PM PDT

Rancho Santiago CCD - Member Representative

Chrissy Gascon

Executive Director, Adult Education Block Grant

gascon_christine@sccollege.edu

(714) 628-5969

Eden Quimzon

Interim Executive Director

quimzon_eden@sccollege.edu

(714) 628-5944

Approved by Chrissy Gascon

04/19/2022 11:35 AM PDT

Santa Ana Unified - Member Representative

Ryan Murray

Coordinator of Special Education

ryan.murray@sausd.us

(714) 972-7100

Approved by Ryan Murray

04/19/2022 11:48 AM PDT



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