

California Adult Education Program : CFAD : 2022-23 Produced: May 2, 2022, 05:00 PM UTC Sam Strube

50 Delta Sierra Adult Education Alliance (DSAEA)

Fiscal Declaration - Consortium Approved

Consortium Name: 50 Delta Sierra Adult Education Alliance (DSAEA)

Funding Channel: Direct Funded

Narrative: Planned allocations are designed to enhance member capacity to implement and sustain programs that support students to meet their goals. The 3-year plan and annual plan are guiding strategy documents that inform allocations and are reviewed regularly at Steering Committee meetings. Successful implementation of these strategies requires coordinated resources and administrators provide guidance to ensure adequate resources are allocated at the consortium and site-level to support them. A regional fund is designated for catalytic regional projects. The Strategic Planning and Capacity Building Team provides general oversight and direction on the use and monitoring of allocated funds with Steering Committee input.

Changes: No Changes

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Calaveras Co. Office of Education	\$61,738	\$56,844	\$57,141
Lincoln Unified	\$55,218	\$50,841	\$50,000
Lodi Unified	\$1,619,361	\$1,490,994	\$1,498,798
Manteca Unified	\$1,556,799	\$1,399,249	\$1,406,572
River Delta Joint Unified	\$95,698	\$88,112	\$88,573
San Joaquin Co. Office of Education	\$61,738	\$56,844	\$57,141
San Joaquin Delta CCD	\$332,542	\$306,181	\$307,784
Stockton Unified	\$4,554,253	\$4,277,987	\$4,323,621
Tracy Joint Unified	\$1,036,015	\$953,889	\$958,882
Total Allocated to Members	\$9,373,362	\$8,680,941	\$8,748,512
Total CAEP Funds	\$9,373,362	\$8,899,044	\$8,552,658
Total Remaining	\$0	\$218,103	\$-195,854

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? *

Members commit to reporting funds as described in the bylaws

As a member of the Delta Sierra Adult Education Alliance (DSAEA) the MEMBER District and its representatives agree to report using the State approved system on the use of funds as described in Section 84916 of AB 104:

- Adult Education Program (AEP)
- CalWORKs
- Noncredit apportionment for providing instruction in courses in the CAEP programs.
- Perkins
- Local Control Funding Formula apportionments received for students who are 18 years of age or older
- K12 Adult Ed Jail Funds
- WIOA Title II
- Other Fund Sources: Fees or contracted services

As a member of the Delta Sierra Adult Education Alliance (DSAEA) the MEMBER District and its representatives agree to report on the hours of instruction provided by program area, leveraged funds by program area, program operational costs and the following required outcomes as described in AB 104:

- Number of students served
- Improved literacy skills
- Completion of high school diplomas or their recognized equivalents
- Completion of postsecondary certificates, degrees or training programs
- Placement into jobs
- Improved wages

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 School District's governing board shall designate an official representative. The consortium leadership shall ensure that only official representatives participate in decision-making of the Consortium steering committee.

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

DSAEA will assure participation of members by ensuring that an officially designated member or alternate is in attendance at all decision-making meetings.

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? *

DSAEA developed the decision-making model by adapting the district-wide decision-making process used at two multi-college California community college districts. The proposal was reviewed and approved by steering committee members.

AB 104 established a principle of “shared leadership” between the community college district and the K-12 based adult schools. Based on this guidance, DSAEA will primarily use the “Shared Agreement” model for decision-making. This method develops broad-based agreements through an open, structured collaborative sequence of information development and decision-making (see Appendix A.1). Shared Agreement also includes the San Joaquin and Calaveras County Offices of Education.

Voting will be used as a back-up method. The following agencies have one vote each: Calaveras County Office of Education, Lincoln Unified School District, Lodi Unified School District, Manteca Unified School District, River Delta Unified School District, San Joaquin County Office of Education, San Joaquin Delta Community College District, Stockton Unified School District and Tracy Unified School District.

There are nine votes in total. Five votes are needed to pass any motion.

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

The consortium will publish a calendar of all steering committee meetings at the beginning of the fiscal year. All meetings will be open to the public. Meeting agendas and/or schedule changes will be published 72 hours before each meeting on a DSAEA website and distributed to the project e-mail distribution list.

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. *

Proposed decisions will be posted on the DSAEA consortium website and distributed to the project e-mail distribution list 72 hours before each meeting.

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

Comments submitted by members of the public, including comments submitted ahead of time and submitted at the meeting, will be compiled and submitted with the meeting minutes after each meeting.

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. *

In addition to public comment at the meetings and regularly scheduled steering committee meetings, the consortium will hold periodic input sessions with regional partners to identify needs and opportunities. DSAEA will invite regional partners and send invitations to the project e-mail distribution list. The regional partners will be included on the project e-mail distribution list, which will ensure that they receive notice of the annual calendar of meetings, schedule updates and meeting agendas.

