

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

## 47 Inland Adult Education Consortium

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 47 Inland Adult Education Consortium

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** San Bernardino CCD

**Narrative:** The IAEC Executive Committee and Steering Committee meet monthly to discuss issues pertinent to the consortium. This includes the annual plan, three-year plan, and regular reviews of Member District performance outcomes, students data submissions, and fiscal expenditures.

**Changes:** No Changes

### Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Colton Joint Unified	\$636,304	\$636,304	\$636,304
Redlands Unified	\$686,512	\$686,512	\$506,512
Rialto Unified	\$1,415,152	\$1,105,470	\$1,105,470
San Bernardino CCD	\$1,308,093	\$1,358,843	\$764,521
San Bernardino City Unified	\$6,479,927	\$6,237,927	\$7,097,021
San Bernardino Co. Office of Education	\$605,053	\$237,303	\$237,303
Yucaipa-Calimesa Joint Unified	\$628,383	\$628,383	\$628,383
<b>Total Allocated to Members</b>	<b>\$11,759,424</b>	<b>\$10,890,742</b>	<b>\$10,975,514</b>
<b>Total CAEP Funds</b>	<b>\$11,759,424</b>	<b>\$11,164,364</b>	<b>\$10,729,804</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$273,622</b>	<b>\$-245,710</b>

### 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? \***

Available funds are reviewed regularly at Executive Committee (voting members) meetings and at Steering Committee meetings. Discussions are ongoing about carry over funds, and adhering to the guidance from CAEP regarding percentage of carry over allowed.

**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? \***

All members of the Executive Committee have submitted a document (memo) to their respective governing board to designate them as the official representative for their district. Each member will send the Executive Director minutes from their respective board meeting indicating their designation as the representative.

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

The Consortium recognizes the benefits of full and active participation by all members in the decision-making process and implementation of IAEC Plans. Therefore, a calendar of meetings and each meeting agenda will be sent to members in advance. Agendas will be posted on the Consortium website. Email notifications and reminders will be sent to all members. Minutes from meetings will be distributed to members and posted to the Consortium website. Agencies participating in the IAEC have agreed to act in accordance with applicable AEBG law, the IAEC Annual Plans, and IAEC Three-Year Plan. IAEC Members participate annually in shared, or peer-to-peer monitoring for member effectiveness, adherence to IAEC Plans, and AEBG performance measured outcomes.

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

1 member = 1 vote

**7. How will decisions be approved? \***

by majority vote of 51%

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

From the onset of the AB86 planning phase, the consortium reached out to a professional facilitator who guides meetings using the Technology of Participation facilitation method. The Executive Committee discussed various governance models and decided upon the method that best suits this consortium.

Each member's Board of Education will designate, via agenda item, a voting representative(s) to the Consortium Board and ensure attendance at and participation at regular Consortium meetings. Each member district (K-12, County Office of Education, College) shall have one (1) vote. Three K-12 Member Districts/County Office of Education plus 1 Community College constitutes a quorum. In the case of a vacated position by a voting member, the "Interim" or "Acting" individual in the vacated position would be allowed to vote in their place. If a voting member is not able to attend a Board vote in person, votes may be cast via telephone and documented in the minutes, in accordance with the Brown Act. The vote of each officially designated member shall be recorded when cast. The names of the members making and seconding each motion shall be recorded in the Consortium 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? \***

All Consortium meetings shall be conducted in accordance with AB104 Adult Education Block Grant (AEBG), the IAEC Governance Plan, and all applicable laws. Decisions will be made by consensus of members of the Consortium. All voting is publicly noticed per Brown Act,

**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 IAEC encourages all interested persons to attend monthly Board meetings and to address the Consortium Board concerning any item on the agenda or within the Consortium's jurisdiction.

The IAEC Board will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code.

The following rules are intended to facilitate a presentation to the IAEC Board:

**A. For matters not listed on the agenda:**

I. Any individual who wishes to address the Consortium on any item of interest to the public that is within the subject matter jurisdiction of the Consortium and not listed on the agenda may do so under the agenda item entitled "Public Comments."

II. Without taking action, Consortium members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda.

III. In keeping with its right to determine the length of time to be allotted to agenda items, the Consortium Board has determined that the overall time to be allowed for the agenda item entitled "Public Comments" shall not exceed three (3) minutes per person, and a total time of 20 minutes, unless there are extenuating circumstances, in which case the Consortium Board may extend the overall time limit.

B. For matters listed on the agenda, a person who wishes to address the Consortium may do so by completing a brief form (including name, address, and agenda item). Upon recognition, the person should state his or her name and may address the Consortium. The order of public comments on the agenda item will be determined by the order received. Individuals shall be allowed up to three (3) minutes to address the Consortium Board on each agenda item during the general public comments section of the agenda, unless there are extenuating circumstances, in which case the Consortium may extend the time limit for individual remarks.

