

California Adult Education Program : CFAD : 2022-23 Produced: May 1, 2022, 04:57 PM UTC Lisa Neeley

60 Solano Adult Education Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 60 Solano Adult Education Consortium

Funding Channel: Direct Funded

Narrative: During the 2020-21 implementation period, the SAEC continued to make progress across multiple strategy areas identified in the Consortium's Annual Plan and Three-Year Plan. Specifically, the Consortium achieved the following regional accomplishments: 1) invested in pre-apprenticeship programs and partnerships; 2) strengthened work-readiness and co-enrollment for high school diploma students; and 3) focused on DEI professional development opportunities. Moving into the 2021-22 implementation period, the SAEC continued to build on its momentum across these and other regional strategy areas while continuing to pivot services as needed in light of the COVID-19 pandemic. In the 2021-22 time period, Consortium members shifted to remote delivery of courses to meet students' needs during the pandemic. Consortium members provided remote, hybrid, and in-person course offerings in 2021-22, with the latter following state and local guidance to ensure staff and student safety. The SAEC used California Adult Education Program (CAEP) funds in 2021-22 to increase access to academic and career learning opportunities; continued to improve the understanding and removal of barriers faced by adult learners facing systemic racial injustices; expanded awareness of and connections to support services and resources; and implemented evidence-based instructional strategies for online and hybrid learning environments. The Consortium is now working on the CAEP 3-year plan (2022-2025) building upon key learnings in 2020-2021, 2021-2022 to identify strategic priorities/objectives, develop strategies/activities to address challenges in adult education.

Changes: The SAEC's 2022-23 CFAD has changes in funding amounts to all members from their 2021-22 CFAD allocation. The SAEC's allocation for the FY 2022-23 is \$4,408,192 which includes a COLA of 5.33% and is an increase of \$223,067 from the previous year's allocation amount. The State approved COLA of 5.33% has been applied proportionally to all SAEC members' budget requests. Please see the table below for a detailed accounting of the SAEC's fiscal year 2022-23 allocations. Common Count Amount: The 2022-2023 common cost amount is \$102,571. This is the same common cost amount from NOVA in 2021-2022: \$102,571. The common costs have historically been used for paying the Consortium Manager's (RDA) contract and paid by SCOE. NOTE: The RDA contract cost in 2020-2021 was \$100,600 and in 2021-2022 was \$104,100. The SAEC members developed and approved the 2022-23 CAEP allocation budget through the annual budget development process as outlined in the SAEC's budget agreement document. The final allocation budget outlined in this CFAD was approved by board-designated, voting members at the SAEC Monthly meeting, a public meeting on April 29, 2022.

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Benicia Unified	\$165,105	\$156,550	\$157,769
Fairfield-Suisun Unified	\$1,799,897	\$1,706,648	\$1,719,931
Solano CCD	\$40,688	\$38,580	\$38,880
Solano Co. Office of Education	\$126,221	\$22,425	\$22,600
Vacaville Unified	\$528,531	\$501,149	\$505,050
Vallejo City Unified	\$1,747,750	\$1,657,202	\$1,670,102
Total Allocated to Members	\$4,408,192	\$4,082,554	\$4,114,332
Total CAEP Funds	\$4,408,192	\$4,185,125	\$4,022,224
Total Remaining	\$0	\$102,571	\$-92,108

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 SAEC member agencies submit quarterly expenditure reports through NOVA in compliance with CAEP requirements. CAEP funds were issued under AB104 legislation and are in ARTICLE 9. CAEP funds are apportionment, they are not a grant, and at this time are not subject to flexibility. CAEP funds are restricted to adults 18 years and older, can only be used in the seven CAEP approved program areas, and must have an approved regional consortium plan specific to K12 adult education and community college noncredit programs.

Members report on activities taking place during monthly board meetings and share program highlights and activities. Moving forward, the consortium will spend time reviewing the program area reporting document and evaluate use of funds.

