

California Adult Education Program : CFAD : 2023-24 Produced: May 2, 2023, 12:50 AM UTC Laurel Lary

## 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                       | (2023-24)           | (2022-23)           | (2021-22)           |
|-----------------------------------|---------------------|---------------------|---------------------|
| Conejo Valley Unified             | \$1,748,093         | \$1,597,997         | \$1,479,951         |
| Fillmore Unified                  | \$682,555           | \$623,949           | \$577,857           |
| Moorpark Unified                  | \$474,480           | \$433,740           | \$401,699           |
| Ojai Unified                      | \$422,797           | \$386,495           | \$357,945           |
| Oxnard Union High                 | \$3,439,839         | \$3,144,486         | \$2,912,199         |
| Santa Paula Unified               | \$431,774           | \$394,701           | \$365,544           |
| Simi Valley Unified               | \$6,181,472         | \$5,650,716         | \$5,233,291         |
| Ventura Unified                   | \$5,203,154         | \$4,756,399         | \$4,405,038         |
| <b>Total Allocated to Members</b> | <b>\$18,584,164</b> | <b>\$16,988,483</b> | <b>\$15,733,524</b> |
| <b>Total CAEP Funds</b>           | <b>\$18,584,164</b> | <b>\$17,186,878</b> | <b>\$16,128,818</b> |
| <b>Total Remaining</b>            | <b>\$0</b>          | <b>\$198,395</b>    | <b>\$395,294</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 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 \*

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 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 the governing Board of their district. VCOE only requires approval of the Ventura County Superintendent of Schools, as noted previously.

**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, including monitoring processes, decisions, and deliverables, as well as providing regular reports on working groups to the 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 CAEP 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.
11. 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 of 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, and 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. What is the consortium's defined "excessive" member carryover percentage threshold? \***

VCAEC Board recommended a 20% carryover threshold for 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 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.

- The Consortium recommends expenditure targets:
  - Q1: 20%
  - Q2: 40%
  - Q3: 60%
  - Q4: 80%
- The Consortium will conduct quarterly reviews of member expenditures. If spending targets are not met by the 3rd quarter of the funding year, member agencies will be asked to provide a written description of the reasons for the underspend and a plan for aligning their expenditures with the Consortium's targets.
- In October each year, member agencies with annual carryover above 20% following the close of the previous fiscal year shall submit for approval by the Consortium a brief narrative explaining the reasons for the carryover and a plan and timeline for expending remaining carryover funds. Plans must align with Consortium's Three-Year and Annual plans.
- If a member is unable to develop a plan independently for expending carryover funds, the Consortium will provide support and direct technical assistance to aid in identifying and implementing strategies to help the member address their carryover in accordance with Consortium policies.

- Within two quarters following the close of the prior fiscal year, agencies will be evaluated for progress made toward approved plans. Agencies with carryover above 50% of their original carryover amount or total available CAEP 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 not expended or encumbered by the end of the fourth quarter of the following fiscal year will be released to the Consortium for use in shared initiatives or redistributed to Consortium members pursuant to policies governing requests for one-time 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, CCCCO, 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,
- Adherence to Consortium carryover policies,
- 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, and
- 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, CCCCO, 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
- Adherence to Consortium carryover policies
- 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. \*

<https://docs.google.com/document/d/1qMxpjYgtF6am20n-sqgCk6vJU2lp10jaQa8MtG3kp-w/edit#>

## Member Agencies

| Member Agency                   | Member Type                      | Contact                                       | Phone                     |
|---------------------------------|----------------------------------|---|---------------------------|
| Conejo Valley Unified           | Unified School District          | Mike Sanders                                  | (805) 497-2761            |
| Fillmore Unified                | Unified School District          | Amber Henrey Fillmore Unified School District | (805) 524-8201            |
| Moorpark Unified                | Unified School District          | Sean Abajian                                  | (805) 378-6317            |
| Ojai Unified                    | Unified School District          | Alexandra Mejia-Holdsworth                    | (805) 640-4300 ext: 1009  |
| Oxnard Union High               | High School District             | Leticia Carabajal Oxnard Adult School         | (805) 385-2616            |
| Santa Paula Unified             | Unified School District          | Robin Gillette                                | (805) 525-4407 ext: 22807 |
| Simi Valley Unified             | Unified School District          | Alan Penner                                   | (805) 579-6200 ext: 1605  |
| Ventura Co. Office of Education | County Office of Education (COE) | Laurel Lary                                   | (805) 437-1421            |
| Ventura Unified                 | Unified School District          | Carolyn Vang-Walker                           | (805) 289-7925            |
| Ventura County CCD              | 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

(805) 497-2761

**Michael Sanders**

Principal

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Approved by Mike Sanders

05/01/2023 12:36 PM PDT

**Fillmore Unified - Member Representative**

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**Andrea McNeill**

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**Cynthia Frutos**

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Approved by Andrea McNeill

05/01/2023 10:05 AM PDT

**Moorpark Unified - Member Representative**

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**Justin Kiraly**

Accounting Supervisor



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Approved by Sean Abajian

04/28/2023 11:37 AM PDT

**Ojai Unified - Member Representative**

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04/28/2023 01:11 PM PDT

**Oxnard Union High - Member Representative**

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04/27/2023 06:54 PM PDT

**Santa Paula Unified - Member Representative**

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05/01/2023 01:54 PM PDT

**Simi Valley Unified - Member Representative**

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**Jose Posada**

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04/28/2023 07:36 AM PDT

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

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Approved by Laurel Lary

05/01/2023 05:50 PM PDT

**Ventura County CCD - Member Representative**

**Cynthia Herrera**

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Approved by Cynthia Herrera

04/27/2023 05:12 PM PDT

**Ventura Unified - Member Representative**

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Approved by Carolyn Vang-Walker

04/28/2023 08:26 AM PDT



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