

**60 Solano Adult Education Consortium**

CONSORTIUM APPROVED

2024-25

**Fiscal Declaration - Consortium Approved****Consortium Name:** 60 Solano Adult Education Consortium**Funding Channel:** Direct Funded

**Narrative:** Solano Adult Education Consortium (SAEC) developed its 2023-24 Annual Education plan to build upon the successes of the first 12 months of its three-year plan. The three-year plan goals include: (1) Increase marketing and outreach efforts to increase enrollment; (2) Increase support for undocumented students; (3) Develop and implement dual enrollment; (4) Develop pathways to employment; (5) Develop data driven solutions for the consortium; (6) Collaborate to offer consortium wide professional development opportunities. The SAEC 2023-24 Annual Education plan emphasized increased marketing, collaboration, and outreach efforts to: (1) Restore enrollment above pre-pandemic levels. (2) Adjust course offerings to better match student needs and interests. (3) Develop and implement dual enrollment. (4) Prioritize data driven solutions. During the 2023-24 program year the Consortium achieved several significant regional accomplishments: (1) Several successful marketing campaigns have restored enrollment beyond pre-pandemic levels by the end of Q3. This included four months of on-bus advertising, social media and Google Business analytics, and leveraged regional partnerships. CALRegional produced a awareness video featuring four adult ed students learning healthcare skills which was shared at a CCAE regional meeting. The consortium website showcases our schools and their innovative CTE classes. Student inquiries are shared with schools. A one-page "Fact Sheet" about our consortium's students and programs was created and will be shared with future stakeholders. The consortium manager and team from Fairfield-Suisun Adult School participated in two annual Legislative Day events in Sacramento, and met with Solano county legislators to emphasize how workforce development, apprenticeships, and adult education are aligned together. (2) Based on hundreds of student survey responses, additional ESL classes were added on evenings and Saturdays. High school administrators requested an ESL program be hosted at their campus for parents -- a successful program which continues to grow. Our adult ed campuses offer supportive services including access to free mental health counseling, childcare, a food closet, supplies, and loaner textbooks and technology devices. All aspects of our programs are evaluated with a lens of equity to make sure our students are given the supports they need to be successful. (3) In addition to the quarterly Data and Accountability Workgroup meetings, a new "Counselors' Council" monthly webinar was launched. This regional zoom meeting allows collaboration between counselors and transition/career navigators from K12, Adult Ed, Solano College, the Solano Workforce Development team, and outside agencies. Although the dual enrollment and career ladders project has been slow to make progress, other projects supporting students transitioning to college which had been sidelined due to the pandemic are being reinstated. This included: a campus tour for adult ed students in March 2024, planned onsite visits from the college outreach team to the adult ed schools, and strengthened relationships with several new staff members at Solano College who can assist the SAEC counselors with questions about admissions, financial aid and student services. (4) SAEC will continue to explore ways to collaborate with the Solano Workforce Development Board to identify job markets and promising career pathways for our students.

**Changes:** The 2024-25 fiscal year represents an intentional, strategic shift to return to state-mandated fiscal guidance where all members are given allocations based on a historically-recognized percentage, based on the 20-21 and 21-22 program years. The SAEC's preliminary allocation for the FY 2023-24 is \$4,862,938 which includes the proposed COLA of \$36,677 (.007599 %) which has been applied proportionally to all SAEC members' allocation percentages. Please see the table below for a detailed accounting of the SAEC's fiscal year 2024-25 allocations. In the past years, consortium common cost funds may have been moved via CFAD allocation between agencies acting as the AU. This could have thrown off the percentages established with the state for at least the past two years. To rectify this, the SAEC Board members have worked with our CAEP-assigned technical assistance consultant and the CAEP TAP Office, reviewing consortium emails dating back to 2021, and have adopted the percentages from 2020-21 as the new consortium distribution baseline. This was presented to members during a public

meeting April 19, 2024, discussed at length, and voted to be our funding process in this 24-25 CFAD. Common Cost funding: Last year, the annual 2023-2024 common cost amount allocation per the CFAD was \$113,348, voted and approved by members in April 2023. It was allocated in full to SCOE in the CFAD -- as it was in 2022-23 (which caused a slight deviation in agency percentages). In August 2023, the consortium voted to change the AU from SCOE to Vallejo, and a part-time Consortium Manager was hired by Vallejo City USD. The common cost funds pay for the Consortium Manager's salary plus consortium-related expenses, GoDaddy website fees, and indirect costs. The 2024-2025 common cost amount is expected to be the same, \$113,348, based on a discussion April 19, 2024, during a public SAEC Board meeting, but not voted on due to lack of quorum. Vallejo will cover the common cost out of their allocation of funds for 24-25.

### Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Benicia Unified	\$186,475	\$180,988	\$165,105
Fairfield-Suisun Unified	\$2,032,875	\$1,972,982	\$1,799,897
Solano CCD	\$45,955	\$44,601	\$40,688
Solano Co. Office of Education	\$26,711	\$148,494	\$126,221
Vacaville Unified	\$596,944	\$579,356	\$528,531
Vallejo City Unified	\$1,973,978	\$1,895,821	\$1,747,750
<b>Total Allocated to Members</b>	<b>\$4,862,938</b>	<b>\$4,822,242</b>	<b>\$4,408,192</b>
<b>Total CAEP Funds</b>	<b>\$4,862,938</b>	<b>\$4,826,261</b>	<b>\$4,459,672</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$4,019</b>	<b>\$51,480</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 carryover legislation (EC 84914). 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 continue to 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 (Article III, Section 1):

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? \***

The SAEC Bylaws (Article IV - Governance), were clarified in these sections (approved by the Board on 4/19/2024);

### Section II: Quorum

For meetings of the Consortium, a quorum shall be half of members plus one (i.e. four voting members present). 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 (i.e., five voting members present). 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? \***

The Board appointed a Bylaws Review committee, which reviewed best practices by other consortia circulated a revised draft version of the Bylaws for members to review and provide feedback. The revised Bylaws were voted on during a public board meeting 4/19/2024 and adopted.