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? *

As stated in the Solano County Adult Education Consortium Bylaws:

Each member of the Consortium is represented by one primary representative and one alternate. The primary representative is endowed with voting privileges and votes on behalf of the member institution, except in cases where the primary representative, for any reason, is not present for a vote. In such cases

the alternate will vote on behalf of the member institution. The designation of primary representatives and alternates shall be in writing and formally approved by the governing board of each institution. Each member's district is solely responsible for who represents it. Current member representatives and their alternates are listed in the Addendum to this document.

Any organization or institution receiving funding from the State of California for delivery of adult education as described in Assembly Bill 104, Section 39, Article 9, Section 84900, shall be added as a member. Such organizations must provide in writing to the Consortium the names of the primary representative and the alternate of the organization.

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

As stated in the SAEC Bylaws:

For meetings of the Consortium, a quorum shall be half of members plus one. Meetings may still be held without a quorum for purpose of presentation or discussion. However, no actions or voting may take place without a quorum.

Section III: Voting

Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be reached, decisions shall be reached by a 80% majority vote. If a 80% majority is not present, the motion will be tabled, and members will gather more information and reconvene at the following Board meeting or at a special meeting if one is so convened.

Each member shall be entitled to one vote per motion. A member may be represented in a vote by either a primary representative or alternate.

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 planning and developing of the SAEC bylaws, it was decided upon:

For meetings of the Consortium, a quorum shall be half of members plus one. Meetings may still be held without a quorum for purpose of presentation or discussion. However, no actions or voting may take place without a quorum.

Section III: Voting

Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be reached, decisions shall be reached by a 80% majority vote. If a 80% majority is not present, the motion will be tabled, and members will gather more information and reconvene at the following Board meeting or at a special meeting if one is so convened.

Each member shall be entitled to one vote per motion. A member may be represented in a vote by either a primary representative or alternate.

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

Formal meetings of the Consortium are public and adhere to Brown Act requirements for public meetings in the State of California. These meetings will adhere to the following procedural steps:

· Meeting agenda and supporting materials will be disseminated to members in advance; · Meeting agenda will be posted to the SAEC website at least 72 hours in advance; · Location, date, and time of all Board meetings will be posted to the SAEC website; · Meetings will follow public meeting protocols regarding motions and discussion; · Public comment, written in advance or received in person, will be sought and carefully reviewed; · Meetings will be open to the public.

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 stated previously, formal meetings of the Consortium are public and adhere to Brown Act requirements for public meetings in the State of California. In particular, meeting agenda and supporting materials will be disseminated to members in advance;

· Meeting agenda will be posted to the SAEC website at least 72 hours in advance; · Location, date, and time of all Board meetings will be posted to the SAEC website; · Meetings will follow public meeting protocols regarding motions and discussion; · Public comment, written in advance or received in person, will be sought and carefully reviewed; · Meetings will be open to the public.

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

Meetings will follow public meeting protocols regarding motions and discussion. Public comment will be documented within meeting minutes and posted publicly to the Consortium website. Public comment, written in advance or received in person, will be sought and carefully reviewed; Meetings will be open to the public.

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 works with the workforce board. A member of the Consortia sits on the workforce board. Also, as stated in the previous question, meetings will follow public meeting protocols regarding motions and discussion. Public comment will be documented within meeting minutes and posted publicly to the Consortium website. Public comment, written in advance or received in person, will be sought and carefully reviewed. Meetings will be open to the public.

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

The Consortium is responsible for approving the Allocation awarded by the state to the region served by the members institutions. The Consortium will assure that funded activities align with the Plan's objectives and include decisions such as:

- Prioritization of activity objectives and outcomes as identified in the Plan, and required by the state;*
- Developing and approving an annual fund distribution schedule determining funding amounts and reporting responsibilities for each member for annual activities;*
- Receiving and certifying deliverables as identified in the annual activities and the Plan, and as required by the state;*
- Determining the need to amend either the annual activities or the Plan itself and approving such amendments.*

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? *

As described in the SAEC Bylaws:

Any organization or institution receiving funding from the State of California for delivery of adult education as described in Assembly Bill 104, Section 39, Article 9, Section 84900, shall be added as a member. Such organizations must provide in writing to the Consortium the names of the primary representative and the alternate of the organization.

