

CAEP
CFAD

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23 Kern Adult Education Consortium CONSORTIUM APPROVED

2024-25

Fiscal Declaration - Consortium Approved

Consortium Name: 23 Kern Adult Education Consortium

Funding Channel: Direct Funded

Narrative: All allocations, member budgets, budget amendments, and fiscal reports are presented to the board and executive committee and approved via vote.

Changes: No Changes

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Delano Joint Union High	\$1,760,668	\$1,745,934	\$1,596,024
Inyo Co. Office of Education	\$239,576	\$237,571	\$217,173
Kern CCD	\$1,616,119	\$1,602,595	\$1,464,993
Kern High	\$13,377,190	\$13,265,243	\$12,126,256
McFarland Unified	\$378,682	\$375,513	\$343,270
Mojave Unified	\$374,966	\$371,828	\$339,902
Mono Co. Office of Education	\$261,236	\$259,050	\$236,807
Muroc Joint Unified	\$189,938	\$188,349	\$172,177
Porterville Unified	\$1,880,520	\$1,864,783	\$1,704,668
Sierra Sands Unified	\$283,670	\$281,296	\$257,143
Tehachapi Unified	\$303,475	\$300,935	\$275,096
Wasco Union High	\$334,388	\$331,589	\$303,118
Total Allocated to Members	\$21,000,428	\$20,824,686	\$19,036,627
Total CAEP Funds	\$21,065,061	\$20,842,038	\$19,258,941
Total Remaining	\$64,633	\$17,352	\$222,314

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? *

Each member has agreed to the reporting requirements within Assembly Bill 104. Every member has committed to reporting any funds available for education and workforce services for adults and the uses of those funds. Every member has agreed to submit at a minimum an annual report on their uses of education and workforce services for adults. These reports will be reviewed by the consortium board members. Every member has signed a Memorandum of Understanding describing the duties and responsibilities of each member institution. The consortium will review, evaluate, and certify that the services and uses of these funds conform to the regional plan. Member reports describing available funds, their usage, and conformity with the regional plan will be presented at consortia meetings. The board and executive committee will review, evaluate, and certify that the services and uses of these funds conform to the regional plan.

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? *

Each member's governing board has approved, authorized, and signed the Memorandum of Understanding. In a separate action, each member's governing board will designate a representative and an alternate. Each member can change their

representative and/or alternate representative by providing notice to the consortium as well. The governing board will provide a copy of the governing board's minutes including the designation action having been taken. The consortium will ensure that each member of the consortium is represented only by an official designated by the governing board of the member by maintaining these documents on file, by requiring notice of any change in the designated representative or alternate within the memorandum of Understanding, and by identifying the member's representative (or the alternate) as the only official present and designated to represent the member.

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

Each designated member representative (and alternate) will receive meeting notices, draft agendas, final agendas, and any supporting documents. Each designated member representative (or alternate) will be encouraged to submit agenda items and will attend and participate in consortium meetings and decision-making. Participation is deemed to have occurred if either the representative or the alternate was present through in-person, phone, or Zoom/computer-enabled attendance at meetings, provided verbal comments and input, or has provided written comments and input on decision-making matters. Meeting agendas and minutes will be posted publicly at member sites as well

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

Other

6.1 (Other) If selected "Other" in Question 6, use the space below to describe the relative voting power of each member. If not applicable, leave question blank. *

The Kern Adult Education Consortium Board will be comprised of each eligible member, and decisions at these meetings will be by consensus. In the event consensus cannot be reached, decisions will be made by one member, one vote. Decisions made by the Kern Adult Education Consortium Board are considered recommendations to the Executive Committee. The Kern Adult Education Consortium Board recommendations are submitted to the Executive Committee for final decision and/or final approval. The Kern Consortium Executive Committee has the authority to make final decisions or approve consortium action. For example, final decisions and approval to spend funds will be made by the Executive Committee. The voting of the Executive Committee will follow the attached organizational structure wherein the Kern High School District will have three representatives on the Executive Committee, the KernCommunity College District one member, the Kern County Superintendent of Schools one member, and one member of the Porterville sub-region chosen by members within the Porterville sub-region, one member from the North Kern sub-region, chosen by members of the North Kern sub-region, and one member from the Eastern Sierra sub-region chosen by members of the Eastern Sierra sub-region. In the event of a split vote of the Executive Committee, the action item will be referred to the Kern Adult Education Consortium Board for further action.

7. How will decisions be approved? *

by consensus

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

During the planning period (AB 86), the consortium participants discussed a decision-making process. As indicated during the planning period, decisions were made by consensus. The consortium arrived at this decision-making model after having considered the CAEP and AB104 language and discussed several proposed models. This decision-making model has worked for us so far, and we will keep this decision-making model going forward at this time.

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 Consortium will establish agendas and will notice meetings for a minimum of 72 hours. Members of the public may request that a copy of the agenda and “all documents constituting the agenda packet” be mailed to them. One of the agenda items will be "Public Comment" during which any member of the public may comment and provide input.

