

CAEP  
CFAD

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## 71 Adult Education Pathways

CONSORTIUM APPROVED

2025-26

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 71 Adult Education Pathways**Funding Channel:** Fiscal Agent**Fiscal Agent:** Siskiyou Co. Office of Education

**Narrative:** At this moment, we are in the 2025-2028 3-Year Planning process. We will be working on enhancing our developing new activities and outcomes based on evidence collected during our 3-Year Planning analysis. As 2024/2025 comes to an end, most member sites are in a place where they are ready to grow their programs. By utilizing LMI data from the Siskiyou County Job List (now hosted by the AEP website!), SMART Workforce Center, and Center of Excellence, collaborating with member districts, hearing feedback from the public at consortium meetings and analyzing the quarterly data, our consortium developed five strategies to foster success for our students: • Increase Workforce Preparation Classes • Implement Transitional Services throughout our Consortium • Expand Support Systems for Adult Learners • Enhance and Maintain Marketing Efforts • Leverage Technology for Community Engagement Each year, our consortium reviews our bylaws and updates as necessary. Within those bylaws, we have developed a system to expend funds and carryover based on AB 1491 requirements and also added a strategy to have the option to update our local funding formula on a 3-Year interval cycle (aligned with the 3-Year Planning cycle). Our commitment to working as a team has only increased our ability to assist adult learners of Siskiyou County with achieving their goals and dreams.

**Changes:** No Changes

### Member Allocations

| Member Name                       | (2025-26)          | (2024-25)          | (2023-24)          |
|-----------------------------------|--------------------|--------------------|--------------------|
| Butte Valley Unified              | \$73,294           | \$71,361           | \$70,772           |
| Dunsmuir Joint Union High         | \$113,912          | \$110,691          | \$109,709          |
| Scott Valley Unified              | \$107,629          | \$104,730          | \$103,846          |
| Siskiyou Co. Office of Education  | \$431,957          | \$420,364          | \$416,838          |
| Siskiyou Joint CCD                | \$108,749          | \$105,850          | \$104,967          |
| Siskiyou Union High               | \$84,924           | \$82,669           | \$81,982           |
| Tulelake Basin Joint Unified      | \$70,529           | \$68,597           | \$68,008           |
| Yreka Union High                  | \$214,447          | \$208,971          | \$207,293          |
| <b>Total Allocated to Members</b> | <b>\$1,205,441</b> | <b>\$1,173,233</b> | <b>\$1,163,415</b> |
| <b>Total CAEP Funds</b>           | <b>\$1,205,441</b> | <b>\$1,176,844</b> | <b>\$1,164,384</b> |
| <b>Total Remaining</b>            | <b>\$0</b>         | <b>\$3,611</b>     | <b>\$969</b>       |

#### Member Allocation Certification

✓ I certify that this CFAD is true and accurate. Our consortium certifies that the allocations listed correctly represent all funded members and their respective amounts.

## 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? \***

- i. The 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/member evaluation that will determine member/site effectiveness. The member/site effectiveness will be a factor when approving annual allotment of the Allocation. Every three years, in alignment with the 3-year plan, SAEC will review the local funding formula utilizing the "Allocation vs. Performance Summary Report." SAEC will determine if any changes to the local funding formula need to be made. If a change is warranted, the SAEC will hold a consortium vote during a public meeting.
- 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 to June

**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 SAEC Board must be appointed and approved by the member institution's governing board, which determines the Representative's term of service. On an annual basis, the member site must submit a resolution to the AEP director with the designation of the Representative. The Representative must be employed by the member institution while serving on the 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 , 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 48 hours prior to the meeting. The Board is responsible for providing minutes for all regularly scheduled or special Board meetings. Hearing of persons desiring to address the Board or present petitions. Presentations not on the agenda will be limited to five minutes. The Board is prohibited from taking action on any item presented if it is not listed on the agenda. 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 48 hours in advance of the meeting. The Board is responsible for providing the meeting Agenda 48 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, "Hearing of persons desiring to address the Board or present petitions. Presentations not on the agenda will be limited to five minutes. The Board is prohibited by law from taking action on any item presented if it is not listed on the agenda."

**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." The board will not make any decisions during the meeting and may hold special meeting to discuss items further.

**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 30 days of the effective date of date of leaving, or as stipulated in Article IX, Section . 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 ) 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. What is the consortium's defined "excessive" member carryover percentage threshold? \***

19.9%

**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? \***

If a consortium has excessive carryover for at least one prior fiscal year, they shall be assigned to technical assistance by the California Community Colleges Chancellor and the Superintendent of California Public Schools. The technical assistance provider is selected by the State, and their purpose is to ensure the effective use of funds as specified by California Education

Code and to ensure that the consortium can provide adequate adult education services while not exceeding the twenty percent carryover threshold.

Members may be subject to technical assistance through SAEC and placed into a monitoring period for a minimum of twelve months if they have not met one or more of the member effectiveness criteria outlined above. Technical assistance may include but is not limited to any of the following steps and supports: . Notice sent to agency representative and Superintendent outlining area(s) of non-compliance . Measures necessary to regain compliance with SAEC and CAEP regulations . Regular monitoring of member effectiveness areas that are out of compliance and were included in the notice to the Superintendent . . Develop and implement an Excessive Carryover Reduction Plan to meet member and consortium excessive carryover limits. If a member who is in technical assistance is unable to meet the obligations of SAEC and CAEP funding requirements after a twelve-month monitoring period, additional actions may be taken including the following: . Extension of technical assistance monitoring period for an additional twelve months or until agency remediates areas of deficiency . Reduction in funding not to exceed the amount of excessive carryover from the prior fiscal year . Removal from being a service provider Member Non-Performance The Consortium may recommend that a member be removed as a service provider for non-performance of duties after the member has gone through at least eighteen (18) months of technical assistance without remediation in the deficient areas. A decision to remove a member for non-performance requires a two thirds vote (5 out of the 8 members). The Consortium will send notification of potential action to the agency representative and governing board/Superintendent outlining the actions taken by SAEC technical assistance, areas of non-compliance, and the date of the Consortium General Membership meeting at which the removal of the member from service provision will be addressed.

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

At a minimum, CAEP member effectiveness is defined per the CAEP assurances listed 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.).

All members:

1. Regular attendance and participation at monthly Consortium General Membership Meetings
2. Participation in and contribution to the development of the Annual and Three-Year plans
3. Timely submission and approval of all CAEP and SAEC deliverables per CAEP published calendar

Funded members:

4. Meeting the student success goals as defined by the consortium in the Annual and Three-Year plans
5. Financial expenditures aligned to Annual and Three-Year plan goals and CAEP guidelines
6. Funds expended in a timely manner in accordance with AB 1491
7. Member carryover shall not exceed 19.9%. Any portion of the member's carryover that exceeds 19.9% shall be deemed excessive carryover.

If members are unable to meet at least one of the criteria of member effectiveness, they may need the support and mentoring of the Consortium and/or other members of the consortium to come back into and remain in compliance with consortium and State

requirements for California Adult Education Program funding. Members who are out of compliance with the member effectiveness standards may be subject to technical assistance through SAEC and placed into monitoring for a period of at least twelve months or until area(s) of deficiency have been remediated.

#### **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/u/0/folders/1z5xdZHNGOWdFSeQfh7K18\\_cHLZc7yDde](https://drive.google.com/drive/u/0/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          | Brianna Moyles                  | (530) 467-5279          |
| Siskiyou Co. Office of Education             | County Office of Education (COE) | Shannon Eller                   | (530) 842-8446          |
| Siskiyou Joint CCD                           | District                         | Samantha Worthington            | (530) 938-5815          |
| Siskiyou Training & Employment Program, Inc. | Workforce Development Board      | n/a                             |                         |
| Siskiyou Union High                          | High School District             | Yolanda Sanchez Mrs.            | (530) 964-2181          |
| Tulelake Basin Joint Unified                 | Unified School District          | Brian Norby                     |                         |
| 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

04/10/2025 03:23 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

04/10/2025 03:18 PM PDT

**Scott Valley Unified - Member Representative****Brianna Moyles**

Scott Valley Adult Education Coordinator

bmoyles@svusd.us

(530) 467-5279

Approved by Brianna Moyles

04/11/2025 07:59 AM PDT

**Siskiyou Co. Office of Education - Member Representative****Shannon Eller**

Director of Adult Education

seller@siskiyoucoe.net

(530) 842-8446

**Allan Carver**

Superintendent of Schools

[acarver@siskiyoucoe.net](mailto:acarver@siskiyoucoe.net)

(530) 842-8400 ext: 8404

Approved by Shannon Eller

04/15/2025 01:46 PM PDT

**Siskiyou Joint CCD - Member Representative****Samantha Worthington**

FIELD Director

[sworthingto@siskiyous.edu](mailto:sworthingto@siskiyous.edu)

(530) 938-5815

Approved by Samantha Worthington

04/11/2025 03:39 PM PDT

**Siskiyou Union High - Member Representative****Yolanda Sanchez**[ysanchez-alves@sisuhd.net](mailto:ysanchez-alves@sisuhd.net)

(530) 964-2181

Approved by Yolanda Sanchez Mrs.

04/10/2025 03:39 PM PDT

**Tulelake Basin Joint Unified - Member Representative****Brian Norby**[bnorby@tbjUSD.org](mailto:bnorby@tbjUSD.org)

Approved by Brian Norby

04/11/2025 07:34 AM PDT

**Yreka Union High - Member Representative****Josh Carr**

Director of Adult Education

jcarr@yuhsd.net  
(530) 842-6151 ext: 115

Approved by Josh Carr

04/10/2025 03:07 PM PDT



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