

64 State Center Adult Education Consortium

CONSORTIUM APPROVED

2024-25

Fiscal Declaration - Consortium Approved

Consortium Name: 64 State Center Adult Education Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: State Center CCD

Narrative: The State Center Adult Education Consortium (SCAEC) will enter the final year of implementation of our 2022-2025 three-year plan. Our staff and members SCAEC staff and members will continue to persist in meeting the needs of students and our communities as outlined in the 22-25 three-year plan. The SCAEC Transitions Team continues to drive students and teachers to our resource website to ensure everyone has access to valuable resources. The Transitions Team continues to provide student support by presenting at in-person classes and meeting with students one-on-one. They continue to hold workshops on financial aid, applying to college, finding a job, creating your brand, resume writing, and Next Step Fairs. We continue to host in-person college campus tours and participation has grown in attendance at our annual College Showcase. SCAEC utilizes the Unite Us platform to provide CBO and Workforce referrals. SCAEC also hosts quarterly data and accountability workshops to ensure data is captured accurately. Orientations are happening at all 15 adult school sites which has helped with persistence rates. Our college members are working with the adult schools within their sub-regions to implement SB 554 opportunities for adult education students. For the 24/25 school year, we will follow our new three-year plan and modify instruction delivery and transition services as needed. SCAEC continues to work with a consultant who assists us with data integration with the colleges and adult schools and a retired adult education principal who offers technical assistance to current and new adult education administrators. Marketing efforts continue with our monthly newsletters, social media presence, TV commercials, interview on a local show called Education Matters, and rollout of 2025 static and electronic billboards.

Changes: The only change this fiscal year was Dinuba Unified relinquished \$75,000 of its funds due to not being able to hire an ESL Instructor for the past three years. Per our Bylaws, funds being relinquished from a member must first be offered to other districts within the sub-region. In November 2023, one-time funds were transferred from Dinuba USD to Parlier Adult School which received \$45,000, and to Valley ROP which received \$30,000.

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Caruthers Unified	\$178,559	\$177,065	\$161,862
Central Unified	\$1,071,356	\$1,062,391	\$971,171
Chawanakee Unified	\$137,639	\$136,488	\$124,768
Clovis Community College	\$124,397	\$123,355	\$112,764
Clovis Unified	\$3,026,210	\$3,000,885	\$2,743,222
Dinuba Unified	\$394,319	\$391,019	\$357,445
Fresno City College	\$279,892	\$277,550	\$253,718
Fresno Co. Office of Education	\$226,919	\$225,020	\$205,699
Fresno Unified	\$6,513,699	\$6,459,189	\$5,904,588
Golden Valley Unified	\$115,320	\$114,355	\$104,536
Kings Canyon Joint Unified	\$1,346,636	\$1,335,366	\$1,220,709
Madera Community College	\$93,297	\$92,517	\$84,573
Madera Unified	\$1,231,316	\$1,221,012	\$1,116,173
Parlier Unified	\$33,480	\$33,200	\$30,349
Reedley College	\$124,396	\$123,355	\$112,764
Sanger Unified	\$956,037	\$948,036	\$866,636
Selma Unified	\$639,838	\$634,483	\$580,005
Sierra Unified	\$169,259	\$167,843	\$153,432
State Center CCD	\$1,317,992	\$1,306,963	\$1,194,743
Valley ROP	\$111,600	\$110,666	\$101,164
Washington Unified	\$113,460	\$112,510	\$102,850
Yosemite Unified	\$394,319	\$391,019	\$357,445
Total Allocated to Members	\$18,599,940	\$18,444,287	\$16,860,616
Total CAEP Funds	\$18,599,940	\$18,459,655	\$17,057,518
Total Remaining	\$0	\$15,368	\$196,902

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 *

20%

Corrective Action Fiscal Reporting Quarterly Thresholds

If member carryover is over the threshold set below, a corrective action narrative will be required to complete.

	Q1	Q2	Q3	Q4
% of Carryover Threshold	80%	60%	40%	20%

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 members have committed to reporting any funds available to them for education and workforce services and their respective uses. The funds shall be reported in NOVA and evaluated each quarter by the fiscal manager and executive director. Member carryover will be reviewed on a quarterly basis and added to SCAEC board meeting agenda.

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 SCAEC Governing Board is selected by each member district’s Board of Trustees to provide leadership and citizen oversight of the consortium’s plan. Member Representative forms will be approved by member districts and submitted to the SCAEC office.

