

California Adult Education Program : CFAD : 2022-23 Produced: Apr 22, 2022, 09:13 PM UTC Mike Sanders

## 65 Ventura County Adult Education Consortium

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 65 Ventura County Adult Education Consortium

**Funding Channel:** Direct Funded

**Narrative:** VCAEC agencies will collaborate to provide training and student support services in all allowable program areas and expend its allocations in accordance with the state guidelines for use of CAEP funds.

**Changes:** No Changes

### Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Conejo Valley Unified	\$1,597,997	\$1,479,951	\$1,491,471
Fillmore Unified	\$623,949	\$577,857	\$582,356
Moorpark Unified	\$433,740	\$401,699	\$404,826
Ojai Unified	\$386,495	\$357,945	\$448,127
Oxnard Union High	\$3,144,486	\$2,912,199	\$2,934,867
Santa Paula Unified	\$394,701	\$365,544	\$368,389
Simi Valley Unified	\$5,650,716	\$5,233,291	\$5,253,568
Ventura Unified	\$4,756,399	\$4,405,038	\$4,372,388
<b>Total Allocated to Members</b>	<b>\$16,988,483</b>	<b>\$15,733,524</b>	<b>\$15,855,992</b>
<b>Total CAEP Funds</b>	<b>\$16,988,483</b>	<b>\$16,128,818</b>	<b>\$15,501,022</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$395,294</b>	<b>\$-354,970</b>

### Consortia Report on Governance Compliance of Rules and Procedures v.1

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 member agencies are transparent about funding sources and amounts available for adult education programs and services. Member expenditures and spending are reviewed quarterly. Changes or adjustments to the amounts or intended uses of allocations by members are reviewed for appropriateness and alignment with CAEP goals and outcomes and approved at monthly board meetings.

**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? \***

Consortium member representatives are designated by each member agency and approved by their local governing boards. Once approved, member agencies provide to the VCAEC a completed Intent to Participate form signed by that agency's Chief Executive Officer/Superintendent. A copy of board minutes showing approval is provided to the Consortium and otherwise maintained by LEAs in accordance with local and state policies. The lone exception is the Ventura County Office of Education (VCOE), which only requires the signature and approval of the Ventura County Superintendent of Schools, per local policy.

Agencies may, in addition, identify administrative delegates to serve as a proxy for representatives in the event member representatives are unable to attend meetings or are otherwise unable to participate in decision-making. Delegates work on behalf of member representatives and are selected and approved by Chief Executive Officers or Superintendents, though in certain instances, they may also be put forth and approved by local governing boards as well.

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

In accordance with VCAEC policy, each member representative is expected to attend all meetings and collaborate with VCAEC member agencies to plan and implement consortium activities. Additionally, members are required to:

1. Provide oversight of Consortium workgroups, to include monitoring processes, decisions, and deliverables, as well as providing regular reports on working groups to Consortium Board,
2. Participate in ad hoc and scheduled Consortium Board meetings, and work with Consortium Coordinator and Facilitation Lead to develop agendas,
3. Review and respond to emails and others in a timely manner,
4. Resolve issues,
5. Determine what issues/decisions are presented to Consortium Board and AEBG for decisions/votes,
6. Oversee the expenditure of funds, in collaboration with the Consortium Coordinator and Facilitation Lead,
7. Evaluate contract proposals or delegate evaluation to workgroups (as appropriate),
8. Recommend successful contract proposals for approval by Consortium Board,
9. Identify issues that require the development of mutually agreeable positions with higher education or other key stakeholders, and
10. Receive and act on special and regular reports from the Facilitation Lead, Coordinator, and CAEP Office.

Failure to comply with the obligations above may lead to the member being recommended for removal by appointing agencies. VCAEC may issue a recommendation for warning or removal by a vote taken during monthly meetings, along with the reason for the recommendation and action steps to avoid further measures. Failure to attend two consecutive Consortium Board meetings may result in an automatic warning; failure to attend three consecutive meetings will result in an automatic recommendation for removal.

