

California Adult Education Program : CFAD : 2022-23 Produced: Apr 28, 2022, 07:09 PM UTC Jared Pierce

71 Adult Education Pathways

Fiscal Declaration - Consortium Approved

Consortium Name: 71 Adult Education Pathways

Funding Channel: Fiscal Agent

Fiscal Agent: Siskiyou Co. Office of Education

Narrative: Our consortium plans to utilize allocations to provide classes and services that assist adult learners in obtaining employment or secondary education. We have analyzed Labor Market Information with community partners to drill down on what is needed in our communities. Our focus for this year's funds will be to enhance our ESL and short term CTE programs. We seek to produce more transition outcomes throughout our consortium.

Changes: No Changes

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Butte Valley Unified	\$81,524	\$71,704	\$69,885
Dunsmuir Joint Union High	\$112,180	\$102,360	\$86,455
Scott Valley Unified	\$106,637	\$96,817	\$113,656
Siskiyou Co. Office of Education	\$218,666	\$208,842	\$187,354
Siskiyou Joint CCD	\$127,094	\$117,274	\$115,455
Siskiyou Union High	\$125,859	\$116,039	\$132,878
Tulelake Basin Joint Unified	\$77,760	\$67,940	\$66,121
Yreka Union High	\$213,802	\$203,982	\$220,821
Total Allocated to Members	\$1,063,522	\$984,958	\$992,625
Total CAEP Funds	\$1,063,522	\$1,009,704	\$970,403
Total Remaining	\$0	\$24,746	\$-22,222

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? *

iThe Siskiyou Adult Education Consortium (SAEC) recognizes members and partners have multiple revenue streams that directly or indirectly support the Purpose and Plans of the SAEC. All SAEC members will provide each consortium member total amount the Maintenance of Effort (herein referred to as "MOE"), Apportionment, and Categorical Funding they are receiving to administer their programs.

ii. The SAEC recognizes that it will receive an annual allocation of funding from the California Adult Education Program (herein referred to as "Allocation").

iii. The SAEC recognizes it is responsible for approving the amount of Allocation each SAEC member receives as required by legislation. The consortium will annually approve base funding to each SAEC member at the funding level of no less than the Allocation funding provided by CAEP for the previous year. This annual approval is subject to funding provided by the State.

iv. The SAEC will strive to distribute the Allocation to SAEC members to address gaps in services to support all members in their efforts to achieve the consortium Purpose and Plans with a clear understanding by all members that the Allocation will be spent in accordance with the Plans.

v. The SAEC will complete a site and member evaluation that will determine member and site effectiveness. The member and site effectiveness will be a factor when approving annual allotment of the Allocation.

vi. The SAEC will be guided by CAEP quarterly target spending goals and if a member consistently fails to reach quarterly targets, a consortium vote will be had to determine the course of action of member's remaining funds.

vii. Staffing and expense decisions will be made by the consortium and determined in the annual budget. The Consortium Director manages the regional shared budget once allocations and grants are approved by the consortium.

viii. Consortium members can reserve the right to change the financial agent through a unanimous vote by member institutions. The Consortium is governed by the financial operating principles, and related administrative policies and procedures of the fiscal agent.

ix. The fiscal year of SAEC will run from July 1 to June 30.

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 Representative to the Board must be appointed and approved by the member institution's governing board, which determines the Representative's term of service. The Representative must be employed by the member institution while serving on the Board. The Board and Consortium Director must retain records of Representative approval by member governing board. The Representative is the designee of the member institution for all policy directives and Board votes. Representatives receive no compensation to serve on the Board.

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

Each of the organizations, will appoint a Representative (herein referred to as "Representative") to serve as a voting participant on the SAEC Executive Board (herein referred to as "the Board"). Each SAEC member will have one Representative serving on the Board and all Representatives are expected to abide by the bylaws of the SAEC. Each member Representative is expected to know adult education and college systems, processes, and budgetary issues that could affect the consortium Purpose and Plans. The Board of the SAEC is responsible for overall policy and direction of the consortium. The Board votes on

issues the SAEC members deem critical to achieving the Purpose of the SAEC. The Board must make all reasonable efforts to include member, partner, and public input and dialogue when deliberating and voting upon issues put before the Board.

All member representatives of the consortium shall be entitled to one (1) vote per member site. The member representative shall be the primary voting member, however he/she may appoint a designee to act on their behalf. Partners may receive voting status upon invitation and approval of the member sites. All County Offices of Education located within the region shall by default be designated as voting partners.

