

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

59 Sierra Joint Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 59 Sierra Joint Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: Roseville Joint Union High

Narrative: The allocations were reviewed and approved at the SJC meeting on April 4, 2022. For fiscal year 2022-2023, we added the increase (COLA) in budget in the equivalent amount to each member agency. Thus, each member agency received the state COLA increase to their CAEP funding for FY 2022-2023. The funds will be utilized to carry out the consortium's 3-year plan and each agency's associated annual plan.

Changes: No Changes

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Nevada Joint Union High	\$408,435	\$378,260	\$386,925
Placer Union High	\$1,886,265	\$1,771,282	\$1,837,650
Roseville Joint Union High	\$1,259,610	\$1,142,263	\$1,090,104
Sierra Joint CCD	\$31,161	\$28,833	\$29,325
Tahoe-Truckee Unified	\$176,431	\$163,368	\$167,121
Total Allocated to Members	\$3,761,902	\$3,484,006	\$3,511,125
Total CAEP Funds	\$3,761,902	\$3,571,539	\$3,432,521
Total Remaining	\$0	\$87,533	\$-78,604

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 CAEP funds are reported in NOVA and evaluated in our monthly SJC meetings. In addition, expenditures are reviewed by each agency's fiscal services department as well as the consortium fiscal agent and consortium lead.

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 SJC bylaws indicate the following: "Member institutions are Nevada Joint Union High School District –Nevada County Adult Education, Placer Union High School District -Placer School for Adults, Roseville Joint Union High School District - Roseville Adult School, Tahoe Truckee Unified School District Adult Education and Sierra Joint Community College District – Sierra College (all campuses)." "Members shall designate at least one "official representative" and may designate one alternate representative to serve on the steering committee and represent the interests of the member organization. The list of official representatives and alternates from each agency will be submitted to the consortium director annually at a steering committee meeting." Official representatives of the SJC are put before the agency's board of trustees if/when there is a change to the "official representative" of that agency.

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

The SJC bylaws indicate the following: "Members shall actively participate in Consortium meetings, Consortium activities, and the decision-making process for development of regional adult education programs and services."

As noted in the SJC bylaws, "Members may be dismissed from the Consortium for the following reasons: Failure to participate in the decision-making process for development of regional adult education programs and services. "

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? *

The SJC bylaws indicate the following: "The Steering Committee, Executive Oversight Committee, and Workgroups use consensus decision-making. In the event, consensus cannot be reached 80% majority will prevail."

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

As noted in the SJC Bylaws:

"Meetings: a. The Steering Committee meets at least once a month over a 10-month period, or on an as-needed basis throughout the year. Agendas are posted 72 hours before meetings. Minutes of the steering committee meetings are available to all stakeholders. Workgroups meet as needed throughout the year. b.The Steering Committee will hold an annual public meeting in the Spring of every year in order for the Executive Oversight Committee to review and comment on Consortium plans and budgets, and to allow opportunities for public comment on proposed decisions. This meeting is noticed to members, partners, and the general public at least 72 hours prior to the meeting via postings at members' facilities or online. "

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. *

As noted in the SJC bylaws and put in practice by the consortium:

"Meetings: a. The Steering Committee meets at least once a month over a 10-month period, or on an as-needed basis throughout the year. Agendas are posted 72 hours before meetings . Minutes of the steering committee meetings are available to all stakeholders. Workgroups meet as needed throughout the year. b.The Steering Committee will hold an annual public meeting in the Spring of every year in order for the Executive Oversight Committee to review and comment on Consortium plans and budgets, and to allow opportunities for public comment on proposed decisions. This meeting is noticed to members, partners, and the general public at least 72 hours prior to the meeting via postings at members' facilities or online. " A public comment period is included on every agenda and time is allotted at each monthly meeting.

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

As noted in the SJC bylaws and put in practice by the consortium:

"Meetings: a. The Steering Committee meets at least once a month over a 10-month period, or on an as-needed basis throughout the year. Agendas are posted 72 hours before meetings . Minutes of the steering committee meetings are available to all stakeholders. Workgroups meet as needed throughout the year. b.The Steering Committee will hold an annual public meeting in the Spring of every year in order for the Executive Oversight Committee to review and comment on Consortium plans and budgets, and to allow opportunities for public comment on proposed decisions. This meeting is noticed to members, partners, and the general public at least 72 hours prior to the meeting via postings at members' facilities or online. "

A public comment period is included on every agenda and time is allotted at each monthly meeting. A member of the public may submit a written request to address the steering committee at the monthly public meeting (though it is not required) or may simply request to speak during public comment on items not on the agenda. They may speak specifically to an item on the agenda at the time it comes up for discussion/consideration during the meeting. Public comment is captured in the meeting minutes.

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 what has already been delineated in items 10 and 11, The consortium also conducts an annual meeting in the spring of each year specifically for executive oversight committee members to review and comment on consortium plans and budget, and "to allow opportunities for public comment on proposed decisions."

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

Education Code 84913 delineates the 8 areas that the funds apportioned to Adult Education programs may be used. Agency leads are responsible to review EC 84913 at least annually to ensure understanding and compliance. The consortium's 3 year plan and each agencies annual plan includes goals and strategies that, when implemented, fall within the allowable program areas and expenditure allowances. Budgets are monitored by the authorized agent at each agency and reviewed by the SJC fiscal agent and consortium lead. A budget standing item is on each steering committee agenda to monitor budget balances and carryover, when applicable. The fiscal agent and consortium lead ensure that quarterly expenditure claim reports are submitted on time and expenditures support the consortium 3 year and agency annual plans.

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? *

As noted in the SJC Bylaws:

Article III, A. c. Other eligible organizations that meet the above criteria may petition to be added as a member. i. Petition for membership shall be submitted in writing to the Consortium Lead/Point Person. ii. The petition shall include the name of the official representative and alternate, a description of the adult education programs and services provided by the organization, and rationale for being added as a member. iii. For inclusion in the fiscal year beginning July 1st, a petition for membership must be submitted prior to February 28th of each calendar year. (e.g. for inclusion in fiscal 2016-17 membership petitions must be received by February 28th of 2016.) iv. Petitions for membership will be reviewed and approved at the public meeting held in the spring of each year and new members will be included in the budget for the upcoming fiscal year. v. Members may petition to leave the Consortium at any time by submitting a written request.

Article III, C. Dismissal of Members

Members may be dismissed from the Consortium for the following reasons: a. Failure to adhere to laws and regulations governing adult education programs and services. b. Failure to submit annual plans. c. Failure to adhere to reporting requirements for expenditures and student data. d. Failure to designate at least one "official representative" (in writing and approved by the governing board) to serve on the steering committee and represent the interests of the member organization. e. Failure to participate in the decision-making process for development of regional adult education programs and services. f. Failure to deliver adult education programs and services in accordance with standards established in AB 104, Section 39, Article 9, Section 84900

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

As noted in the SJC bylaws: "Article V. B. The voting members of the Steering Committee make final decisions about work plans, allocation of resources to support Three year and associated annual plans, corrective actions plans, and policies and procedures necessary for compliance with AB 104, Section 39, Article 9, Section 84900."

The SJC has a standing agenda item to discuss budget, including carryover, on a monthly basis. A recent agenda item was included to review the CAEP Fiscal Management Guide pertaining to carryover. The result was our amended bylaws as quoted above stating that, "the voting members of the steering committee will make final decisions" about resources, corrective action plans, and compliance as related to carryover funds. The consortium utilizes the FIFO function on the NOVA website to monitor each agency's carryover.

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

As noted in the SJC bylaws: "Article V. B. The voting members of the Steering Committee make final decisions about work plans, allocation of resources to support Three year and associated annual plans, corrective actions plans, and policies and procedures necessary for compliance with AB 104, Section 39, Article 9, Section 84900."