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

IAEC recognizes the benefits that are derived when input from the public is included as part of a transparent decision-making process, and will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code. The Members will include the public in Consortium activities and programs whenever appropriate. The Consortium will provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. Monthly meetings will include a designated time for public comment. Agendas will be posted on the Consortium website, and emailed in advance to Consortium members and partners. Consortium members are encouraged to post the agendas at their individual web sites. A summary of comments submitted by members of the public will be recorded in the meeting minutes and distributed publicly on the Consortium website.

**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. \***

Several of the regional entities mentioned; libraries, WIB and community-based organizations had a strong presence during the AB86 planning phase and are kept abreast of consortium activity. In addition, the project coordinator attends quarterly regional county WIB meetings where all these entities are present and proposed decisions can be announced.

Community partners and other entities are invited and encouraged to participate in all Consortium meetings. IAEC's founding partners include the San Bernardino County Workforce Investment Board. Community agencies not benefiting from formal

partnership with IAEC with an interest in adult education are encouraged to engage IAEC and its Members to benefit the region as appropriate until a formal partnership can be established

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

The Executive Committee will vote on a distribution schedule pursuant to section 84913 at a regularly scheduled open meeting. This distribution schedule will encompass the active Three-Year Plan. The San Bernardino Community College District was chosen by the consortium members to be the fiscal agent, and receive and distribute the funds.

**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 AB104 Legislation section 84917 those entities listed shall become a participating member of the consortium pursuant to receiving funds from the listed areas. In addition, new members will need to agree to and sign this governance template indicating they are aware and will abide by the consortium governance structure. For members to leave or be dismissed, section 84914 outlines characteristics such as a member is no longer willing to provide services, a member cannot provide services or a member is consistently ineffective in providing services as reasons for reduced funding, this consortium will use these measures to determine if a member needs to leave or be dismissed from the consortium

The Consortium will adhere to the membership guidelines as defined by AB104, Education Code, and the IAEC Member Contracts.

Considerations for dismissal from the Consortium include:

- • 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; or
- • 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 improvement.

In addition to the considerations specified in AB104:

- • Regular attendance is expected at monthly Consortium meetings.
- • Dismissal from or admission to the Consortium shall be accomplished with a simple majority vote from the Consortium Board.
- • If the member initiates leaving the Consortium, IAEC will require the member's Governing Board approval.
- • If the Consortium initiates dismissal, the Consortium will inform the member's Superintendent and Governing Board and follow due process.
- • IAEC Members may be dismissed from IAEC for failure to demonstrate member effectiveness.
- • A record of intervention steps and dismissal actions shall be kept in the official minutes of Consortium Board Meetings.
- • If the Consortium dismisses a Member, the Consortium Coordinator shall notify the AEBG State Project Monitor immediately.

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

The Executive Committee meets regularly to discuss carry-over funds and votes on allocation amendments when the voting board deems them necessary. IAEC complies with the CAEP Fiscal Management Guide.

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

The consortium does not have bylaws regarding carryover funds, but ensures that all Member Districts adhere to the guidance for carryover funds from CAEP as outlined in the Fiscal Management Guide.

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

Member effectiveness is determined via an examination of: DIR data, MIS data, fiscal expenditures, NRS performance outcomes, per pupil spending, and open discussions about student/agency success.

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

IAEC does not have bylaws, but relies on CAEP/TAP guidance for member effectiveness.

**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. \***

An existing website houses all of the minutes to all the Executive, Steering and Hub meetings dating back to the onset of the grant documenting the existing working relationship. <http://inlandab86.org/>

### Member Agencies

Member Agency	Member Type	Contact	Phone
<a href="#">Colton Joint Unified</a>	Unified School District	Linda Resiwain M.B.A	(909) 580-6615
<a href="#">Redlands Unified</a>	Unified School District	David Finley	(909) 748-6941
<a href="#">Rialto Unified</a>	Unified School District	Cuauhtemoc Avila	(909) 820-7700
<a href="#">San Bernardino CCD</a>	District	Emma Diaz	(909) 384-8611
<a href="#">San Bernardino City Unified</a>	Unified School District	Raul Pedraza	(909) 388-6000 ext: 265
<a href="#">Yucaipa-Calimesa Joint Unified</a>	Unified School District	Cali Binks	(909) 797-0174
<a href="#">San Bernardino Co. Office of Education</a>	County Office of Education (COE)	Cindy Prentice	(909) 252-4550