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

Consortium meetings will follow a calendared schedule which will be published along with meeting agendas on the SCAEC website and on social media. Email notifications and reminders will be sent to all members/representatives. A quorum must be established to make any decisions. The SCAEC plan defines a quorum as a majority (50%+1) of the membership in attendance. Modified Robert’s Rules of Order will be followed to ensure transparency and order within the meetings.

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

1 member = 1 vote

7. How will decisions be approved? *

50% +1 vote

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

SCAEC developed its organizational structure with the assistance of an outside facilitator. This facilitator helped in shaping group norms, organizational structure, and decision-making processes. From these meetings, the members developed the original 1 vote per member structure with a qualified consensus. All attempts will be made to reach a consensus. When consensus cannot be reached, the majority vote (50%+1) of the voting members/designees will rule. A quorum is established if a majority (50%+1) of the membership is in attendance. Each member district will have one vote, with the exception of the State Center Community College District. SCCCD will have four voting members, each representing one college, and each with one vote. The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains their abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

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

SCAEC will follow the Bylaws established by the SCAEC Board to ensure open and collaborative meetings amongst the board and all stakeholders (EC 54954.3): "54954.3. (a) Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2. However, the agenda need not provide an opportunity for members of the public to address the legislative body on any item that has already been considered by a committee, composed exclusively of members of the legislative body, at a public meeting wherein all interested members of the public were afforded the opportunity to address the committee on the item, before or during the committee's consideration of the item, unless the item has been substantially changed since the committee heard the item, as determined by the legislative body. Every notice for a special meeting shall provide an opportunity for members of the public to directly address the legislative body concerning any item that has been described in the notice for the meeting before or during the consideration of that item. (b) The legislative body of a local agency may adopt reasonable regulations to ensure that the intent of subdivision (a) is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker. (c) The legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body. Nothing in this subdivision shall confer any privilege or protection for expression beyond that otherwise provided by law." In addition, SCAEC will seek formats that allow for interaction from the public. All meetings will be digitally archived and meeting minutes will be posted on the SCAEC website.

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. *

Meeting notices and public comment will follow California Government Code 54954.2 which states: "At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public and on the local agency's Internet website, if the local agency has one. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42

U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting."

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

Subject to guidelines intended to provide greater access to the public, comments made in response to items on the agenda will be included for distribution along with approved minutes. These will be posted on the SCAEC website, as well as member websites.

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. *

SCAEC will invite all other entities located in the adult education region that provide education and workforce services for adults to attend Board meetings. Invitations will be sent via email, newsletters posted on our website, and personal contact. In addition, SCAEC will seek formats to allow for interaction from the public. EC 54953 (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

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

The approval of the distribution schedule will be done during an SCAEC Board meeting with input from the public. A quorum must be established in order to hold a meeting and to make any decisions. The SCAEC plan defines a quorum as a majority (50%+1) of the membership in attendance. The vote of each official-designated representative shall be recorded as cast. The names of the representatives making and seconding each motion shall be recorded in the consortium minutes. The distribution schedule will follow the funding priorities as specified in the CAEP Three-Year and Annual Plans.

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? *

A) designated a member to serve as the fund administrator to receive and distribute funds from the program

15. How will members join, leave, or be dismissed from the consortium? *

Any community college, school, or county office of education, or any joint powers authority consisting of community college consortia, school consortia, county offices of education, or combination of these, located within the boundaries of the adult education region shall be permitted to join the consortium as a member, upon Board recognition. As a condition of joining SCAEC, a prospective member shall commit to the following:

- Meet with the Executive Director
- Be recognized as a public educational institution by the State of California
- Data reporting including student enrollment Must utilize state-approved attendance tracking mechanisms
- Must be able to provide data verifying adult education and services at their site
- Submit a proposal to SCAEC Leadership Team to evaluate available funds, possible one-time funding, or partnership with another member within their sub-region. If funds allow and all criteria is met, the SCAEC board can determine permanent member status.

Commitment from the district SCAEC will adhere to the membership guidelines as defined by AB104. Members who wish to leave shall communicate to the Board via a written resignation to be endorsed by the member's governing board. Members will be dismissed according to Member Effectiveness addressed in our SCAEC ByLaws Article III, Section IX. SCAEC BYLAWS

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

Excessive carryover refers to the percentage of allocated funds that a member has carried forward from one fiscal year to the next fiscal year beyond the percentage threshold. The percentage threshold for excessive carryover for a member of the Consortium is 20% of the member's annual allocation.