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. *

The Consortium will establish agendas and will notice meetings for a minimum of 72 hours. One of the agenda items will be "Public Comment" during which any member of the public may comment and provide input. Members of the public may request that a copy of the agenda and “all documents constituting the agenda packet” be mailed to them. The Consortium has established and will continue to develop an e-mail list of relevant adult education and workforce providers within our region. The agendas and relevant documents will be sent to those on the e-mail list and requesting comments and input. This input will be provided to all members who are working on that particular item for consideration. Public comments will be provided to the Board during the regularly scheduled meeting and entered into the minutes.

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

All comments received by the consortium will be provided to each member representative of the consortium board along with the agenda packet. All public comments provided during the meetings will be included in the minutes. The consortium intends to facilitate the development, implementation, and evaluation of significant projects that respond to our Annual and Three-Year Plan. This will lead to new and successful collaboration with our adult schools and community colleges, resolve the gaps, accelerate student progress, provide professional development, and leverage existing regional structures and resources. To achieve this we will need to seek as much input from a variety of experts, students, and stakeholders during the entire process and not just at meetings.

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. *

During the AB 86 planning process, the Consortium held several sub-regional meetings to gather input and ideas from adult schools, community colleges, and other adult education and workforce training service providers, including public agencies, departments, offices such as safety and social services, workforce investment boards, libraries, and community-based organizations. This focus on the specific needs has continued since the implementation of AB 104 and the ongoing CAEP funding. The Director of the consortium works to develop and grow the relationships with all partners in our service region. The intention is to ensure that as we are implementing the Three Year Plan and each Annual Work Plan we are inclusive of information, data, and best practices from all sources. We will also ensure that all providers of education and workforce services are included.

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

The following funding cases are to help ensure distribution pursuant to Section 84913: (1) current level of funding is maintained; (2) additional funding is received; and (3) optimal funding is available. These three funding-level cases were a conceptual framework for planning rather than a set of defined dollar thresholds. Each year, members will set out the activities identified for the first (and each successive year during 3-year planning) fiscal year and we will develop the detailed cost estimates for those activities. The costs for each partner as listed in the projects will be identified and aggregated into a distribution schedule pursuant to Section 84913.

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? *

Membership actions including joining, leaving, or dismissing from the Consortium, will be decided by Consortium Board recommendation to the Executive Committee and the Executive Committee's final decision. In addition, any member deciding to join the consortium will need to have a detailed plan and budget with the understanding that any funding will need to be voted on and approved by the board and executive committee.

16. What is the consortium's defined "excessive" member carryover percentage threshold? *

The Kern Adult Education Consortium will follow the 20% carryover limit for consortia to be followed by each member.

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 consortium will follow the consortium 20% allocation carryover. The director will work with the member to create a carryover expenditure plan. If the funds aren't spent past the 20% carryover in the 2nd year, the carryover will be divided among members based upon member allocation % or a decision based on member needs that is approved by the board and executive committee.

18. How does your consortium define member effectiveness? *

Member effectiveness will be defined by staying on time with all CAEP reporting timelines for student data, fiscal reporting, and all state reporting requirements. In addition, the Kern Adult Education Consortium will follow the goals and objectives outlined in our three-year plan and annual plan in terms of what we expect of members for outcomes.

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

Bylaws will be evaluated, revised, and updated to ensure each consortium member has a clear understanding of member 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. *

<https://docs.google.com/document/d/1tRWvOYub1Csn89z7AzoFkUp5B44lZGCv/edit#heading=h.gjdgxs>

Member Agencies

Member Agency	Member Type	Contact	Phone
Delano Joint Union High	High School District	Julio C. Segura	(661) 720-4170
Kern CCD	District	Cathi Jacob	(661) 336-5105
Kern High	High School District	Mark Wyatt Mr	(661) 835-1855
McFarland Unified	Unified School District	Aaron Resendez	(661) 792-3081
Mojave Unified	Unified School District	Ms. Cassie Hogan	
Mono Co. Office of Education	County Office of Education (COE)	Shana Stapp	(760) 914-4131
Muroc Joint Unified	Unified School District	Kevin Cordes	(760) 769-4821
Porterville Unified	Unified School District	Brad Rohrbach 7932458	(559) 793-2458
Sierra Sands Unified	Unified School District	Mandy Parks	(760) 499-1722
Tehachapi Unified	Unified School District	Dr. Bonny Porter	(661) 822-2266 ext: 2712
Wasco Union High	High School District	Marleni Maston	(661) 758-7414
Kern Co. Office of Education	County Office of Education (COE)	Janeyle Thomas	
Inyo Co. Office of Education	County Office of Education (COE)	Barry Simpson	(760) 873-3262 ext: 2101
Trona Joint Unified	Unified School District	Stacy Pfluger	(661) 336-5150

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)).

Delano Joint Union High - Member Representative

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Approved by Julio C. Segura

04/19/2024 11:14 AM PDT

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04/19/2024 12:22 PM PDT

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05/14/2024 12:10 PM PDT

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05/14/2024 12:13 PM PDT

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04/22/2024 01:44 PM PDT

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04/21/2024 10:20 PM PDT

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04/19/2024 11:15 AM PDT

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05/14/2024 12:13 PM PDT

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04/19/2024 11:23 AM PDT

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Approved by Marleni Maston

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