### 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)).

**Colton Joint Unified - Member Representative**

**Linda Resiwain**  
 Fiscal Analyst  
[linda\\_resiwain@colton.k12.ca.us](mailto:linda_resiwain@colton.k12.ca.us)  
 (909) 580-6615

**Brian Pope**  
 Principal  
[brian\\_pope@cjud.net](mailto:brian_pope@cjud.net)  
 (909) 580-6628

**Frank Miranda**  
[frank\\_miranda@cjud.net](mailto:frank_miranda@cjud.net)

Approved by Brian Pope

04/15/2022 08:09 AM PDT

**Redlands Unified - Member Representative**

**David Finley**  
 Principal, Alternative and Adult Education - Redlands USD  
[david\\_finley@redlands.k12.ca.us](mailto:david_finley@redlands.k12.ca.us)  
 (909) 748-6941

**Mauricio Arellano**  
 Superintendent  
[mauricio\\_arellano@redlands.k12.ca.us](mailto:mauricio_arellano@redlands.k12.ca.us)  
 (909) 748-6710

**Troy Martinez**  
 Assistant-Principal  
[troy\\_martinez@redlands.k12.ca.us](mailto:troy_martinez@redlands.k12.ca.us)  
 (909) 784-6930

Approved by Mauricio Arellano

04/15/2022 08:50 AM PDT

**Rialto Unified - Member Representative**

**Cuauhtemoc Avila**  
[cavila@rialto.k12.ca.us](mailto:cavila@rialto.k12.ca.us)  
 (909) 870-7700

(909) 320-1100

**Edward D'Souza**  
Lead Academic Agent  
[edsouza@rialto.k12.ca.us](mailto:edsouza@rialto.k12.ca.us)  
(909) 440-4884

**Kim Watson**  
Principal  
[kwatson@rialto.k12.ca.us](mailto:kwatson@rialto.k12.ca.us)  
(909) 879-6010

**Nicole Albiso**  
Lead Fiscal Services Agent  
[nalbiso@rialtousd.org](mailto:nalbiso@rialtousd.org)

Approved by Nicole Albiso

04/18/2022 12:15 PM PDT

**San Bernardino CCD - Member Representative**

**Emma Diaz**  
Consortium Director  
[ediaz@sbccd.edu](mailto:ediaz@sbccd.edu)  
(909) 384-8611

**Kevin Horan**  
President  
[khoran@craftonhills.edu](mailto:khoran@craftonhills.edu)  
(909) 389-3201

**Scott Thayer**  
Interim President  
[sthayer@valleycollege.edu](mailto:sthayer@valleycollege.edu)  
(909) 384-4470

Approved by Emma Diaz

04/15/2022 08:27 AM PDT

**San Bernardino City Unified - Member Representative**

**Raul Pedraza**  
Vice Principal  
[raul.pedraza@sbcusd.k12.ca.us](mailto:raul.pedraza@sbcusd.k12.ca.us)  
(909) 388-6000 ext: 265

**Sandra Rodriguez**  
Assistant Superintendent  
[sandra.rodriguez@sbcusd.k12.ca.us](mailto:sandra.rodriguez@sbcusd.k12.ca.us)



[deitra.thomas@sbcusd.k12.ca.us](mailto:deitra.thomas@sbcusd.k12.ca.us)

(909) 384-1471

**Deitra Thomas**

Budget Analyst

[deitra.thomas@sbcusd.k12.ca.us](mailto:deitra.thomas@sbcusd.k12.ca.us)

(909) 381-1102

Approved by Raul Pedraza

04/15/2022 10:10 AM PDT

**San Bernardino Co. Office of Education - Member Representative**

**Cindy Prentice**

Program Manager

[cindy.prentice@sbcss.net](mailto:cindy.prentice@sbcss.net)

(909) 252-4550

**Carol Tsushima**

Administrator, Alliance for Education

[carol.tsushima@sbcss.net](mailto:carol.tsushima@sbcss.net)

**Arturo Chavez**

Data Collection Analyst

[arturo.chavez@sbcss.net](mailto:arturo.chavez@sbcss.net)

(909) 252-4572

Approved by Cindy Prentice

04/18/2022 08:38 AM PDT

**Yucaipa-Calimesa Joint Unified - Member Representative**

**Cali Binks**

[cali\\_binks@ycjUSD.k12.ca.us](mailto:cali_binks@ycjUSD.k12.ca.us)

(909) 797-0174

**Dana Carter**

Principal

[dana\\_carter@ycjUSD.us](mailto:dana_carter@ycjUSD.us)

(909) 790-6192 ext: 5103

**Amber Tavis**

Fiscal Services Coordinator

[amber\\_tavis@ycjUSD.us](mailto:amber_tavis@ycjUSD.us)

Approved by Dana Carter



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