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? *

Beginning with the 2023-24 fiscal year, the consortium office reviews the carryover amounts reported in NOVA by each member quarterly and will notify any member who has fallen below the following spending targets: Q1 - 20%, Q2 - 40%, Q3 - 60% and Q4 - 80%. If a member's carryover exceeds the 20% threshold for two consecutive years, the Consortium board is authorized to take action by withholding 100% of the member's excessive carryover amount through an allocation amendment upon certification of the second consecutive fiscal year of excessive carryover. Withholding of the member's allocation will be decided by a majority vote of the Board and cannot exceed the excessive carryover amount. If a member's carryover exceeds the percentage threshold for one fiscal year, the Consortium may take action, such as requiring a written plan describing how the member will spend this carryover amount, including timelines, or how the member will reallocate excessive carryover funds to another member or return to the Consortium office. Potential ineffective members will be referred to the Compliance Subcommittee for review and technical assistance will be provided.

18. How does your consortium define member effectiveness? *

Member Effectiveness is addressed in our SCAEC ByLaws Article III, Section IX. [SCAEC BYLAWS](#)

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

Member Effectiveness is addressed in our SCAEC ByLaws Article III, Section IX. [SCAEC BYLAWS](#)

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. *

SCAEC BYLAWS

Member Agencies

Member Agency	Member Type	Contact	Phone
Caruthers Unified	Unified School District	Tod Tompkins	(559) 495-6440
Central Unified	Unified School District	Edward Robinson	
Chawanakee Unified	Unified School District	Brenda Smith	(559) 877-6209 ext: 2020
Clovis Unified	Unified School District	Marci Panoo	(559) 327-2800
Dinuba Unified	Unified School District	Jonathan Torres	(559) 596-7266
Fresno Co. Office of Education	County Office of Education (COE)	Janet Sloan	(559) 497-3850
Fresno Unified	Unified School District	Mr. Rodney A Branch	+1 (559) 457-6000 ext: 76024
Golden Valley Unified	Unified School District	Leslie Goston	(559) 645-3580
Kings Canyon Joint Unified	Unified School District	Tim Cowdrey	(559) 305-7085 ext: 2332
Madera Unified	Unified School District	Ladislao Lopez	(559) 675-4500
Sanger Unified	Unified School District	Lori Hawkyard 3528991	(559) 524-7775
Selma Unified	Unified School District	Rosa Baly	(559) 898-6590 ext: 47299
Sierra Unified	Unified School District	Anthony Abrams	(559) 855-3020
State Center CCD	District	Sherri Watkins	(559) 573-4816
Valley ROP	Regional Occupation Center/Program (ROC/P)	Fabrizio Lofaro	(559) 876-2122
Washington Unified	Unified School District	Grant Thor	(559) 495-5691
Yosemite Unified	Unified School District	Stephanie Osowski	
Clovis Community College	College	Gurdeep Hebert	(559) 325-5391
Fresno City College	College	Donna Cooper Ed D.	(559) 442-8218
Reedley College	College	Theresa Ervin	
Madera Community College	College	Shelly Conner	(559) 675-4864
Parlier Unified	Unified School District	Dr. Jose Garza	

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)).

Caruthers Unified - Member Representative

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Approved by Tod Tompkins

04/19/2024 02:37 PM PDT

Central Unified - Member Representative

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Approved by Edward Robinson

04/19/2024 02:50 PM PDT

Chawanakee Unified - Member Representative

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Approved by Yolanda Balladares

04/19/2024 06:16 PM PDT

Clovis Community College - Member Representative

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04/23/2024 09:21 AM PDT

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04/22/2024 12:59 PM PDT

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04/19/2024 02:30 PM PDT

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04/21/2024 06:02 PM PDT

Fresno Co. Office of Education - Member Representative

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04/19/2024 03:29 PM PDT

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04/19/2024 04:51 PM PDT

Golden Valley Unified - Member Representative

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Approved by Rick Diaz

04/19/2024 04:16 PM PDT

Kings Canyon Joint Unified - Member Representative

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04/24/2024 01:34 PM PDT

Madera Community College - Member Representative

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Approved by Shelly Conner

04/23/2024 08:56 AM PDT

Madera Unified - Member Representative

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Approved by Ara Keledjian

04/19/2024 02:31 PM PDT

Parlier Unified - Member Representative

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Approved by Dr. Jose Garza

04/23/2024 11:53 AM PDT

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04/19/2024 02:33 PM PDT

Sanger Unified - Member Representative

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Approved by Lori Hawkyard 3528991

04/24/2024 07:27 PM PDT

Selma Unified - Member Representative

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Approved by Rosa Baly

04/22/2024 10:05 AM PDT

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04/22/2024 03:48 PM PDT

State Center CCD - Member Representative

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Approved by Sherri Watkins

04/22/2024 10:21 AM PDT

Valley ROP - Member Representative

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