**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? \***

A consensus of the membership.

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

The VCAEC follows Brown Act rules for public notice and decision-making.

**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. \***

Again, the VCAEC follows Brown Act rules for public notice and decision-making. Board meetings are held every month and are open to the public. Meeting dates are posted on the VCAEC website, as are meeting agendas and approved minutes.

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

Comments by members of the public are captured as part of the minutes for a given meeting. Minutes, including public commentary, are posted to the VCAEC website once approved for release by the VCAEC Board.

**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. \***

Each member agency is responsible for coordinating directly with stakeholders within their service areas to share and solicit input on three-year and annual plans. Public entities such as workforce investment boards, libraries, and community-based organizations are regularly invited to participate and present at open meetings. Additionally, the consortium leverages member agency institutional advisory boards and partnerships with AJCC, WDB, among other entities to obtain input on plans or decisions. Other stakeholders are provided opportunities to review and provide feedback on planning documents via public comment. Comments received are aggregated, reviewed, and adjudicated by the Consortium Board. Comments and approved decisions are posted to the public website, as well as any revisions or modifications implemented as a result of the adjudication process.

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

Funds apportioned to member agencies are used to support programs and services in the seven allowable program areas and approved VCAEC 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? \***

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? \***

Consideration by the quorum is made in accordance with requirements and guidelines put forth by AB104 and CAEP policies regarding consortium membership and dismissal.

**16. How does the consortium monitor and administer carryover funds? \***

Member expenditures are reviewed quarterly and adjudicated in accordance with the VCAEC carryover policy.

**17. What bylaws do you have that governs carryover? \***

Text below:

The VCAEC strives to provide educational programs and services that are robust and current for the needs of the populations it serves. It is, therefore, incumbent upon member agencies to be good stewards of the public funding received by making every reasonable effort to expend their Adult Education Program annual allocations by the end of each fiscal year. To minimize the likelihood of excess carryover from year to year, and to ensure AEP funding allocations may be used to achieve the maximum benefit possible for students in the region, the following procedure will be put into place.

- Member agencies with annual carryover in excess of 40% following the close of the fiscal year shall provide a brief narrative explaining the reason for the carryover and provide a plan and timeline for expending remaining carryover funds for approval by the consortium.
- Members may expend in the following year any funds they carry over as long as plans to expend such funds are in accordance with the approved plan for that year. If a member is not able to develop a plan for the expenditure of carryover funds that are aligned with the approved plan, those funds will be made available for other consortium projects.
- Within two quarters following the close of the prior fiscal year, agencies will be evaluated for progress made toward approved plans. Agencies with carryover in excess of 50% of their original carryover amount and/or total available AEP funding equal to or greater than 80% of their total annual allocation may be asked to release a proportion of extant carryover funds for use by the Consortium.
- Any carryover funds that have not been expended or encumbered by the end of the fourth quarter of the following fiscal year will be returned to the Consortium for use in support of shared initiatives or redistribution to consortium members pursuant to policies governing requests for funding and approval.

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

- Active participation in Consortium board meetings and decision-making
- Active participation in consortium planning efforts
- Adherence to the mandates set forth by state legislation and regulating bodies (CAEP, CCCC, CDE) for acceptable use of CAEP funds and expenditures
- Transparency with regard to programs planned or current, as well as all sources of funding available to support adult education
- Active participation in quarterly expenditure and data reviews and reporting
- Adherence to timelines for Consortium and CAEP reporting
- Member agency plans are aligned to Consortium objectives and activities as defined in three-year and annual plans
- Members submit new programs and services for approval by the Consortium prior to implementation
- Adherence to all other approved Consortium policies and decisions

