

CAEP
CFAD

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52 San Luis Obispo County Adult Education Consortium

CONSORTIUM APPROVED

2024-25

Fiscal Declaration - Consortium Approved

Consortium Name: 52 San Luis Obispo County Adult Education Consortium

Funding Channel: Direct Funded

Narrative: The SLOCAEC met to prepare the CFAD and ensure each member had an allocation amount that allowed the member to successfully meet the goals outlined in the annual and 3-year plan. The progress and effectiveness of goals and expenditures will be reviewed during regular scheduled meetings.

Changes: No Changes

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Lucia Mar Unified	\$559,471	\$559,471	\$521,104
San Luis Coastal Unified	\$551,674	\$551,674	\$513,397
San Luis Obispo County CCD	\$488,570	\$488,570	\$451,019
Templeton Unified	\$132,244	\$117,750	\$84,480
Total Allocated to Members	\$1,731,959	\$1,717,465	\$1,570,000
Total CAEP Funds	\$1,731,959	\$1,718,896	\$1,588,334
Total Remaining	\$0	\$1,431	\$18,334

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	60%	40%	30%	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? *

Evaluation of funding and spending will be reported quarterly.

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? *

The consortium has a copy of board approved meeting minutes with designated district representative.

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

Section 1: Executive Committee The Executive Committee is responsible for reviewing and approving overall policy at the recommendation of the Consortium workgroup. The Executive Committee will be comprised of the member organizations' officials designated by the local governing boards and agencies. Section 2: Voting Each member will have one vote. In order to cast a vote, all member organizations must be present. All decisions under the jurisdiction of the Executive Committee will be decided by consensus. If resolution and consensus is not met, the vote is directed to the Superintendent, Assistant Superintendent, President, and/or Assistant Vice President of each member for final resolution.

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? *

Through the process of annual by-law review.

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

By following the brown act during open executive consortia meetings.

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. *

Through the website and during executive meetings with an agenda item for open comments.

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

Through chat during zoom and including comments in a document folder on the 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. *

The consortium will solicit and consider comments by the public and community partners through open meetings and SLOCAEC website. The SLOCAEC will share proposed decisions in open meeting and reported on meeting minutes that are posted on the SLOCAEC website and emailed to community partners

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

ARTICLE VII - FISCAL AGENT or DIRECT FUNDING The Executive Committee shall vote annually whether to have a direct funding model or a fiscal agent model. If the fiscal agent model is selected, then each member will have an opportunity to offer to be the fiscal agent and propose how they will carry out the duties as fiscal agent. The Executive Committee will then vote and select a member to be the fiscal agent. Section 1: Fiscal Agent A fiscal agent acts as a banker. It processes expenses related to the grant as agreed upon by the Executive Committee. It certifies that the expenditures have been prepared in accordance with applicable federal and state laws and regulations. It works with the Executive Committee to implement fiscal decisions made by the Executive Committee. Section 2: Direct Funded Members receive approved allocations directly from the state. Members certify that the expenditures and reporting in accordance with state laws and regulations. ARTICLE VIII - ALLOCATION OF CAEP Annual Allocation of CAEP Funds and its Distribution to SLOCAEC Members As stated in Article I, Section 3, Clause iii, SLOCAEC Members will work together, ethically and fairly, to allocate financial resources and achieve efficiency in meeting the needs of SLOCAEC students and achieving its Purpose. The SLOCAEC understands that it will receive an annual consortium-wide allocation of state CAEP funds. The Members will collectively collaborate to distribute these consortium-wide CAEP funds such that Members have adequate funding to work individually and achieve the consortium Purpose. The SLOCAEC members commit to determining Member Allocation in a transparent manner using reasonable data such as student enrollment and performance. The SLOCAEC Executive Committee will vote on member allocation of CAEP funds, Annual Funding Mechanism (direct funding or fiscal agent), and Consortium Fiscal Administration Declaration (CFAD).