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

All meetings are posted on the consortium website ([www.solanoadulthood.org](http://www.solanoadulthood.org)), under "About Us" and on the homepage.

The agenda includes an item "Public Comment" at the beginning of the meeting for members of the public to join and share thoughts and feedback each month.

Furthermore, the SAEC Bylaws address this in detail Article II, Section 2B):

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. \***

All meetings are posted on the consortium website ([www.solanoadulthood.org](http://www.solanoadulthood.org)), under "About Us" and on the homepage.

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- 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. \***

Member comments regarding discussion items are included in the monthly Meeting Minutes which are approved at the next General Membership meeting. Minutes are archived on the consortium website and are publicly available at any time. Meetings follow public meeting protocols and Brown Act guidelines regarding discussions and motions. Public comments, written in advance or received in person, will be sought and carefully reviewed. If a member of the public shares a document or slides, those will also be posted on the consortium website along with the minutes for that month.

**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 SAEC consortium works closely with the Workforce Development Board of Solano County. The Consortium Manager currently sits on their Board of Directors. Guest speakers from partner agencies are invited to share and present during Committee Meetings and Board meetings. Select partners receive personal email notifications of upcoming agenda items and discussion topics from the consortium manager on items of interest.

The Solano WDB provides the consortium with job market data for evaluating current and future CTE courses pursuant to ED 84906 (3) (A) and AB 104, Article 9. The consortium agencies have an open line of communication to the WDB staff, and frequently collaborate on planning future classes for job seekers and immigrants in our county.

**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:

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

This process is documented in the Bylaws, Article II, Section 2A.

**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? \***

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? \***

Two CAEP webinars gave updated guidance on the topic of excessive carryover, including AB 1491. The Consortium asked our Bylaws Committee to seek out best practices from other consortia and create additional guidelines for our members that reflect these changes. Draft text:

*Allowing an annual carryover to exceed 18% of the total allocation shall be deemed as excessive carryover. This agency will be allowed to present extenuating circumstances to the Board and follow CAEP guidelines for making reports to the state as required.*

An additional note was added to the Bylaws to clarify the impact on the AU if the consortium fails to spend down its allocation in a given program year:

*Excessive carryover can occur when an agency is responsible for the Administrative Unit (AU) for the consortium common cost and the Consortium Manager fails to expend their allocated funds. In this case, the agency will not be held out of compliance, a revised plan to adjust the consortium spending shall be evaluated among the members, and the State Report will explain the carryover and describe the circumstances.*

These revisions were approved during a public board meeting April 19, 2024. The revisions focus on each member's responsibility (effectiveness) to keep their carryover amount within the state and consortium guidelines.

In the future, the members will clarify criteria and methods for distribution of overflow funds to other board members.

**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? \***

The newly-approved SAEC Bylaws address carryover and technical assistance. (Article III, Section 2D).

This process will include written notification, escalation to district superintendents, and a period of technical assistance which may include Professional Development from the three California program assistance teams (CASAS, CALPRO, OTAN). The intervention period can be extended an additional 12 months if necessary. If the agency is unable or unwilling to comply, additional notification and discussions would ensue and possible removal as a CAEP service provider could be considered following a majority vote of the Board.

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

The CAEP Adult Education Program Fiscal Management Guide (revised March 2023) clearly defines the criteria for member effectiveness (<https://caladulthood.org/DownloadFile/1300>).

- Each member must participate in completing and updating the Annual Plan Template.
- CAEP member funds must be expended within the seven program areas, and services provided must be consistent with the plan.
- Each member must participate in completing and updating the 3-year Consortia Plan, including any amendments.
- Member expenditures of CAEP funds must align with the objectives of the consortium's annual plan as approved by the regional consortium board.
- Members participate in consortium/public meetings.
- Members participate in consortium final decisions.
- Members report student level enrollment data and outcomes for quarterly and final reporting.
- Members must share information on programs offered, and the resources being used to support the programs.

- Members provide services that address the needs identified in the adult education plan.
- Members file financial expenditure and progress reports with the regional consortium and input financial data in the state reporting system.
- Members must adhere to consortium determined carryover thresholds and may have their funding reduced based on a member having excessive carryover for at least two consecutive fiscal years.

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

The revised SAEC Bylaws describe member effectiveness to include: the importance of timely submission of deliverables, contribution to annual and three-year plans, attendance at meetings, achieving student success goals, aligning fiscal expenditures to CAEP Funding Guidance, expending funds in a timely manner, and keeping annual carryover <18%.

**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/drive/u/0/fo lders/1qIDJ3EH8t4LZ5jlatd7hEaGkQTNnsFkr>

## 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)).

**Benicia Unified - Member Representative**

**June Regis**  
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Approved by June Regis ED.d

04/24/2024 12:36 PM PDT

**Fairfield-Suisun Unified - Member Representative**

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Approved by Elizabeth Kolakoski

04/24/2024 12:09 PM PDT

**Solano CCD - Member Representative**

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**Janice David**  
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04/30/2024 01:36 PM PDT

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

**Siobhan Dill**

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Approved by Siobhan Dill

04/30/2024 02:27 PM PDT

**Vacaville Unified - Member Representative**

**Tiffany Donahue**

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Approved by Tiffany Donahue

04/24/2024 12:26 PM PDT

**Vallejo City Unified - Member Representative**

**Laura Dutch**

Principal  
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Approved by Laura Dutch

04/24/2024 10:49 AM PDT



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