The SJC has a standing agenda item to discuss budget, including carryover, on a monthly basis. A recent agenda item was included to review the CAEP Fiscal Management Guide pertaining to carryover. The result was our amended bylaws as quoted above stating that, "the voting members of the steering committee will make final decisions" about resources, corrective action plans, and compliance as related to carryover funds. The consortium utilizes the FIFO function on the NOVA website to monitor each agency's carryover.

18. How does your consortium define member effectiveness? *

As per the SJC bylaws, ineffectiveness is defined as:

"Article III, C. Dismissal of Members

Members may be dismissed from the Consortium for the following reasons: a. Failure to adhere to laws and regulations governing adult education programs and services. b. Failure to submit annual plans. c. Failure to adhere to reporting requirements for expenditures and student data. d. Failure to designate at least one "official representative" (in writing and approved by the governing board) to serve on the steering committee and represent the interests of the member organization.

e. Failure to participate in the decision-making process for development of regional adult education programs and services. f. Failure to deliver adult education programs and services in accordance with standards established in AB 104, Section 39, Article 9, Section 84900"

The SJC's definition for effectiveness is:

- adhere to laws and regulations governing adult education programs and services
- submit annual plans
- adhere to reporting requirements for expenditures and student data
- designate at least one "official representative" (in writing and approved by the governing board) to serve on the steering committee and represent the interests of the member organization
- participate in the decision-making process for development of regional adult education programs and services
- deliver adult education programs and services in accordance with standards established in AB 104, Section 39, Article 9, Section 84900

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

The SJC has well established bylaws that are reviewed and updated annual in the fall. The SJC bylaws are posted online and viewable to the public:

[SJC Bylaws](#)

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. *

The SJC has well established bylaws that are reviewed and updated annual in the fall. The SJC bylaws are posted online and viewable to the public:

[SJC Bylaws](#)

Member Agencies

Member Agency	Member Type	Contact	Phone
Nevada Joint Union High	High School District	5304771225 Michael Hughes	(530) 477-1225 ext: 5012
Placer Union High	High School District	Eric Vereyken	(530) 885-8585 ext: 6006
Roseville Joint Union High	High School District	Lisa Voss	
Sierra Joint CCD	District	Jill Alcorn	(916) 781-6281
Tahoe-Truckee Unified	Unified School District	Dr. Todd Wold	(530) 582-2591

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)).

Nevada Joint Union High - Member Representative

Michael Hughes
Principal
mhughes@njuhsd.com
(530) 477-1225 ext: 5012

Kayla Wasley
Chief Business Official
kwasley@njuhsd.com
(530) 273-3351 ext: 3204

Approved by 5304771225 Michael Hughes

04/05/2022 08:40 AM PDT

Placer Union High - Member Representative

Eric Vereyken
Principal
evereyke@puhsd.k12.ca.us
(530) 885-8585 ext: 6006

Randy Ittner
Principal
rittner@puhsd.k12.ca.us
(530) 885-8585

Steven Casperite
Assistant Principal
scasperite@puhsd.k12.ca.us
(530) 368-2369

Approved by Eric Vereyken

04/05/2022 09:37 AM PDT

Roseville Joint Union High - Member Representative

Lisa Voss

lvoss@rjuhsd.us

Approved by Lisa Voss

04/19/2022 08:26 AM PDT

Sierra Joint CCD - Member Representative

Jill Alcorn

Associate Dean

jalcorn1@sierracollege.edu

(916) 781-6281

Anna Mostafavi

JR. Accountant

amostafavi@sierracollege.edu

(916) 660-7610

Approved by Jill Alcorn

04/05/2022 08:02 AM PDT

Tahoe-Truckee Unified - Member Representative

Todd Wold

Manager of College and Careers: Career Technical and Adult Education

twold@ttusd.org

(530) 582-2591

Kerstin Kramer

kkramer@ttusd.org

Approved by Dr. Todd Wold

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