

California Adult Education Program : CFAD : 2022-23 Produced: Apr 22, 2022, 09:13 PM UTC Jennifer Bickley

58 Shasta-Tehama-Trinity Adult Education Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 58 Shasta-Tehama-Trinity Adult Education Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: Shasta-Tehama-Trinity Joint CCD

Narrative: All member agencies will be accepting allocations that will be used to implement and or support activities that are aligned with the consortium approved annual and 3-year plan. In addition, programs will continue to focus on student persistence and performance, and ensuring data integrity for program evaluation.

Changes: No Changes

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Anderson Union High	\$173,321	\$160,517	\$158,145
Corning Union High	\$76,840	\$62,294	\$62,294
Mountain Valley Unified	\$11,211	\$10,229	\$10,229
Red Bluff Joint Union High	\$138,400	\$126,283	\$126,283
Shasta Union High	\$201,958	\$184,275	\$184,275
Shasta-Tehama-Trinity Joint CCD	\$470,914	\$449,294	\$455,847
Southern Trinity Joint Unified	\$22,119	\$21,000	\$28,000
Trinity Alps Unified	\$66,400	\$61,495	\$60,586
Trinity Co. Office of Education	\$90,976	\$84,255	\$83,009
Total Allocated to Members	\$1,252,139	\$1,159,642	\$1,168,668
Total CAEP Funds	\$1,252,139	\$1,188,777	\$1,142,505
Total Remaining	\$0	\$29,135	\$-26,163

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? *

All members will participate in the annual Program Area Report. This report will provide a list of available funds for adult education and the expenditure of those funds. The Consortium lead will provide an report back to members on this information at a public 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? *

The governing board of each eligible member will officially approve an individual that will represent that member on the Adult Education Consortium. As fiscal agent, Shasta College will require that each member submit documentation of the official delegation. Each official member will also be able to identify one proxy that can take the place of the official delegate when certain situations arise.

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

The Shasta Tehama Trinity Adult Education Consortium will follow open meeting guidelines and meeting times/locations, agendas and previous minutes will be made available to members, partners and the public. Members can attend meetings face to face and (with appropriate notice) through an ITV or electronic format. Each member can have an official proxy (approved by membership institution) on occasion where the primary member cannot attend. Meeting procedures including chairs/co-chairs, agendas, motions, discussions, voting etc. will follow standardized parliamentary procedures as established by the consortium governing board.

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? *

Representatives from a significant majority of community college districts, school districts, and county offices of education within the consortium created procedures in a face to face meeting. Members not in attendance of the meeting were given an opportunity to review the decision-making model

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 Shasta/Tehama/Trinity Adult Education Consortium will follow "Open Meeting-Brown Act" laws as established by California statute. A notice identifying the location, date, and time of each regular meeting of the consortium shall be posted electronically at least seven 48 hours prior to the meeting and shall remain posted until the day and time of the meeting. All regular and special meetings of the consortium shall be open to the public, be accessible to persons with disabilities, and otherwise comply with open-meeting provisions, except as required or permitted by law.

In addition to regularly scheduled meetings, the consortium governing board can add additional meetings as needed to conduct consortium business.

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. *

A notice identifying the location, date, and time of each regular meeting of the consortium shall be posted at least seven (7) days prior to the meeting and shall remain posted until the day and time of the meeting. The consortium shall provide opportunities for members of the general public to participate in the business of the consortium. Members of the public may bring matters directly related to the business of the consortium to the attention of the consortium in one of two ways:

- There will be a time at each regularly scheduled consortium governance meeting for the general public to discuss items not on the agenda.
- Members of the public may place items on the prepared agenda in accordance with consortium guidelines.

Members of the public also may submit written communications to the consortium on items on the agenda and/or speak to agenda items at the consortium meeting. Written communication regarding items on the consortium's agenda should reach the Adult Education Project Director not later than five (5) working days prior to the meeting at which the matter concerned is to be before the consortium. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

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

The Shasta Tehama Trinity Adult Education Consortium has its own web page that will be widely publicized to the public. All meeting notices, agendas and minutes will be posted on this web page. In addition, active links to the web page will be accessible from every institutional web page of the membership. Partnering agencies will also be encouraged to provide links to/from their web pages as well. Public meeting notices will also be posted at the physical locations of each member.

