

CAEP  
CFAD

Produced: Oct 25, 2023, 09:29 PM UTC - By Kelley Birch

**60 Solano Adult Education Consortium**

CERTIFIED

Allocation Amendment: 2022-23

## Allocation Amendment Summary

### Fiscal Declaration

The Fiscal Declaration information in this section has been provided as a courtesy. It has not been changed since CFAD has been approved by the Member Representatives.

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

**Funding Channel:** Direct Funded

**Justification:** Not Complete

**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.

## Amended Member Allocations for 2022-23

**Type of allocation amendment \***

Standard member transfer

**Explanation for amendment \***

Vallejo Adult School is transferring \$100,000 to Muzetta Thrower Adult Education Center (Vacaville) for the 2022-23 program year to cover expenditures in excess of original proposed budget.

Vallejo Adult School discussed this transfer with the Vallejo City USD business office prior to proposal.

This transfer was discussed during the Solano Adult Ed Consortium board meeting on October 20,2023, and was unanimously approved.

Member Agency	Amended Allocation	Adjustment Made
Benicia Unified	\$167,033	
Fairfield-Suisun Unified	\$1,820,917	
Solano CCD	\$41,163	
Solano Co. Office of Education	\$127,695	
Vacaville Unified	\$634,703	\$100,000
Vallejo City Unified	\$1,668,161	-\$100,000
<b>Total Allocated to Members</b>	<b>\$4,459,672</b>	
<b>Total CAEP Funds</b>	<b>\$4,459,672</b>	
<b>Total Remaining (Must be \$0)</b>	<b>\$0</b>	

**Member Agencies**

Member Agency	Member Type	Contact	Phone
Benicia Unified	Unified School District	June Regis ED.d	(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	Laura Dutch	(707) 556-8850
Solano Co. Office of Education	County Office of Education (COE)	Kelley Birch	(707) 399-4806

**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)).

### Certification

<b>Solano CCD - Member Representative</b>
<p><b>Lisa Neeley</b> Dean lisa.neeley@solano.edu (707) 864-7000 ext: 7287</p> <p><b>Sylvia Ramirez</b> sylvia.ramirez@solano.edu (707) 864-7000 ext: 4508</p> <p><b>Janice David</b> Accountant janice.david@solano.edu (707) 864-7000 ext: 4527</p>
Approved by Lisa Neeley
10/23/2023 11:35 AM PDT

<b>Solano Co. Office of Education - Member Representative</b>
<p><b>Kelley Birch</b> Asst. Director College and Career Readiness kbirch@solanocoe.net (707) 399-4806</p>
Approved by Kelley Birch
10/25/2023 02:28 PM PDT

<b>Benicia Unified - Member Representative</b>
<p><b>June Regis</b> Director jregis@beniciaunified.org</p>

(707) 747-8367

**Charles Bickel**

Accounting Supervisor  
cbickel@beniciaunified.org  
(707) 748-2632

Approved by June Regis ED.d

10/20/2023 09:21 PM PDT

**Fairfield-Suisun Unified - Member Representative**

**Elizabeth Kolakoski**

Principal  
elizabethk@fsusd.org  
(707) 421-4155

Approved by Elizabeth Kolakoski

10/20/2023 04:02 PM PDT

**Vacaville Unified - Member Representative**

**Tiffany Donahue**

Adult Education Principal  
tiffanyd@vacavilleusd.org  
(707) 453-6018 ext: 1122

Approved by Tiffany Donahue

10/23/2023 10:27 AM PDT

**Vallejo City Unified - Member Representative**

**Laura Dutch**

Principal  
ldutch@vcusd.org  
(707) 556-8850

Approved by Laura Dutch

10/20/2023 04:01 PM PDT



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