

California Adult Education Program : CFAD : 2023-24 Produced: Apr 28, 2023, 09:39 PM UTC Sharon Ferrer

61 Sonoma County Adult Education Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 61 Sonoma County Adult Education Consortium

Funding Channel: Direct Funded

Narrative: The Sonoma County Adult Education Consortium (SCAEC) will adhere to the Annual Plan for 2023-24, which will be based on the SCAEC Three-Year Plan. This consortium is direct funded, and it is the goal to continue with this model. All the service providers agreed that the current direct funded model works well, and they are not interested in reverting back to the fiscal agent model. The allocation percentage for the three agencies has remained consistent over the past years, with approximately 38-39% going to SRJC, a little over 53% going to PAS, and close to 8% going to SCOE. The allocations for each service provider might vary depending on the annual allocations to the consortium, but the percentage of the split remains the same. The allocations provided here were reviewed and approved by all consortium members during oversight committee meeting held on April 26th, 2023.

Changes: No Changes

Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Petaluma Joint Union High	\$1,658,268	\$1,515,885	\$1,403,905
Sonoma Co. Office of Education	\$240,496	\$219,846	\$203,606
Sonoma County CCD	\$1,212,434	\$1,108,332	\$1,026,458
Total Allocated to Members	\$3,111,198	\$2,844,063	\$2,633,969
Total CAEP Funds	\$3,111,198	\$2,877,277	\$2,700,146
Total Remaining	\$0	\$33,214	\$66,177

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? *

At the first meeting of each new school year, all service providing members will submit to the Oversight Committee, a common spreadsheet (template to be provided by the Consortium Director), with the total amount of funding and anticipated expenses by fiscal category.

The SCAEC will approve member allocations and the budget at the May meeting of the Oversight Committee each year. The Oversight Committee may request information and/or discussion items regarding the budget prior to the May meeting. The SCAEC members receiving funding as service providers recognize that all allocations must be spent in accordance with the laws set forth in AB 104, Article 9, and the Consortium's Annual Plan. Funding is allocated only to the service provider agencies. Proposals to reduce or redistribute funding may be made by any Oversight Committee member. All votes to redistribute funding shall be unanimous, after considering the input of the Service Providers.

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? *

The Sonoma County Adult Education Consortium (SCAEC) is comprised of one official point person per district. Each member organization will provide a copy of their governing board's approved resolution.

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

All decisions are made at regular or special meetings of the consortium. Consortium members are required to attend regular and special meetings. A quorum is established with the majority of members in attendance.

All the consortium representatives vote on decisions when necessary.

6. What will be the relative voting power of each member? *

Other

6.1 (Other) If selected "Other" in Question 6, use the space below to describe the relative voting power of each member. If not applicable, leave question blank. *

The Oversight Committee for the Sonoma County Adult Education Consortium agreed at their meeting on October 22, 2015 that each agency with current adult education services would get two votes and each non-service provider member agency would get one vote. The voting power is as follows:

Two votes- Petaluma City Schools, Sonoma County Community College District & Sonoma County Office of Education

One vote- Santa Rosa City Schools, Sonoma Valley Unified School District & Windsor Unified School District

7. How will decisions be approved? *

50% +1 vote

8. How did you arrive at that decision-making model? *

The Oversight Committee for the Sonoma County agreed at their meeting on October 22, 2015, that decisions will be approved by a majority vote, plus one.

Governance structure was included in the superintendent presentation and discussion on July 27, 2015.

After Oversight Committee members were appointed by their respective districts, the members discussed and approved the decision-making model for Sonoma County. The following agencies were present:

- Petaluma City Schools
- Sonoma County Community College District
- Sonoma Valley Unified School District
- Windsor Unified School District

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

Meeting agendas and reports will be emailed to each member district no later than 72 hours prior to the start of the Oversight Committee meetings and shall be posted at the district offices. In addition, meeting agendas will be posted to the website: www.socoadulted.org prior to meeting dates.

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. *

Proposed decisions will be emailed to all members and agencies who have participated in Stakeholders' meetings and posted to www.socoadulted.org at least 72 hours prior to the start of the Oversight Committee meetings. Members of the public can use the email on the website, adulted@santarosa.edu at any time to submit comments.

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

All comments will be printed and read at the Oversight Committee meeting and included as part of the record of the meeting. Public comments will also be posted to www.socoadulted.org.

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. *

All comments will be welcomed through the website www.socoadulted.org and by email at adulted@santarosa.edu.

Governance committee members will receive copies of all public comments prior to a vote on any item on the agenda. Committee members will be advised to consider comments delivered through electronic or written mail in addition to any public comments on an item that occur directly at the publicly noticed meetings.

Public comment cards will be provided at each governance meeting.

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

A distribution schedule will be determined by the Oversight Committee.

A draft distribution schedule will be created based on the approved regional plan and requested revisions to the regional plan. Oversight Committee members will discuss the distribution schedule in a publicly posted meeting and make a decision at the

public meeting.

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? *

Members can voluntarily leave the consortium but must provide written notice sixty (60) days prior to vacating membership. Any member that voluntarily chooses to leave the Consortium must return the balance of its allocation to the Consortium within 15 days of the effective date of leaving, or as stipulated in Article IX, Section 1. The SCAEC Oversight Committee (described in Article III) will determine how to redistribute the allocation returned by the departing member.

Any agency who is not a member of the Consortium may submit to become a member by sending a formal request to the Director. The request will be placed on the next Oversight Committee agenda. The agency requesting to become a member must provide the reasons for wanting to join the Consortium. If the request also includes funding, the requesting agency must provide a plan for the redistribution of Consortium funds. The Oversight Committee will discuss and vote on the request. The decision to add a new voting member requires a two-third majority vote.