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, consortium meetings will be widely publicized and follow open-meeting guidelines that will encourage broad participation by the public and partnership agencies. The current north state adult education plan was created with broad participation of these groups and we expect this to continue as we move forward. The consortium governance committee will identify multiple task forces (marketing, short-term CTE, ESL) and partners will be actively recruited for these subgroups.

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

Consortium allocations will be distributed in a manner determined by the Shasta/Tehama/Trinity consortium on a year to year basis. Before the distribution of funds, the consortium's governance group will approve an expenditure plan and budget that is aligned with the three year action plan.

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? *

All community college districts, school districts, and county offices of education, and 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 Shasta/Tehama/Trinity adult education region have been invited to join the consortium as members. Membership will be reviewed on a yearly basis (July of each year). If an eligible member decides not to join the consortium for the program year, the member can review that decision at the end of the year and decide to join for the following year. Likewise, if a member is not receiving adult education funds, it can choose to not be a member for the following year. The governing consortium does maintain the right to dismiss a member from the consortium (through an official vote) for reasons including lack of participation, lack of compliance and/or misuse of funds. Members facing dismissal will be given proper warning, an opportunity for compliance and the opportunity to appeal. All guidelines for dismissal will be formalized by the governance body.

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

The Consortium lead routinely monitors fiscal expense reports. Any Member significantly underspending requires a plan to appropriately draw down expenses. The Consortium lead initiates a one-time funding process when funds remain unspent.

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

STTAEC Bylaws ARTICLE X. Shared Fiscal and Budget Policy

This policy sets the expectation that Consortium Members will spend allocated funds within 18 months of the start of the fiscal cycle of the year it is allocated in. The Consortium will review and monitor expenditure progress based on submitted CAEP expenditure reports submitted on a quarterly basis in NOVA. To ensure CAEP funds are being utilized in a timely and prudent manner.

Progressive Permanent Reallocation

Section I. First Time: If a member is at-risk or unable to spend the allocation within the designated timeline, the Consortium will provide assistance with and notify the member and its Superintendent that it is at-risk: Unspent funds at 18 months will be returned to the consortium to be reallocated and member will be held harmless.

Section II. Second time (consecutive): If a member is at risk or unable to spend the allocation within the designated timeline, the Consortium will provide assistance and will notify the member and its Superintendent that it is at-risk: Unspent funds will return back to the consortium to be reallocated. The member's future consortium allocation will be reduced by 10% permanently. Members must be in "good standing" to be eligible for additional new CAEP funds. All members will be eligible for Cost of Living Adjustment – COLA. Voting members of the Consortium may review extenuating circumstances for a Member who is at risk and deem that they may be granted amnesty and be placed back in First Time status without penalty one time.

Section III. Third time (consecutive): If a member is at-risk or unable to spend the allocation within the designated timeline, the Consortium will provide assistance and will notify the member and its Superintendent that it is at-risk: Unspent funds will return back to the consortium to be reallocated. The member's future consortium allocation will be progressively reduced by an additional 10% permanently. Voting members of the Consortium may review extenuating circumstances for a Member who is at risk and deem that they may be granted amnesty and be placed back in Second Time status without penalty one time.

Section IV: Subsequent times: Unspent funds will be reallocated. The member's consortium allocation will be progressively reduced by an additional 10% permanently. Voting Members of the Consortium may review extenuating circumstances for a Member who is at risk and deem that they may be granted amnesty and be placed back.

18. How does your consortium define member effectiveness? *

STTAEC Bylaws Article XI Member Effectiveness

Section I. Members will adhere to the requirements set forth in education code (84900-84920). Assurances outlining these requirements are in NOVA and are part of the annual Certified Fiscal Administration Declaration (CFAD) process as a condition of funding. This certification also includes additional rules and procedures agreed upon in the STTAEC Bylaws.

