

CAEP
CFAD

Produced: May 2, 2024, 03:24 PM UTC - By Cindy Blanchard

58 Shasta-Tehama-Trinity Adult Education Consortium

CONSORTIUM APPROVED

2024-25

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: This allocation schedule is based on the consortium's Three-Year Plan (2022-25), continuing development of student support services, and needs identified within CAEP program areas. The schedule was agreed upon by the consortium through a formal vote. Projects include the recruitment of additional students and collaborative community partners, development of pathways to college and career through student services, and professional development around the accurate collection and analysis of student data. The consortium agreed to continue the existing allocation schedule for the 2024-25 fiscal year.

Changes: No Changes

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Anderson Union High	\$191,199	\$189,600	\$173,321
Coming Union High	\$84,767	\$84,058	\$76,840
Mountain Valley Unified	\$12,367	\$12,264	\$11,211
Red Bluff Joint Union High	\$112,247	\$111,400	\$138,400
Shasta Union High	\$222,791	\$220,927	\$201,958
Shasta-Tehama-Trinity Joint CCD	\$519,494	\$515,146	\$470,914
Southern Trinity Joint Unified	\$24,401	\$24,197	\$22,119
Tehama Co. Department of Education	\$40,431	\$40,000	n/a
Trinity Alps Unified	\$73,250	\$72,636	\$66,400
Total Allocated to Members	\$1,381,308	\$1,369,749	\$1,252,139
Total CAEP Funds	\$1,381,308	\$1,370,890	\$1,266,762
Total Remaining	\$0	\$1,141	\$14,623

Member Name	(2024-25)	(2023-24)	(2022-23)
Trinity Co. Office of Education	\$100,361	\$99,521	\$90,976
Total Allocated to Members	\$1,381,308	\$1,369,749	\$1,252,139
Total CAEP Funds	\$1,381,308	\$1,370,890	\$1,266,762
Total Remaining	\$0	\$1,141	\$14,623

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	85%	60%	40%	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? *

All members participate in the Program Area Report and provide a list of available funds and the expensing of those funds. The consortium Lead provides financial expenditure and progress reports to the Governing Board members of the consortium during quarterly meetings. The consortium's Governing Board sets priorities for the financial plan of the Consortium through

the Annual Plan and three-Year Plan, and reviews quarterly and year-end reports. The Governing Board evaluates the annual performance measures and student data.

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 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 designation. Each official member will also 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 (STTAEC) will follow open meeting guidelines with meeting times, locations, agendas and previous meeting minutes available to members and proxies, partners, and the public. Meetings are held in-person and, with appropriate notice for emergency situations, virtually. Meeting procedures including identification of a chair and co-chair to lead the meeting, agendas, motions, discussions, voting, etc. will follow standardized parliamentary procedures as established by the 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 the Shasta Tehama Trinity Adult Education Consortium (STTAEC) - including the community college district, school districts, and county offices of education within the STTAEC - created procedures in a face-to-face meeting, voted on and approved the procedures. 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 (STTAEC) 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 STTEAC shall be posted physically at the meeting location at least seven (7) days prior to the meeting and shall remain posted until the day and time of the meeting. Included in this posting will be the agenda with an item for Public Comment. 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 STTAEC 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 STTAEC 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 STTAEC in one of two ways: (1) 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. (2) 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 STTAEC Director not later than five (5) working days prior to the meeting at which the matter concerned is to be before the STTAEC. 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 (STTAEC) has its own web page that is 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. *

Consortium meetings will be widely publicized and follow open-meeting guidelines that will encourage broad participation by the public and partnership agencies. The current adult education plan was created with broad participation of these groups and continues annually at minimum. As a collaborative partner, STTAEC makes the posting of education and workforce services for adults available to providers within its communities.

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 Adult Education Consortium (STTAEC) on a year-to-year basis. Before the distribution of funds, the STTAEC governance group will approve an expenditure plan and budget that is aligned with the Three Year 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 have been formalized by the governance body through the approval of bylaws.

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

The STTAEC held a public meeting on March 14, 2024 and unanimously voted that the excessive member carryover percentage threshold for the 24.25 fiscal year will be 30%.

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? *

The STTAEC lead routinely monitors fiscal expense reports and NOVA reporting. Any Member significantly underspending requires an explanation and a plan to appropriately draw down expenses. The Consortium lead initiates a one-time funding process when funds remain unspent at 18 months. The STTAEC lead will provide fiscal expense report summaries at each public meeting as an information item. Any members in danger of exceeding threshold carryover via projection will receive informal support from the consortium lead prior to the end of the fiscal reporting timeframe. The STTAEC does have bylaws regarding carryover, however, there are not enough character spaces allowed in this NOVA field. The most recent bylaws can be found on our webpage. <https://better.jobs/governance/bylaws/>

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 STTAEC 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	Kyle Turner	(530) 275-7075 ext: 4101
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) 242-7529
Southern Trinity Joint Unified	Unified School District	Lyndsey Bray	
Tehama Co. Department of Education	County Office of Education (COE)	Laurie Larcade	
Trinity Alps Unified	Unified School District	Jaime Green	(530) 410-1418
Trinity Co. Office of Education	County Office of Education (COE)	Dr. Fabio Robles	(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
<p>Donell Evans Chief Business Official devans@auhsd.net (530) 378-0568</p> <p>Christopher Fort</p>

Director of Alternative Education
cfort@auhsd.net

Approved by Christopher Fort

05/01/2024 03:43 PM PDT

Corning Union High - Member Representative

Jared Caylor
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Audri Bakke
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Approved by Audri Bakke

05/01/2024 03:46 PM PDT

Gateway Unified - Member Representative

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Keri Mulrennan
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Approved by Keri Mulrennan

05/01/2024 08:26 AM PDT

Mountain Valley Unified - Member Representative

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Courtney Bayley
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Deidre Bower
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Approved by Anmarie Swanstrom

05/01/2024 06:51 AM PDT

Red Bluff Joint Union High - Member Representative

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Approved by DeAnn Himes

05/02/2024 07:59 AM PDT

Shasta Union High - Member Representative

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Approved by Jim Cloney

05/02/2024 07:58 AM PDT

Shasta-Tehama-Trinity Joint CCD - Member Representative

Jill Ault

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James (Jim) Harrell

Dean of EWD
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Approved by Jill Ault

04/30/2024 05:28 PM PDT

Southern Trinity Joint Unified - Member Representative

Lyndsey Bray

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Andy Felt

Superintendent/Principal
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Approved by Andy Felt

05/01/2024 11:06 AM PDT

Tehama Co. Department of Education - Member Representative

Laurie Larcade

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Rich DuVarney

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Shelley Duvarney

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Approved by Rich DuVarney

05/01/2024 10:08 AM PDT

Trinity Alps Unified - Member Representative

Jaime Green
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Sandy Coatney
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Sheree Beans
Director of Business Services
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Approved by Sheree Beans

05/01/2024 04:23 AM PDT

Trinity Co. Office of Education - Member Representative

Fabio Robles
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Cathy Taylor
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Cindy Blanchard
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Tim Nordstrom
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Approved by Cindy Blanchard

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