

CAEP
CFAD

Produced: May 17, 2024, 06:27 PM UTC - By Jeff Harris

44 North Coast Adult Education Consortium CONSORTIUM APPROVED

2024-25

Fiscal Declaration - Consortium Approved

Consortium Name: 44 North Coast Adult Education Consortium

Funding Channel: Direct Funded

Justification: The consortium unanimously voted to move to a direct funding method at the NCAEC Consortium Meeting on 2/29/24. We also voted unanimously to approve funding of \$35,000.00 to provide direct services to our Northern Humboldt member. They have been participating as a non-funded member.

Narrative: The CFAD Allocations for 2024/2025 were presented at the North Coast Adult Education Consortium (NCAEC) meeting held on May 17, 2024 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: Beginning in 24/25 we will be moving to a direct funded model, additionally Northern Humboldt will be moving from a non funded member, to a funded member as voted on by the consortium. Historically Del Norte has received 9% of the annual allocation, Eureka City Schools has received 26% and Redwoods CCD s has received 65%. With Northern Humboldt becoming a funded member, the consortium agreed that the allocation for Redwoods CCD will be reduced to provide services within the Northern Humboldt Community. 24-25 preliminary allocation with COLA - \$1,380,801 Del Norte \$124,272 (9%) Eureka City \$359,008 (26%) Redwoods CCS \$862,521 (62.465%) + NOHUM \$35,000 (2.534%) 24-25 allocation without COLA - \$1,370,387 Del Norte \$123,335 (9%) Eureka City \$356,301 (26%) CR \$855,751 (62.466%) + NOHUM \$35,000 (2.534%)

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Del Norte County Unified	\$124,272	\$123,335	\$112,651
Eureka City Schools	\$359,008	\$356,301	\$325,437
Northern Humboldt Union High	\$0	n/a	n/a
Redwoods CCD	\$897,521	\$890,751	\$813,591
Total Allocated to Members	\$1,380,801	\$1,370,387	\$1,251,679
Total CAEP Funds	\$1,380,801	\$1,370,387	\$1,266,296
Total Remaining	\$0	\$0	\$14,617

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%	40%	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? *

In accordance with the NCAEC bylaws, members will comply with CAEP's deadlines for submitting data and financial information into the CAEP NOVA system, TOPS Pro Enterprise, or any other sanctioned future systems. Members must review and certify the reported funds during our quarterly meetings.

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? *

According to the NCAEC bylaws, each member district of the Consortium is entitled to one vote. The President, Superintendent, Principal, or Official Representative of the district will be the primary voting member. However, they may appoint a designee to vote on their behalf. Should the Superintendent opt to appoint a designee, they must send official correspondence to the Consortium to appoint the designee as the official voting 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 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? *

The consortium developed bylaws which were updated & adopted March 13, 2024. The bylaws state, "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. *

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- 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? *

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 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. 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? *

Carryover funds will be monitored at the consortium meetings quarterly as an agenda item. 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.

<https://www.redwoods.edu/adulthood>

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	Amber Cavanaugh	
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)).

Del Norte County Unified - Member Representative

Randy Fugate
rfugate@delnorte.k12.ca.us
(707) 464-0274

Jeff Harris
Superintendent
jharris@delnorte.k12.ca.us
(707) 464-0200

Approved by Jeff Harris

05/17/2024 11:27 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

05/17/2024 11:26 AM PDT

Northern Humboldt Union High - Member Representative

Jack Bareilles

jbareilles@nohum.k12.ca.us
(707) 825-2199

Approved by Jack Bareilles

05/17/2024 11:26 AM PDT

Redwoods CCD - Member Representative

Amber Cavanaugh
Interim Director, Adult & Community Education
amber-cavanaugh@redwoods.edu

Approved by Amber Cavanaugh

05/17/2024 11:25 AM PDT



California
Community
Colleges



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