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

The consortium will conduct an annual planning and budgeting process reflecting the state’s timeline for communicating budget projections and estimates. The distribution schedule will be based on the DSAEA Regional Plan. Specific implementation roles and corresponding distributions will be identified based on a planning process agreed to by the DSAEA Steering Committee. The meetings to develop, receive public comment, and approve the plan priorities and budget (and distribution schedule) will be noticed through publication of the annual calendar of meetings and updates on the DSAEA website and to the distribution list.

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? *

Members will be permitted to join pursuant to state law. State law will govern members' resignations. Potential local standards include the following: Members seeking to leave must give as much notice as possible, no less than six months, and enter into binding discussions with the project directors regarding any outstanding deliverables or unused CAEP funds. DSAEA will develop policies based on state law for dismissal. Potential factors include regular attendance at DSAEA Steering Committee meetings and effectiveness in serving adult learners.

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

At the periodic request of the DSAEA Staff Team and Strategic Planning and Capacity Building (SPCB) team members will report on their available carryover funds and plans for use of these funds. The Staff Team monitors member reporting on fund usage and engages with members as needed to address carryover funds.

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

The Consortium as a whole and each member adheres to the CAEP guidance to utilize program funding to serve CAEP students. Members are advised of CAEP policy regarding spending targets. Members are advised to spend all carry-over funds from prior years before spending down "new" money (First In First Out). Members have also been advised to develop a sustainable annual budget that does not require the ongoing use of carryover funds. There are currently no formal bylaws that govern carryover. A bylaw will be developed to address carryover during the next planning cycle that has the following elements - Carryover funds may be targeted toward 1-time allowable use expenditures. Carry-over funds in the Regional Allocation may be made available to members or partners as part of a special innovation fund to catalyze and support transformative projects. Remaining funds from prior year allocations are redistributed to members to support overall program and facility improvements. Members may retain a reasonable amount of carryover in reserve for unplanned program expenses.

18. How does your consortium define member effectiveness? *

The consortium currently defines member effectiveness in alignment with the State Member Effectiveness process that ensures compliance with the following reporting requirements

- Program Area Reporting of leveraged funds and instructional hours
- Quarterly expenditure reporting
- Plan Certification
- CFAD and Governance Certification
- For K-12/COE only –quarterly student data reporting into TOPSPro Enterprise

The DSAEA also defines member effectiveness as a member that is working collaboratively with other members towards implementing the consortium's three-year plan strategies and long-term vision.

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

Members join, leave or be dismissed

Members will be permitted to join pursuant to state law. State law will govern members' resignations. Potential local standards include the following: Members seeking to leave must give as much notice as possible, no less than six months, and enter into binding discussions with the project directors regarding any outstanding deliverables or unused CAEP funds. DSAEA will develop policies based on state law for dismissal. Potential factors include regular attendance at DSAEA Steering Committee meetings and effectiveness in serving adult learners.

Increase or Decrease Member Allocations

Consortium can increase or decrease member allocations regardless of funding levels as long as there is unanimous agreement on the allocation change. If the consortium members cannot unanimously agree, then the consortium must follow AB 104 legislation referenced in 84914 (b).

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. *

DSAEA Bylaws

Member Agencies

Member Agency	Member Type	Contact	Phone
Calaveras Co. Office of Education	County Office of Education (COE)	Karen Vail	(209) 736-6030
Lodi Unified	Unified School District	Julie Jansen	(209) 331-7617
Manteca Unified	Unified School District	Mr. Brad Harrison	(209) 858-7330
River Delta Joint Unified	Unified School District	Nicholas Casey	(707) 374-5335
San Joaquin Co. Office of Education	County Office of Education (COE)	Tony Damele	(209) 468-9068
San Joaquin Delta CCD	District	Dr. Heather Maloy	(209) 954-5012
Stockton Unified	Unified School District	Jeff Dundas School For Adults	(209) 933-7455 ext: 1403
Tracy Joint Unified	Unified School District	Sam Strube	(209) 830-3384
Lincoln Unified	Unified School District	Lance Morrow	(209) 888-1055

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)).

Calaveras Co. Office of Education - Member Representative

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Approved by Jared Hungerford

04/28/2022 02:56 PM PDT

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04/29/2022 01:21 PM PDT

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04/28/2022 04:20 PM PDT

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04/28/2022 02:52 PM PDT

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05/02/2022 09:01 AM PDT

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04/28/2022 05:32 PM PDT

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Approved by Jeff Dundas School For Adults

04/28/2022 03:16 PM PDT

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