

Victor Valley Adult Education Regional Consortium

Executive Committee Meeting - AGENDA

Thursday, April 21, 2022

1:00 p.m. – 2:00 p.m.

**THIS WILL BE A ZOOM MEETING
THE PUBLIC IS INVITED TO PARTICIPATE**

ZOOM Link: <https://vvc-edu.zoom.us/j/91810926529>

1. Approval of AB361 for VVAERC Executive Member meeting <https://www.nossaman.com/newsroom-insights-everything-local-public-agencies-need-to-know-aboutcalifornia-virtual-meeting-laws>
2. Approval of the minutes:
 - 2.1 March 16, 2022
3. Public Comments – Public comments will be allowed on any topic relevant to the VVAERC. Pursuant to VVAERC Policy, comments are limited to 3 minutes per person. Please begin your comment by stating your name.
4. Reports:
 - 4.1 COABE Report Out
 - 4.2 Member Updates
5. Discussion Items
 - 5.1 Three Year Plan: Due June 20, 2022 Review
 - 5.2 VVAERC Graduation: June 1, 2022 at 3-4:30 PM: Pre-commencement Reception: 2:00 PM
6. Action Items
 - 6.1 Approve Victor Valley College as Fiscal Agent for 2022-2023
 - 6.2 Approve VVAERC 2022-2023 CFAD Allocations:
 - A. Option 1: Park \$123,613 in COLA funds with Fiscal Agent
 - B. Option 2: Allocate funds to member districts based on state default

VVAERC Executive Meeting: April 21, 2022				
Option 1				
2021-22 Allocation	\$2,319,189			
2022-23 COLA	\$123,613			
2021-22 Preliminary Allocation	\$2,442,802			
Agency	2021-2022 CFAD	% of Allocation	% of COLA Based on % of Allocation	2022-2023 Preliminary Allocation
AVUSD	\$ 434,402	18.73%	\$ 23,153.67	\$ 457,556
HUSD	\$ 726,705	31.33%	\$ 38,733.45	\$ 765,438
SJUSD	\$ 267,076	11.52%	\$ 14,235.18	\$ 281,311
VVC*	\$ 370,988	16.00%	\$ 19,773.70	\$ 390,762
VVUHSD	\$ 452,774	19.52%	\$ 24,132.90	\$ 476,907
LVUSD	\$ 67,244	2.90%	\$ 3,584.11	\$ 70,828
	\$ 2,319,189	100%	\$ 123,613.00	\$ 2,442,802
Option 2				
Hold COLA with Fiscal Agent and Allocate to members as needed.				\$123,613

To access written documents being discussed at the executive meeting, or to otherwise participate at executive meetings please contact Director Martha Mendez at martha.mendez@vvc.edu. Notification at least 48 hours prior to the meeting will enable us to make reasonable arrangements to ensure accessibility to the meeting. Public materials are available for public inspection at Victor Valley College 18422 Bear Valley Road, Victorville, CA 92395 or visit our website at: www.vvadulthood.com.

7. Announcements

7.1 Executive Member (and Coordinator) Meeting Dates

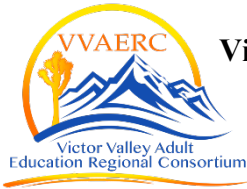
- May 18th, 2022 at 10:00 AM
- June 9, 2022 at 10:00AM

7.2 Conferences

- May 5-8, 2022: CCAE State Conference – Hollywood, CA
- June 14-16, 2022: CASAS Summer Institute – San Diego, CA

8. Adjournment

To access written documents being discussed at the executive meeting, or to otherwise participate at executive meetings please contact Director Martha Mendez at martha.mendez@vvc.edu. Notification at least 48 hours prior to the meeting will enable us to make reasonable arrangements to ensure accessibility to the meeting. Public materials are available for public inspection at Victor Valley College 18422 Bear Valley Road, Victorville, CA 92395 or visit our website at: www.vvadulthood.com.



**Victor Valley Adult Education Regional Consortium
Executive Committee Meeting
March 16, 2022
3:00 PM - 4:00 PM**

LOCATION: THIS WILL BE A ZOOM MEETING UNDER AB 361. AB 361 allows for recommended measures as necessary to promote the health and safety of attendees.

The public is welcome to join: ZOOM Link: <https://vvc-edu.zoom.us/j/97248115318>

Date of Approval: _____ **Initials** _____

Call to order: A regular meeting of the Victor Valley Adult Education Regional Consortium Executive Committee was held via Zoom Meeting on Wednesday, March 16, 2022. The meeting was convened at 3:06 p.m.

LOCATION: ZOOM Link: <https://vvc-edu.zoom.us/j/97248115318>

Victor Valley Adult Education Regional Consortium Manager Martha Mendez conducted the meeting.

Executive Voting Members in attendance:

Pat Schlosser, Asst. Superintendent, Apple Valley Unified School District (AVUSD)
David Olney, Superintendent, Hesperia Unified School District (HUSD)
Ryan Holman, Superintendent, Snowline Joint Unified School District (SJUSD)
Ron Williams, Superintendent, Victor Valley Union High School District (VUUHSD)
Daniel Walden, Superintendent, