

CAEP  
CFAD

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**44 North Coast Adult Education Consortium**

CONSORTIUM APPROVED

2023-24

**Fiscal Declaration - Consortium Approved****Consortium Name:** 44 North Coast Adult Education Consortium**Funding Channel:** Fiscal Agent**Fiscal Agent:** Redwoods CCD

**Narrative:** The CFAD Allocations for 2023/2024 was presented at the North Coast Adult Education Consortium (NCAEC) meeting held on May 26, 2023 and was approved unanimously. The NCAEC will continue to focus on ABE/ASE, ESL, CTE, AWD, and K12. Success, in alignment with AB 104, with the objective of assisting adults find new or better jobs; or, transition to college.

**Changes:** No Changes**Member Allocations**

Member Name	(2023-24)	(2022-23)	(2021-22)
Del Norte County Unified	\$123,335	\$112,651	\$104,330
Eureka City Schools	\$356,301	\$325,437	\$301,396
Redwoods CCD	\$890,751	\$813,591	\$753,490
<b>Total Allocated to Members</b>	<b>\$1,370,387</b>	<b>\$1,251,679</b>	<b>\$1,159,216</b>
<b>Total CAEP Funds</b>	<b>\$1,370,387</b>	<b>\$1,266,296</b>	<b>\$1,188,340</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$14,617</b>	<b>\$29,124</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	80%	60%	50%	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? \***

Per the NCAEC bylaws, members will adhere to CAEP's deadlines for reporting data and fiscal information into CAEP's NOVA system, TOPS Pro Enterprise, or other future approved systems. Each member reviews the funds reported at our quarterly meetings and certifies the submissions.

**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? \***

Per the NCAEC bylaws, All member districts of the Consortium shall be entitled to one (1) vote per district. The President/Superintendent/Principal/Official Representative of the district shall be the primary voting member; however, he/she may appoint a designee to act on their behalf. If the Superintendent chooses to appoint a designee, the President/Superintendent/Principal/Official Representative needs to send correspondence to the Consortium, so that the designee is appointed as the official voting member representative for their district.

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

Per NCAEC bylaws, Members participate in all decisions regarding the regional needs, the annual activities, funding allocation schedule and the reception, evaluation and certification of required State deliverables. Roll taking at Consortium meetings of each members input on decisions.

**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? \***

The consortium developed the Bylaws adopted November 2020 and revised April 2022 that states "All member districts of the Consortium shall be entitled to one (1) vote per district.

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

Per the Bylaws, Formal Meetings will adhere to the public process described and agreed to in the NCAEC By-Laws. Members participate in all decisions regarding the regional needs, the annual activities, funding allocation schedule and the reception, evaluation and certification of required State deliverables. The Consortium will assure that meetings where the above listed decisions are discussed and approved will follow the guiding principles below: •For formal meetings the date, time, place and agendas with supporting documents will be published according to Brown Act. •Decision-making meeting notices and agendas posted on the NCAEC website and disseminated to established lists of community partners, stakeholders and interested public •Announcing meetings and inviting public comment through the members' own communication channels and protocols •Public comment will be requested directly from the essential community-based partners, and other critical stakeholders, including but not limited to the faculties of the Consortium members •Public meetings with public comment solicited, in-person OR written form •In formal meetings the Consortium will follow public meeting protocols in the conduct of meetings, motions, and discussion according to approved governance •Posting meeting minutes and other supporting documents on the NCAEC website.

**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. \***

Per the Bylaws, Formal Meetings will adhere to the public process described and agreed to in the NCAEC By-Laws. Members participate in all decisions regarding the regional needs, the annual activities, funding allocation schedule and the reception, evaluation and certification of required State deliverables. The Consortium will assure that meetings where the above listed decisions are discussed and approved will follow the guiding principles below: •For formal meetings the date, time, place and agendas with supporting documents will be published according to Brown Act. •Decision-making meeting notices and agendas posted on the NCAEC website and disseminated to established lists of community partners, stakeholders and interested public •Announcing meetings and inviting public comment through the members' own communication channels and protocols •Public comment will be requested directly from the essential community-based partners, and other critical stakeholders, including but not limited to the faculties of the Consortium members •Public meetings with public comment solicited, in-person OR written form •In formal meetings the Consortium will follow public meeting protocols in the conduct of meetings, motions, and discussion according to approved governance •Posting meeting minutes and other supporting documents on the NCAEC website.