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

The VCAEC recognizes the importance of shared accountability as well as local autonomy with regard to the administration of programs and services to adult learners within the region. To this end, the VCAEC has enacted policies and bylaws to help ensure consortium members may successfully address local needs, while also remaining in alignment with the Consortium's vision for the region and in compliance with state, CAEP, and Consortium policies. In addition to the mandates therein, the VCAEC has also established the following to help define and clarify member effectiveness:

- Active participation in Consortium board meetings and decision-making
- Active participation in consortium planning efforts
- Adherence to the mandates set forth by state legislation and regulating bodies (CAEP, CCCC, CDE) for acceptable use of CAEP funds and expenditures
- Transparency with regard to programs planned or current, as well as all sources of funding available to support adult education
- Active participation in quarterly expenditure and data reviews and reporting
- Adherence to timelines for Consortium and CAEP reporting
- Member agency plans are aligned to Consortium objectives and activities as defined in three-year and annual plans
- Members submit new programs and services for approval by the Consortium prior to implementation
- Adherence to all other approved Consortium policies and decisions

**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. \***

[Ventura County Adult Education By-Laws](#)

## Member Agencies

Member Agency	Member Type	Contact	Phone
<a href="#">Conejo Valley Unified</a>	Unified School District	Mike Sanders	(805) 497-2761
<a href="#">Fillmore Unified</a>	Unified School District	Amber Henrey Fillmore Unified School District	(805) 524-8201
<a href="#">Moorpark Unified</a>	Unified School District	Sean Abajian	(805) 378-6317
<a href="#">Ojai Unified</a>	Unified School District	Alexandra Mejia-Holdsworth	(805) 640-4300 ext: 1009
<a href="#">Oxnard Union High</a>	High School District	Ms. Kathy Greaves	(805) 385-5227
<a href="#">Santa Paula Unified</a>	Unified School District	Robin Gillette	(805) 525-4407 ext: 22807
<a href="#">Simi Valley Unified</a>	Unified School District	Alan Penner	(805) 579-6200 ext: 1605
<a href="#">Ventura Co. Office of Education</a>	County Office of Education (COE)	Laurel Arnold	(805) 437-1421
<a href="#">Ventura Unified</a>	Unified School District	Carolyn Vang-Walker	(805) 289-7925
<a href="#">Ventura County CCD</a>	District	Cynthia Herrera	

## 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)).

### Conejo Valley Unified - Member Representative

#### Mike Sanders

Principal

[mikesanders@conejoadulted.org](mailto:mikesanders@conejoadulted.org)

(805) 497-2761

#### Michael Sanders

Principal

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(805) 497-2761

Approved by Mike Sanders

04/21/2022 02:17 PM PDT

**Fillmore Unified - Member Representative**

**Amber Henrey**

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**Andrea McNeill**

Asst. Superintendent

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Approved by Amber Henrey Fillmore Unified School District

04/19/2022 12:23 PM PDT

**Moorpark Unified - Member Representative**

**Sean Abajian**

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**Justin Kiraly**

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Approved by Sean Abajian

04/13/2022 03:02 PM PDT

**Ojai Unified - Member Representative**

**Alexandra Mejia-Holdsworth**

Adult School Principal

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Approved by Alexandra Mejia-Holdsworth



04/13/2022 03:07 PM PDT

**Oxnard Union High - Member Representative**

**Kathy Greaves**  
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Approved by Ms. Kathy Greaves

04/18/2022 09:39 AM PDT

**Santa Paula Unified - Member Representative**

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Approved by Robin Gillette

04/13/2022 03:41 PM PDT

**Simi Valley Unified - Member Representative**

**Alan Penner**  
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**Jose Posada**  
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Approved by Alan Penner

04/13/2022 03:10 PM PDT

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

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Approved by Laurel Arnold

04/20/2022 04:22 PM PDT

**Ventura County CCD - Member Representative**

**Cynthia Herrera**  
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Approved by Cynthia Herrera

04/13/2022 03:12 PM PDT

**Ventura Unified - Member Representative**

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Approved by Carolyn Vang-Walker

04/13/2022 03:09 PM PDT



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