Voting membership term is open-ended, unless one or more of the following conditions occur:

- The voting member provides written notification of their resignation from the consortium.
- A majority of the voting membership terminates voting privileges for due cause.
- The voting member fails to attend at least 50% of the regularly scheduled meetings during a 12-month period.

A quorum shall consist of a simple majority of the approved voting members or their alternates. Any action of the consortium requires a majority vote of appointed voting members to pass. In the event of a tie, a second vote will be held. If the tie is not broken after the second vote, the action item is defeated as it did not receive majority vote.

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? *

When the Consortium model started in 2015, this was what the members at the time agreed upon. There has been no discussions of changing it since the inception.

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 are sent out to members and posted on the website at least 72 hours prior to the meeting.

The Board is responsible for providing minutes for all regularly scheduled or special Board meetings. The Board can employ Staff to complete minutes for each meeting and have Staff include these minutes in the following meeting's agenda. Approved minutes will be posted on the SAEC 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. *

All SAEC Board meetings will occur once a month and will be open to the public. Notification of individual board meetings will be posted on the SAEC website and at each member site at least 72 hours in advance of the meeting.

The Board is responsible for providing the meeting Agenda 72 hours in advance of the meeting. While the Chair (if one is designated) is responsible for determining the Agenda with member input, the Chair can appoint the Director of SAEC to complete the physical production and website posting of the agenda. At Board meetings, the Board will receive reports on the activities of the consortium members in relation to the plans from Staff and members. An agenda item of "Public Comment" will be provided for public input.

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

The consortium has a recurring Agenda Item called, "Public Comment." The public is welcome to verbally submit their comments to the board during this time. A recurring note is listed on the agenda that states, "In compliance with the Americans with Disabilities Act, the Siskiyou Adult Education Consortium will make available to the public who has a disability, any needed modification or accommodation in order for that person to participate in the public meeting. Contact the Siskiyou Adult Education Consortium Director at seller@siskiyoucoe.net at least one (1) week prior to the scheduled meeting."

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. *

Other public entities may request to be placed on the agenda or make comments during the meeting in the Agenda item, "Public Comment."

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

The consortium fiscal agent schedules distribution of site allocations on a monthly basis after receiving funds from the State.

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? *

Members can voluntarily leave the consortium, but must provide written notice at least thirty (30) days in advance to the Director or Adult Education. The director will inform the consortium at next regularly scheduled consortium meeting. Any member that voluntarily chooses to leave the consortium must return its Allocation to the fiscal agent within 15 days of the effective date of date of leaving, or as stipulated in Article IX, Section 1. The SAEC Executive Board (described in Article III) will determine how to redistribute the Allocation returned by the departing member.

The Board may reduce a member's Allocation for the following reasons:

- i. The member no longer wishes to provide services consistent with achieving the SAEC Purpose and the SAEC Plans
- ii. The member cannot provide services that address the needs identified in the SAEC.
- iii. The member has been consistently ineffective in providing services that address the needs identified in the SAEC Plans and reasonable interventions have not resulted in improvements.

The decision to add a new member requires a two thirds majority vote. The decision to remove a current member requires each Representative (as defined in Article III, Section 1) to obtain the acknowledgement and approval from the Superintendent/President of the member institution. Vote for approval to remove a member must be a two-thirds majority.

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

- i. Sites shall make every effort to expend current year allocation funds within the same year (July 1 - June 30). However, should there be carryover funds from the previous year(s) greater than 15% of the total allocations within the current 3 year fiscal cycle (without proof encumbered funds) in December of each year, consortium members may vote to conduct an allocation amendment to move those carryover funds to another site.

Example: Site A receives \$100,000 for Year 1, Year 2 and Year 3 for a total of \$300,000 during that funding cycle. If in December of Year 3, Site A has carryover of \$45,000 or more, the Consortium may vote to reallocate those carryover funds to another site. The reallocation will not affect the site's base annual allocation.

ii. If the Consortium has voted to move a site's carryover funds for two consecutive years, the site may be deemed ineffective and a reduction in the annual allocated base amount of funds will occur with Ed Code : 84914(c) enforced: The member has been consistently ineffective in providing services that address the needs identified in the SAEC Plans and reasonable interventions have not resulted in improvements. At that time, member districts will vote on where the reduction of funds will go.