Members of the Consortium may be removed for non-performance, per AB104, Section 39, Article 9, Non-performance includes any one or more of the following:

- Failure to attend Oversight Committee meetings (members can only miss two meetings per fiscal year)
- Failure to provide services as planned
- Failure to meet enrollment and completion standards as agreed in the Annual Plan
- Failure to spend budget as agreed in the Annual Plan

Target enrollments and rates are monitored by the service providers and presented to the Oversight Committee (OVC). After presentation of the data, the OVC may recommend to take action against a member for information presented in the report. If a recommendation from the OVC is brought forward for a member to potentially be removed for non-performance of duties, the decision requires a two thirds majority vote. The OVC is then required to instruct the Director to send notification of potential action to the agency Representative and Superintendent. The agency must respond to the letter of potential action within 30 days, and will have one semester to complete corrective action on the item(s) listed as the reason for potential removal. If the item(s) is not addressed or corrected within the semester, further action up to and including removal of the agency by the Oversight Committee can occur. Vote for approval to remove a member must be a two-thirds majority.

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

The member carryover limit will not be set at this time pending further guidance from the state. The SCAED Oversight Committee will monitor overall consortium spending and take measures to ensure that it remains under the 20% carryover limit required by the state.

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 SCAEC Oversight Committee will monitor the spending of all members with the submission of quarterly fiscal reports and by reviewing the FIFO data. If a member is not spending their allocation per state guidelines and as a result, the Consortium is in danger of exceeding the 20% carryover limit, the consortium director will work with this member to create a plan to reduce their carry over.

The SCAEC does NOT currently have any bylaws that govern carryover, but this will be added to the bylaws in the new year (2023-24).

18. How does your consortium define member effectiveness? *

SCAEC defines member effectiveness by:

- How many adults are served by members of the consortium
- How many adults served by members of the consortium have demonstrated the following: Improved literacy skills; completion of high school diplomas or their recognized equivalents; completion of postsecondary certificates, degrees, or training programs; placement into jobs; Improved wages

The SCAEC relies on the CAEP quarterly reports to evaluate its members' effectiveness.

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

As of today, the only section that addresses member effectiveness is section 2.5: Removal of Members for non-performance

Members of the Consortium may be removed for non-performance, per AB104, Section 39, Article 9, Non-performance includes any one or more of the following:

- Failure to attend Oversight Committee meetings (members can only miss two meetings per fiscal year)
- Failure to provide services as planned
- Failure to meet enrollment and completion standards as agreed in the Annual Plan
- Failure to spend budget as agreed in the Annual Plan

Target enrollments and rates are monitored by the service providers and presented to the Oversight Committee (OVC). After presentation of the data, the OVC may recommend to take action against a member for information presented in the report. If a recommendation from the OVC is brought forward for a member to potentially be removed for non-performance of duties, the decision requires a two thirds majority vote. The OVC is then required to instruct the Director to send notification of potential action to the agency Representative and Superintendent. The agency must respond to the letter of potential action within 30 days, and will have one semester to complete corrective action on the item(s) listed as the reason for potential removal. If the item(s) is not addressed or corrected within the semester, further action up to and including removal of the agency by the Oversight Committee can occur. Vote for approval to remove a member must be a two-thirds majority.

The SCAEC will add more information about member effectiveness to the bylaws in the new program year (2023-2024).

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://so.co/adulted.org/about/oversight-committee/>

Member Agencies

Member Agency	Member Type	Contact	Phone
Petaluma Joint Union High	High School District	Nancy Emanuele 7784633	
Sonoma Co. Office of Education	County Office of Education (COE)	Stacie Post-Sheffer	(707) 524-2630
Sonoma County CCD	District	Marlyn Garcia Santa Rosa Junior College	(707) 527-4541
Santa Rosa City Schools	Unified School District	Samuelito Martinez	
Sonoma Valley Unified	Unified School District	Liz Liscum	
Windsor Unified	Unified School District	Sharon Ferrer	(707) 837-7700 ext: 1012

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)).

Petaluma Joint Union High - Member Representative
Nancy Emanuele Principal nemanuele@petk12.org
Approved by Nancy Emanuele 7784633
04/27/2023 01:21 PM PDT

Santa Rosa City Schools - Member Representative
Samuelito Martinez Director Educational Services smartinez@srcs.k12.ca.us
Approved by Samuelito Martinez

04/26/2023 05:15 PM PDT

Sonoma Co. Office of Education - Member Representative

Stacie Post-Sheffer
Internal Fiscal Services Analyst
spost@scoe.org
(707) 524-2630

Georgia Ioakimedes
Director
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(707) 524-2884

Approved by Georgia Ioakimedes

04/26/2023 05:24 PM PDT

Sonoma County CCD - Member Representative

Marlyn Garcia
Director
mgarcia2@santarosa.edu
(707) 527-4541

Daniela Kingwill
dkingwill@santarosa.edu

Approved by Marlyn Garcia Santa Rosa Junior College

04/28/2023 07:37 AM PDT

Sonoma Valley Unified - Member Representative

Liz Liscum
Principal
lliscum@sonomaschools.org

Approved by Liz Liscum

04/27/2023 03:33 PM PDT

Windsor Unified - Member Representative

Sharon Ferrer

Assistant Superintendent of Educational Services

sferrer@wusd.org

(707) 837-7700 ext: 1012

Approved by Sharon Ferrer

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