

45 Rio Hondo Region Adult Education Consortium

CONSORTIUM APPROVED

2024-25

Fiscal Declaration - Consortium Approved

Consortium Name: 45 Rio Hondo Region Adult Education Consortium

Funding Channel: Direct Funded

Narrative: Rio Hondo Region Adult Education Consortium (RHRAEC) continues to be dedicated to fulfilling the goals of the approved 22/25 3-year plan, to prudent leverage of funds, completing the 3 -year plan and annual plan goals for all agencies. Funds are monitored at an Annual Data Meeting and monthly Coordinating Council Meetings. Monthly meeting agenda items Round Table and Program Area to allow members to share best practices and share concerns. During Data Meetings, each member provides data reports reviewing, analyzing, and sharing how funds are expended to promote and support adult education and training for career technical education for adults across the consortium. Data Meetings over the past four years have shown the disconnect between data systems of adult education, community college, and ROPs. It is difficult to gather, analyze, and compare data between all systems particularly because only the adult schools use CASAS and TOPSPRO Enterprise. Enrollment and completer data was agreed upon by all members as a common measuring tool. However, not all agencies have dedicated assessment or data specialists who can pull timely data. Also, the community college and ROP use semester terms while the adult schools operate on the quarter system which restricts consortium wide data discussions to twice a year. There are different criteria for determining completers between agencies (adult schools have one criteria, community college has one, and ROP has one). Some agencies cannot produce unduplicated student counts. Multiple changes in agency leadership has led to inconsistent knowledge of and adherence to the objectives of the 3-year plan and each annual plan. * One member agency has had 7 administrators in 8 years. This agency is moving the entire adult school program to another site at the end of the 2023-24 school year * One member agency had 4 administrators in 8 years * One member agency had an administrator change midyear last year Objectives in the current 3-year plan were agreed upon by all agencies prior to submission and certification of the plan. At the 2024 data meeting, it was clear that one agency has not met any of the objectives. Two of the agencies agreed to use CASAS to determine the literacy level of their students prior to enrollment in CTE classes and refer any students with low literacy and/or less than a high school diploma/equivalency to an adult school partner for ESL/ASE classes or the community college (ESL). One of these agencies has referred students to the adult schools for ASE as they do not offer these classes. Neither of these agencies brought CASAS data to the 2024 data meeting. In the 2024 CFAD meeting, no changes were made to the distribution percentage for each agency. A spirited discussion was had by all agency representatives as two agencies indicated they would like additional funding to support current programs/begin new programs. These agencies currently have the lowest enrollment. Following this discussion, members voted unanimously that each agency continue to get their 2023-24 allocation with the COLA distributed at the same percentages by agency.

Changes: No Changes

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
El Monte Union High	\$12,405,011	\$12,301,204	\$11,244,993
El Rancho Unified	\$981,631	\$973,415	\$889,835
Rio Hondo CCD	\$703,580	\$697,692	\$637,786
Tri-Cities ROP	\$72,156	\$71,552	\$65,409
Whittier Union High	\$3,632,345	\$3,601,945	\$3,292,673
Total Allocated to Members	\$17,794,723	\$17,645,808	\$16,130,696
Total CAEP Funds	\$17,794,723	\$17,660,511	\$16,319,074
Total Remaining	\$0	\$14,703	\$188,378

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	90%	75%	55%	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? *

The five member agencies will submit all CAEP quarterly budget reports on time. Quarterly budget targets will be discussed at consortium meetings prior to certification. Data will be discussed at these meetings as well and any adjustments to agency budgets may be made based on data and meeting spending targets following a majority vote at the consortium meeting.

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 by-laws require member agencies to have a minimum of two voting members. The voting members must be approved at a district/agency board meeting and proof of this submitted to the program director. Once the program director gets this evidence, the voting member is added to NOVA. Any changes must be approved by the agency's board.

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

By-laws state that each member agency has one vote. Monthly public meetings are held with voting agenda items.

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? *

The consortium members determine the decision making model at each 3-year plan.

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

All comments and opinions are welcome and appreciated.

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. *

Agendas are posted at least 3 days before all public meetings at each member agency.

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

Minutes are taken at each meeting and provided to members for approval and distribution.

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. *

As stated above, all comments and imp

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

The member agencies do not determine the funding schedule.

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? *

By-laws spell out ineffective members which includes CAEP's description of an ineffective member. A member agency may request, in writing, to be removed from the consortium. A majority vote of the five member agencies makes the final decision.

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

We are currently using the 20% threshold, as of now, member agencies will have no carryover above 20%

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? *

Our by-laws are using the 20% threshold. If a member agency were to exceed 20%, they would be considered an ineffective member and would follow protocol to rectify the carry-over and/or remanded to CAEP.

18. How does your consortium define member effectiveness? *

By managing allocations in a prudent and concise manor, analyzing data, labor markets, and other resources. Attending monthly meetings, consortium wide professional developments, referring adult students to member agencies, and assisting consortium, as well as individual member agencies to successful performance outcomes.

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

- To be an active member,
- attending monthly meetings
- Prudent in leveraging funds
- Reporting in a timely manor
- Program growth
- Adult student success, career goals met, completion, transition to higher education in consortium wide professional development
- Respectful to all member agencies

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. *

MOU

Member Agencies

Member Agency	Member Type	Contact	Phone
El Monte Union High	High School District	Carrie Frogue	(626) 258-5800 ext: 8851
El Rancho Unified	Unified School District	Jazmin Chavez 1980	(562) 801-7334
Rio Hondo CCD	District	Yolanda Emerson	(562) 463-4606 ext: 4606
Tri-Cities ROP	Regional Occupation Center/Program (ROC/P)	Dr. John Smith Ed.D	(562) 698-9571 ext: 101
Whittier Union High	High School District	Dr. Margie Moriarty Ed.D.	(562) 698-8121 ext: 1305

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)).

El Monte Union High - Member Representative

Carrie Frogue
 Program Administrator
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Paul Diaz
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Approved by Carrie Frogue

04/24/2024 01:18 PM PDT

El Rancho Unified - Member Representative

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 Coordinator of Curriculum and Instruction

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Approved by Erin Andrade-Lopez El Rancho Adult Education Center

04/24/2024 10:36 AM PDT

Rio Hondo CCD - Member Representative

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Assistant Dean of Adult Education
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Approved by Yolanda Emerson

04/25/2024 02:34 PM PDT

Tri-Cities ROP - Member Representative

John Smith
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Approved by Dr. John Smith Ed.D

04/19/2024 08:01 AM PDT

Whittier Union High - Member Representative

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Approved by Dr. Margie Moriarty Ed.D.

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