

CAEP  
CFAD

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## 60 Solano Adult Education Consortium CERTIFIED

Allocation Amendment: 2023-24

# 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

**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.

## Amended Member Allocations for 2023-24

**Type of allocation amendment \***

Standard member transfer

**Explanation for amendment \***

Pursuant to Education Code rules under EC 84914 Section B, this amendment is due to the 60 Solano Adult Education Consortium (SAEC) member, Solano County Office of Education (SCOE), no longer being the Administrative Unit (AU) for the SAEC, and therefore the member is unable to provide services covered by consortium common cost funds. Vallejo City Unified School District will now assume the role as the AU for SAEC per the Board vote on August 10, 2023.

Prior amendment dated 10/13/2023 documented the initial transfer of funds.


This follow-up transfer was discussed and confirmed during the SAEC Board meetings November 17, and December 15, 2023.

Member Agency	Amended Allocation	Adjustment Made
Benicia Unified	\$181,149	
Fairfield-Suisun Unified	\$1,974,630	
Solano CCD	\$44,641	
Solano Co. Office of Education	\$22,496	-\$26,038
Vacaville Unified	\$581,486	
Vallejo City Unified	\$2,021,859	\$26,038
<b>Total Allocated to Members</b>	<b>\$4,826,261</b>	
<b>Total CAEP Funds</b>	<b>\$4,826,261</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)	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)).

**Certification**

Solano CCD - Member Representative
<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
12/18/2023 05:58 PM PST

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

**Siobhan Dill**

Executive Director, Specialized Services

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(707) 399-4867

Approved by Siobhan Dill

01/07/2024 05:07 PM PST

**Benicia Unified - Member Representative**

**June Regis**

Director

jregis@beniciaunified.org

(707) 747-8367

**Charles Bickel**

Accounting Supervisor

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(707) 748-2632

Approved by Charles Bickel

12/18/2023 04:03 PM PST

**Fairfield-Suisun Unified - Member Representative**

**Elizabeth Kolakoski**

Principal

elizabethk@fsusd.org

(707) 421-4155

Approved by Elizabeth Kolakoski

12/18/2023 04:07 PM PST

**Vacaville Unified - Member Representative**

**Tiffany Donahue**

Adult Education Principal

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Approved by Tiffany Donahue

12/18/2023 04:07 PM PST

Vallejo City Unified - Member Representative

**Laura Dutch**

Principal

ldutch@vcusd.org

(707) 556-8850

Approved by Laura Dutch

12/18/2023 07:56 PM PST



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