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? *

Section 3: New Member, Member Leaving, and Dismissal of Member

Addition of New Member: Any organization or institution receiving funding from the State of California for delivery of adult education as described in Assembly Bill 104, Section)9, Article 9, Section 84900, may 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. Member Leaving: Members can

voluntarily leave the consortium but must provide written notice thirty (30) days prior to vacating membership. Any member that voluntarily chooses to leave the consortium must return its unused Allocation to the Executive Committee within 30 days of the effective date of leaving. The SLOCAEC Executive Board will determine how to redistribute the allocation returned by the departing member. Dismissal of Member: Members may be dismissed from the Consortium for the following reasons: Failure to adhere to laws and regulations governing adult education programs and services. Failure to submit plans. Failure to adhere to reporting requirements for expenditures and student data. Failure to designate at least one "official representative" (in writing and approved by the governing board) to serve on the executive committee and represent the interests of the member organization. Failure to participate in the decision-making process for development of regional adult education programs and services. Failure to deliver adult education programs and services in accordance with standards established in AB104, Section 39, Article 9, Section 84900 A member may be dismissed from the consortium by consensus of the Executive Committee if the member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements. The member will be required to submit any reporting and data required of them for current year before being formally dismissed or removed from the consortium.

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

As described in the by-laws

Section 4: Funding

The SLOCAEC members' carryover budget will not exceed 20% annually of each members' allocation.

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? *

Any SLOCAEC member/s who exceed the 20% carryover threshold will develop a corrective action plan in consultation and collaboration with the consortium and approved by the Executive Committee.

18. How does your consortium define member effectiveness? *

Section 3: Guiding Principles SLOCAEC collaboration and implementation to achieve the Purpose will be guided by the following guiding principles (herein referred to as "Principles"): I. The SLOCAEC places the highest value on students achieving their goals and to provide access and success to all. II. The SLOCAEC strives to help improve the community by providing adults with educational pathways toward workforce and higher education. III. The SLOCAEC works together ethically and fairly to allocate financial resources and achieve efficiency in meeting the needs of adult students and achieving its Purpose. IV. The SLOCAEC will share the responsibility and accountability for all projects and defined student outcomes. V. The SLOCAEC will engage in vital collaboration and adhere to a transparent process of open and honest communication. VI. The SLOCAEC will respect individual institutional autonomy and seek efficient solutions that avoid bureaucracy. VII. SLOCAEC adheres to a transparent process of open and collegial communication. VIII. The SLOCAEC adult education programs are open to all adults in accordance with current laws and regulations

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

The Executive Committee may reduce a member's Allocation for the following reasons: I. The member no longer wishes to provide services consistent with achieving the SLOCAEC Purpose and the SLOCAEC Annual Plan. II. The member cannot provide services that address the needs identified in the SLOCAEC three-year plan. III. The member has been consistently ineffective in providing services that address the needs identified in the SLOCAEC plans. IV. The Corrective Action Plan does not resolve the excess member carryover. V. The member has been consistently ineffective in providing services that address the needs identified in the SLOCAEC plans.

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. *

SLOCAEc_Bylaws_Revised_April_2024.pdf

Member Agencies

Member Agency	Member Type	Contact	Phone
Lucia Mar Unified	Unified School District	Jennifer Bowen	(805) 474-3000 ext: 7680
San Luis Coastal Unified	Unified School District	Leslie O'Connor	(805) 549-1222
San Luis Obispo County CCD	District	Mia Ruiz	(805) 591-6270
Templeton Unified	Unified School District	Cheryl London	(805) 434-5827

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 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)).

Lucia Mar Unified - Member Representative
<p>Jennifer Bowen Principal of Alternative Education jennifer.bowen@lmusd.org (805) 474-3000 ext: 7680</p>
Approved by Jennifer Bowen
04/19/2024 02:24 PM PDT

San Luis Coastal Unified - Member Representative
<p>Leslie O'Connor</p>

Director of Adult Education
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(805) 549-1222

Approved by Leslie O'Connor

04/26/2024 12:01 PM PDT

San Luis Obispo County CCD - Member Representative

Mia Ruiz
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Kristen Nielsen
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Approved by Kristen Nielsen

04/19/2024 01:08 PM PDT

Templeton Unified - Member Representative

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Approved by Cheryl London

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