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

Listed in the Siskiyou Adult Education Consortium Bylaws Article I. Name, Purpose, Principles, and Funding, Section 5

18. How does your consortium define member effectiveness? *

i. At a minimum, CAEP member effectiveness is defined per the CAEP assurances listed (see attached list) and further defined/mandated by education code (84900 – 84920). Each CAEP consortium member agrees to follow the list of CAEP assurances when they certify their annual allocation via the Consortium Fiscal Administration Declaration (CFAD). By clicking "Approve" in the NOVA system, the member is confirming that they agree to all the CAEP assurances listed under sections labeled: Membership & Decision-Making, Public Meetings, and Reporting Requirements. This also includes members certifying to any additional consortium rules and procedures and, as agreed upon by the consortium members (such as any additional by-laws, charters, etc.).

ii. Consortium will abide by established appeal process and/or conflict resolution steps.

iii. Consortium must monitor member performance and identify members for non-compliance.

iv. If site is in non-compliance, Consortium will provide members technical assistance and/or reach out to the CAEP Technical Assistance Process (TAP) as part of the reasonable intervention (EC 84914(b)(1)(c))

v. If a consortium chooses to decrease the member's funding, the consortium must document the reason, the technical assistance/reasonable intervention provided, and the public meeting minutes of how/when the decision was made. This documentation must be posted to the consortium's Supporting Documentation section in NOVA.

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

Listed in The Siskiyou Adult Education Consortium Bylaws Article II. Section 5

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://drive.google.com/drive/folders/1z5xdZHNGOWdFSeQfh7K18_cHLZc7yDde

Member Agencies

Member Agency	Member Type	Contact	Phone
Butte Valley Unified	Unified School District	Mr. Jared Pierce	(530) 397-4000
Dunsmuir Joint Union High	High School District	Ray Kellar Dunsmuir High School	(530) 235-4835 ext: 210
Scott Valley Unified	Unified School District	Matt Chester	(530) 598-6288
Siskiyou Co. Office of Education	County Office of Education (COE)	Kermith Walters	(530) 842-8403
Siskiyou Joint CCD	District	Mark Klever	
Siskiyou Training & Employment Program, Inc.	Workforce Development Board	Shannon Eller	(530) 842-8446
Siskiyou Union High	High School District	Yolanda Sanchez Mrs.	(530) 964-2181
Tulelake Basin Joint Unified	Unified School District	Leticia Rascon	
Yreka Union High	High School District	Josh Carr	(530) 842-6151 ext: 115

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)).

Butte Valley Unified - Member Representative

Jared Pierce
 Superintendent-Principal
jpierce@bvalusd.org
 (530) 397-4000

Approved by Mr. Jared Pierce

04/28/2022 12:09 PM PDT

Dunsmuir Joint Union High - Member Representative**Ray Kellar**

Superintendent/Principal

rkellar@dunsmuirhigh.k12.ca.us

(530) 235-4835 ext: 210

Approved by Ray Kellar Dunsmuir High School

04/26/2022 09:44 AM PDT

Scott Valley Unified - Member Representative**Matt Chester**

Director of School Operations

mchester@svusd.us

(530) 598-6288

Approved by Matt Chester

04/27/2022 09:19 AM PDT

Siskiyou Co. Office of Education - Member Representative**Kermith Walters**kwalters@siskiyoucoe.net

(530) 842-8403

Shannon Eller

Director of Adult Education

seller@siskiyoucoe.net

(530) 842-8446

Approved by Kermith Walters

04/25/2022 08:50 AM PDT

Siskiyou Joint CCD - Member Representative**Mark Klever**mklever@siskiyous.edu**Suzanne Clark**

Director Noncredit, Community & Contract Education

lclark6@siskiyous.edu

(530) 841-5834

Approved by Suzanne Clark

04/26/2022 10:21 AM PDT

Siskiyou Union High - Member Representative

Yolanda Sanchez
ysanchez-alves@sisuhd.net
(530) 964-2181

Approved by Yolanda Sanchez Mrs.

04/26/2022 09:08 AM PDT

Tulelake Basin Joint Unified - Member Representative

Leticia Rascon
Adult Education Coordinator
adulsted@tbjUSD.org

Teresa Healy
Superintendent/HS Principal
thealy@tbjUSD.org
(530) 667-2295

Approved by Teresa Healy Tulelake Basin Joint Unified School District

04/26/2022 08:35 AM PDT

Yreka Union High - Member Representative

Josh Carr
Director of Adult Education
jcarr@yuhd.net
(530) 842-6151 ext: 115

Approved by Josh Carr

04/25/2022 08:38 AM PDT



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