

## 60 Solano Adult Education Consortium

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 60 Solano Adult Education Consortium

**Funding Channel:** Direct Funded

**Narrative:** In 2022-2023, Solano Adult Education Consortium (SAEC) developed both its annual and three-year plan. When developing the three-year plan, SAEC reflected on accomplishments and challenges from the previous plan and identified the following goals: (1) Increase marketing and outreach efforts among SAEC; (2) Increase support for undocumented students; (3) Develop and implement dual enrollment; (4) Develop pathways to employment; (5) Develop data driven solutions for consortium; (6) Collaborate to offer consortium wide professional development opportunities. For its annual education plan, SAEC prioritized increasing marketing and outreach efforts among SAEC to: (1) Create an enrollment campaign; (2) Create offerings that match student needs; and (3) Develop and implement dual enrollment. In addition, SAEC prioritized developing data driven solutions for the consortium. During the previous implementation period (2019-2022), the SAEC continued to make progress across multiple strategy areas identified in the previous Consortium's Annual Plan and Three-Year Plan. Specifically, the Consortium achieved the following regional accomplishments: (1) Implemented DEI/Anti-Racism Initiatives by hiring an external consultant (RSS Consulting) to engage the Consortium; (2) Remained adaptive to responding to community needs throughout the three-year period; (3) Created data integration mechanisms through monthly Data and Accountability Workgroup meetings with all SAEC board members to analyze and understand gaps in data and solutions; and (4) To accommodate students' continual learning during the pandemic, many schools implemented more virtual learning opportunities for students for class instruction as well as remote testing for CASAS.

**Changes:** The SAEC's 2023-24 CFAD has changes in funding amounts to all members from their 2022-2023 CFAD allocation. The SAEC's allocation for the FY 2023-24 is \$4,822,242 which includes a COLA of 8.13% and is an increase of \$362,570 from the previous year's allocation amount. The State approved COLA of 8.13% 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 2023-24 allocations. Common Cost Amount: The 2023-2024 common cost amount is \$113,348. The common costs have historically been used for paying the Consortium Manager's (RDA) contract, GoDaddy, and indirect costs. Solano County of Education (SCOE) has traditionally paid for the Common Costs on behalf of the Consortium. NOTE: The RDA contract cost in 2022-2023 was \$107,660 and 2021-2022 was \$104,100. Vallejo Adult School's COLA allocation is \$147,174 and will provide \$20,000 (leaving it \$127,174) to SCOE from its allocation to cover a portion of the common costs. So, Vallejo Adult School's COLA amount will be \$127,174 or a new allocation of \$1,895,821. The SAEC members developed and approved the 2023-24 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 21, 2023.

### Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Benicia Unified	\$180,988	\$165,105	\$156,550
Fairfield-Suisun Unified	\$1,972,982	\$1,799,897	\$1,706,648
Solano CCD	\$44,601	\$40,688	\$38,580
Solano Co. Office of Education	\$148,494	\$126,221	\$22,425
Vacaville Unified	\$579,356	\$528,531	\$501,149
Vallejo City Unified	\$1,895,821	\$1,747,750	\$1,657,202
<b>Total Allocated to Members</b>	<b>\$4,822,242</b>	<b>\$4,408,192</b>	<b>\$4,082,554</b>
<b>Total CAEP Funds</b>	<b>\$4,822,242</b>	<b>\$4,459,672</b>	<b>\$4,185,125</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$51,480</b>	<b>\$102,571</b>

### 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 AB 1491 legislation. 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  Off

### 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 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 the 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.

In addition, in 2022-2023, the Consortium added an agenda item “Open for Public Comment” for the public to join and share feedback.

**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 comments will be documented within meeting minutes and posted publicly to the Consortium website. Public comments, written in advance or received in person, will be sought and carefully reviewed; Meetings will be open to the public. In addition, in 2022-2023, the Consortium added an agenda item “Open for Public Comment” for the public to join and share feedback.

**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 comments will be documented within meeting minutes and posted publicly to the Consortium website. Public comments, 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 member 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.

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.
- 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.

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

SAEC hasn't established a carryover limit for 2023-2024 but has established a quarterly review process that will occur the month following fiscal reporting in the public monthly board meeting. In this meeting, the Consortium will identify if there is any carryover and discuss solutions. In addition, at the end of year, SCOE and the Consortium Manager will review member carryover. The members can opt to share their excess funds of the 2023-2024 carryover. The Consortium will then vote to either take a percentage (the same percentage as CFAD) of the excess dollars (carryover) or vote to allocate all or a portion to select members in need.

**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? \***

As stated earlier, SAEC has established a quarterly review process that will occur the month following fiscal reporting in the public monthly board meeting. In this meeting, the Consortium will identify if there is any carryover and discuss solutions. In addition, at the end of year, SCOE and the Consortium Manager will review member carryover. The members can opt to share their excess funds of the 2023-2024 carryover. The Consortium will then vote to either take a percentage (the same percentage as CFAD) of the excess dollars (carryover) or vote to allocate all or a portion to select members in need.

**18. How does your consortium define member effectiveness? \***

Member effectiveness is based on the following SAEC Bylaws within "Member Responsibilities".

It is intended that the Consortium members leverage their experiences, expertise, and insight as representatives of their respective member institutions. Members shall carry out the following responsibilities:

- 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? \***

SAEC has developed member rights and member responsibilities which guide member effectiveness as described in question #18.

At this time, SAEC[1] 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.

This is what we wrote in 2022, Should we re-evaluate this and add new language?

**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. \***

[Solano Adult Education Consortium Bylaws](#)

## 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: 1122
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)).

<b>Benicia Unified - Member Representative</b>
<p><b>June Regis</b>                  Director  <a href="mailto:jregis@beniciaunified.org">jregis@beniciaunified.org</a>                  (707) 747-8367</p>
Approved by June Regis
04/25/2023 03:41 PM PDT

<b>Fairfield-Suisun Unified - Member Representative</b>
<p><b>Elizabeth Kolakoski</b>                  Principal  <a href="mailto:elizabethk@fsusd.org">elizabethk@fsusd.org</a></p>



(707) 421-4155

Approved by Elizabeth Kolakoski

04/25/2023 04:07 PM PDT

**Solano CCD - Member Representative**

**Lisa Neeley**

Dean

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(707) 864-7000 ext: 7287

Approved by Lisa Neeley

04/28/2023 04:24 PM PDT

**Solano Co. Office of Education - Member Representative**

**Siobhan Dill**

Executive Director, Specialized Services

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Approved by Siobhan Dill

04/28/2023 07:17 PM PDT

**Vacaville Unified - Member Representative**

**Tiffany Donahue**

Adult Education Principal

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(707) 453-6018 ext: 1122

Approved by Tiffany Donahue

04/25/2023 03:00 PM PDT

**Vallejo City Unified - Member Representative**

**Laura Dutch**

Principal

[ldutch@vcusd.org](mailto:ldutch@vcusd.org)

(707) 556-8850

Approved by Vallejo Regional Education Center Laura Dutch

04/25/2023 02:22 PM PDT



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