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

The agenda includes a line item for public comment and those comments will be included in the minutes.

**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. \***

These entities will be notified of meetings and agendas the same as any public entity through posting on the website and as described in question 10. In addition, if there is a particular action that is being considered by the NCAEC that impacts or involves a certain entity the Consortia lead and all members will reach out to ensure they are informed.

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

Per the NCAEC bylaws, The Consortium formally meets on a quarterly basis or more frequently as needed to develop the annual activities aligned to the related funding distribution schedule which will be approved at the annual meeting where the allocation amounts are voted on and approved.

**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? \***

Per the NCAEC bylaws, 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 84905 (a), shall be added as a member. Such organizations must provide in writing to the Consortium Lead/Point Person the name of the Official Representative and alternate of the organization, and verification of the funding stream as cited in the legislation. The NCAEC can vote to add an additional entity as a member, who is providing adult education services which are in alignment with the NCAEC goals and objectives. A member can choose to leave by providing written notification to the Consortium lead. Funds held by the departing member will be distributed among the continuing members using the same percentage formula for the original allocations. See question 18 for actions that would cause a member to be dismissed. The Consortium members will vote on dismissing an ineffective member and a letter will be sent by the Consortium notifying the dismissed member. Dismissed member funds will be distributed the same as for a member who chooses to leave.

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

The carryover funds are monitored through the NOVA system. The Consortium will review and follow AB 1491 percentage of allowable carryover funds.

**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? \***

None at this time; these will need to be developed. The Consortium will follow the AB 1491 regulations which will be included in the bylaws at the next annual review.

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

Per the CAEP fiscal management guide the Consortium defines member effectiveness as follows: • Each member must participate in completing and updating the Annual Plan Template. • CAEP member funds must be expended within the seven program areas, and services provided must be consistent with the plan. • Each member must participate in completing and updating the 3-year Consortia Plan, including any amendments. • Member expenditures of CAEP funds must align with the objectives of the consortium's annual plan as approved by the regional consortium board. • Members participate in consortium/public meetings. • Members participate in consortium final decisions. • Members report student level enrollment data and outcomes for quarterly and final reporting. • Members must share information on programs offered, and the resources being used to support the programs. • Members provide services that address the needs identified in the adult education plan. • Members file financial expenditure and progress reports with the regional consortium and input financial data in the state reporting system.

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

Per the NCAEC bylaws: Member funding can be reduced per education code based on the following circumstances: The member no longer wishes to provide services consistent with the adult education plan. The member cannot provide services that address the needs identified in the adult education plan. The member has been ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements. Member effectiveness is described by the State as per this document. <https://caladulthood.org/DownloadFile/350>. Any member not following these requirements will be deemed ineffective and technical assistance will be provided. After a reasonable intervention, and no improvement, the Consortium members will reduce that member's funding.

**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. \***

The NCAEC has adopted a set of bylaws that are posted on the website. These bylaws are updated annual and any new items that has been included in these questions will be in our revised annual bylaws update.

**Member Agencies**

Member Agency	Member Type	Contact	Phone
Del Norte County Unified	Unified School District	Randy Fugate	(707) 464-0274
Eureka City Schools	Unified School District	Mario da Costa	(707) 441-2436
Redwoods CCD	District	Lisa Gaetje EdD	(707) 496-4109
Northern Humboldt Union High	High School District	Jack Bareilles	(707) 825-2199

**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)).

<b>Del Norte County Unified - Member Representative</b>
Randy Fugate rfugate@delnorte.k12.ca.us (707) 464-0274
Approved by Randy Fugate
08/23/2023 10:04 AM PDT

**Eureka City Schools - Member Representative**

**Mario da Costa**

Director of Business Services

dacostam@eurekacityschools.org

(707) 441-2436

**Adriana West**

Principal

westa@eurekacityschools.org

(707) 441-2467 ext: 2455

Approved by Adriana West

08/28/2023 01:06 PM PDT

**Northern Humboldt Union High - Member Representative**

**Jack Bareilles**

jbareilles@nohum.k12.ca.us

(707) 825-2199

Approved by Jack Bareilles

08/26/2023 08:15 AM PDT

**Redwoods CCD - Member Representative**

**Lisa Gaetje**

Vice President, Instruction

lisa-gaetje@redwoods.edu

(707) 496-4109

Approved by Lisa Gaetje EdD

08/15/2023 06:23 PM PDT



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