Section II. The Consortium lead will provide ongoing support and technical assistance to members with meeting the requirements of the assurances. Members not meeting the assurances will receive a written notice of the issue along, a technical assistance plan, and a time-line for correction. The written notice will be provided the voting member. If the member fails to meet the requirement after a reasonable intervention, the Consortium lead will present the issues at a Public meeting for the voting members to review.

Section III. If a member is deemed ineffective after a reasonable, documented intervention, the Consortium may reduce the members funding.

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

STTAEC Bylaws Article XI Member Effectiveness

Section I. Members will adhere to the requirements set forth in education code (84900-84920). Assurances outlining these requirements are in NOVA and are part of the annual Certified Fiscal Administration Declaration (CFAD) process as a condition of funding. This certification also includes additional rules and procedures agreed upon in the STTAEC Bylaws.

Section II. The Consortium lead will provide ongoing support and technical assistance to members with meeting the requirements of the assurances. Members not meeting the assurances will receive a written notice of the issue along, a technical assistance plan, and a time-line for correction. The written notice will be provided the voting member. If the member fails to meet the requirement after a reasonable intervention, the Consortium lead will present the issues at a Public meeting for the voting members to review.

Section III. If a member is deemed ineffective after a reasonable, documented intervention, the Consortium may reduce the members 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. *

<https://better.jobs/governance/bylaws/>

Member Agencies

Member Agency	Member Type	Contact	Phone
Anderson Union High	High School District	Donell Evans	(530) 378-0568
Coming Union High	High School District	Jared Caylor	
Gateway Unified	Unified School District	James Harrell	(530) 245-7900
Los Molinos Unified	Unified School District	n/a	
Mountain Valley Unified	Unified School District	Anmarie Swanstrom	(530) 628-5265
Red Bluff Joint Union High	High School District	Todd Brose	(530) 529-8705
Shasta Co. Office of Education	County Office of Education (COE)	n/a	
Shasta Union High	High School District	Jim Cloney	(530) 241-3261
Shasta-Tehama-Trinity Joint CCD	District	Jill Ault	(530) 242-7689
Southern Trinity Joint Unified	Unified School District	Peggy Canale	(707) 574-6237
Tehama Co. Department of Education	County Office of Education (COE)	Laurie Larcade	
Trinity Alps Unified	Unified School District	Cindy Blanchard	
Trinity Co. Office of Education	County Office of Education (COE)	Gretchen Deichler	(530) 623-2861

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)).

Anderson Union High - Member Representative

Donell Evans
 Chief Business Official
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Victor Hopper

superintendent
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Approved by Donell Evans

04/18/2022 11:04 AM PDT

Corning Union High - Member Representative

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Approved by Diana Davisson

04/19/2022 08:08 AM PDT

Gateway Unified - Member Representative

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Approved by Steve Henson Gateway Unified School District

04/19/2022 08:28 AM PDT

Mountain Valley Unified - Member Representative

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Courtney Bayley

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Approved by Courtney Bayley

04/19/2022 02:00 PM PDT

Red Bluff Joint Union High - Member Representative

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Approved by DeAnn Himes

04/18/2022 11:17 AM PDT

Shasta Union High - Member Representative

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Approved by Jennifer Bickley

04/21/2022 11:08 AM PDT

Shasta-Tehama-Trinity Joint CCD - Member Representative

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Comp

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Approved by Rachelle Modena

04/18/2022 11:05 AM PDT

Southern Trinity Joint Unified - Member Representative

Peggy Canale

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Lyndsey Bray

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Approved by Peggy Canale

04/18/2022 11:10 AM PDT

Tehama Co. Department of Education - Member Representative

Laurie Larcade

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Rich DuVarney

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Approved by Rich DuVarney

04/18/2022 02:16 PM PDT

Trinity Alps Unified - Member Representative

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Approved by Cindy Blanchard

04/18/2022 12:22 PM PDT

Trinity Co. Office of Education - Member Representative

Gretchen Deichler
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Approved by Gretchen Deichler

04/18/2022 01:10 PM PDT



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