· For inclusion in the fiscal year beginning July 1st, petition for membership must be submitted prior to February 28th of the prior calendar year.

· Petitions for membership will be reviewed and approved at the Consortium meeting held in April of each year and new members will be included in the budget for the upcoming fiscal year. · Members may petition to leave the Consortium at any time by submitting a written request to the Consortium during a formal meeting.

· If the request of a member to leave the Consortium is approved, the plan for redistribution of the former member's Allocation will be discussed and approved by a vote of the Consortium members. Other eligible organizations that meet the above criteria may petition to be added as a member by the following process:

· Petition for membership shall be submitted in writing to the Consortium Manager. · 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.

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

A consortium manager, RDA Consulting, has been hired to support efforts for SAEC. RDA supports the SAEC on the technical aspects of consortium management and CAEP implementation that includes monitoring and reporting program and fiscal data, communicating guidance from the state, synthesizing, and disseminating CAEP policy and regulations, researching best practices, identifying intermediary steps to accomplish larger goals, and researching data to support decision making.

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

At this time, there are no bylaws, carryover is discussed as a consortium and led by the consortium manager. The consortium will consider adding bylaws to address carryover.

18. How does your consortium define member effectiveness? *

Member effectiveness is based on the following SAEC Bylaws:

· Adhere to laws and regulations governing adult education programs and services, including submission of Plans and reporting requirements for expenditures and student data; · Be familiar with and agree to abide by the current Plan;

· Be an advocate for broad regional support for the outcomes of the Plan;

· Ensure annual activities meet the requirements of the state and the goals, objectives, and strategies of the Consortium as outlined in the Plan;

· Foster positive communication outside of the Consortium meetings regarding the annual activities and the Plan's progress and outcomes, including good faith communication regarding program planning and potential program expansions or additions;

· Actively participate in Consortium meetings, Consortium activities, and the decision-making process for development of regional adult education programs and services.

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

At this time, SAEC has been successful in working collaboratively and we haven't experienced issues with member effectiveness. The consortium will consider refining member effectiveness guidelines within current 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. *

https://drive.google.com/file/d/19p62gc_F_StddXZp-C1FdbqeOlxMoOYp/view?usp=sharing

Member Agencies

Member Agency	Member Type	Contact	Phone
Benicia Unified	Unified School District	June Regis	(707) 747-8367
Fairfield-Suisun Unified	Unified School District	Elizabeth Kolakoski	(707) 421-4155
Solano CCD	District	Lisa Neeley	(707) 864-7000 ext: 7287
Vacaville Unified	Unified School District	Tiffany Donahue	(707) 453-6018 ext: 102
Vallejo City Unified	Unified School District	Vallejo Regional Education Center Laura Dutch	(707) 556-8850
Solano Co. Office of Education	County Office of Education (COE)	Siobhan Dill	(707) 399-4867

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)).

Benicia Unified - Member Representative

June Regis

Director

jregis@beniciaunified.org

(707) 747-8367

Approved by June Regis

04/29/2022 12:39 PM PDT

Fairfield-Suisun Unified - Member Representative

Elizabeth Kolakoski

Principal

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(707) 421-4155

Approved by Elizabeth Kolakoski

04/29/2022 01:45 PM PDT

Solano CCD - Member Representative

Lisa Neeley

Dean

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Approved by Lisa Neeley

05/01/2022 09:57 AM PDT

Solano Co. Office of Education - Member Representative

Siobhan Dill

Executive Director, Specialized Services

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Approved by Siobhan Dill

04/29/2022 01:07 PM PDT

Vacaville Unified - Member Representative

Tiffany Donahue
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Approved by Tiffany Donahue

04/29/2022 12:17 PM PDT

Vallejo City Unified - Member Representative

Laura Dutch
Principal
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Approved by Vallejo Regional Education Center Laura Dutch

04/29/2022 12:11 PM PDT



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