

California Adult Education Program : CFAD : 2022-23 Produced: May 6, 2022, 09:41 PM UTC Raminder Bains

70 North Central Adult Education Consortium (Yuba)

Fiscal Declaration - Consortium Approved

Consortium Name: 70 North Central Adult Education Consortium (Yuba)

Funding Channel: Fiscal Agent

Fiscal Agent: Sutter Co. Office of Education

Narrative: Per our annual and 3-year plan, each member annually conducts needs assessments which helps drive member plans, and our annual plan, while supporting our 3-year plan. The consortium is continuing to focus on outreach, support, and investments in programs to improve ESL/VESL, and CTE/IET programs; technical, academic and work-readiness competencies of all students so they are better prepared to transition to college and careers. As a result, more investments will be made in CTE, Integrated, and VESL instruction, WBL, and career exploration. Additional investments will also be made in professional development to better prepare instructors for distance learning, integrated instruction, curricular mapping, alignment of assessments, and data driven instruction. Consortium-wide, all members will also focus on improved recruitment and retention strategies as well as the integration of additional student support systems. The consortium will be retaining the fourth navigator and investing in online programs and services to continue to strengthen options for students, especially in our rural regions. Current online programs such as Burlington English, AZTEC, Reading Plus, HISET prep will also be expanded to improve student access to programs throughout the region. NCAEC will also continue to work with Tri-County ROP, One-Stops, LWIBS, and other partners to braid funding and provide wrap-around services while limiting duplication

Changes: Konocti Unified has decided to discontinue it's Adult Education program for the 22-23 school-year. Numerous discussions have taken place in Lake County to ensure the same level of adult education programs and services are available in Lake County. The NCAEC has developed an MOU between Konocti and Lake County members. Konocti Unified's allocation will be reduced to zero and Woodland Community College (Lake County Campus) will receive Konocti Unified's full allocation for the 22-23 school-year. Konocti will remain an unallocated member and continue to work with Lake County members and the consortium to support adult education in Lake County.

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Colusa Co. Office of Education	\$210,357	\$190,180	\$189,031
Konocti Unified	n/a	\$102,938	\$99,789
Lake Co. Office of Education	\$135,550	\$115,373	\$112,511
Sutter Co. Office of Education	\$940,513	\$820,336	\$833,617
Woodland Community College	\$329,240	\$206,125	\$205,341
Woodland Joint Unified	\$1,350,182	\$1,330,005	\$1,354,957
Yolo Co. Office of Education	\$240,885	\$220,708	\$220,258
Yuba CCD	n/a	\$0	\$0
Yuba Co. Office of Education	\$154,658	\$134,481	\$132,056
Yuba College	\$177,421	\$157,244	\$155,341
Total Allocated to Members	\$3,538,806	\$3,277,390	\$3,302,901
Total CAEP Funds	\$3,538,806	\$3,359,732	\$3,228,959
Total Remaining	\$0	\$82,342	\$-73,942

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? *

Available funds will be reported in NOVA's program area reporting. Funds are monitored by both members and the consortium fiscal agent per MOU'S; Director; Accountant. NCAEC plans on developing tools to evaluate and share funds and ROI in programs.

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 NCAEC has an executive body (Superintendents; Presidents) that are designated by their governing boards as the fiscal and program decision makers. NCAEC also uses a leadership team (also designated by their governing boards to oversee CAEP

programs and decision making), to make recommendations to the executive team and support decision making. In total, each member is represented by both a leadership member and an executive member.

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

Per Brown Act, the Executive team has officers who are required to attend meetings. NCAEC's leadership team meets monthly and meeting attendance is required as well.

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

1 member = 1 vote

7. How will decisions be approved? *

by majority vote of 51%

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

The decision making model was developed during the initial formation of the consortium. The model has remained in place without any changes.

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

NCAEC's executive meetings follow Brown Act. Meeting agendas are posted in a public location and on it's 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 agendas are posted in the timeframe and locations required by the Brown Act. Public members have time on the agenda available to comment. Minutes from meetings are taken and posted on the website.

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

Comments from the public will be posted in the minutes. Public comments will be discussed; the information will drive future discussion and action which could result in additional meetings and minutes.

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. *

NCAEC executive and leadership members are on numerous local boards (LWDB; Community Organizations) where they share updates, solicit input, and develop strategic plans. NCAEC shares input at meetings from the partnering agencies to help drive both the consortiums 3-year plan and annual plan.

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

Allocations are discussed in leadership and recommendations are made to the executive committee. The NCAEC Executive Committee convenes a public meeting to discuss and approve the allocations.

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? *

The NCAEC Consortium is open to all interested members. Both non-allocated and allocated members are able to leave the consortium per notification. Allocated members will need to complete all work/reporting and develop an exit plan/MOU of future services with the consortium as well.

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

Carryover funds are monitored throughout the year. Carryover funds are discussed at June meetings to ensure sites are not struggling to spend down funds that expire in 2.5 years. Further discussions ensue if funds continue to be unspent after June of the expiring year. If no action occurs, funds are redistributed to another member with a spending plan and timeline in place.

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

Carryover rules are stated in the Consortium Governance Bylaws.

18. How does your consortium define member effectiveness? *

Member effectiveness is defined by assurances and in the annual MOU'S, and Bylaws. In summary, member effectiveness includes meeting attendance/collaboration, adhering to reporting timelines, adhering to expenditure requirements and timelines

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

The NCAEC has both Bylaws and an Annual MOU that addresses member expectations and effectiveness.

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. *

NCAEC has MOU's with all sites for CAEP allocations detailing ; additional fund requests.

https://drive.google.com/file/d/1J0k3s_lmjOug5j1Y9jplmwQahvtS-vrA/view?usp=sharing

Member Agencies

Member Agency	Member Type	Contact	Phone
Colusa Co. Office of Education	County Office of Education (COE)	Michael West	(530) 458-0350
Konocti Unified	Unified School District	Becky Salato EdD	(952) 453-9563
Lake Co. Office of Education	County Office of Education (COE)	Brock Falkenberg	
Sutter Co. Office of Education	County Office of Education (COE)	Eric Pomeroy	(530) 822-2965
Woodland Joint Unified	Unified School District	Karin Liu	(530) 406-5902
Yolo Co. Office of Education	County Office of Education (COE)	Karen Shores	(530) 668-3733
Yuba CCD	District	Katy Miller	(530) 749-3868
Yuba Co. Office of Education	County Office of Education (COE)	Francisco Reveles	(530) 749-4900
Woodland Community College	College	Artemio Pimentel	(530) 661-5711
Yuba College	College	Dr Tawny Dotson	(530) 434-8266

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)).

Colusa Co. Office of Education - Member Representative

Michael West

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Lorilee Niesen

Director of Ed. Services

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Approved by Michael West

05/06/2022 02:31 PM PDT

Konocti Unified - Member Representative

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Chief Business Officer

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Approved by Becky Salato EdD

05/06/2022 02:30 PM PDT

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05/06/2022 02:32 PM PDT

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Approved by Elodia Ortega-Lampkin Woodland Joint Unified School District

05/06/2022 02:32 PM PDT

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05/06/2022 02:35 PM PDT

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05/06/2022 02:41 PM PDT



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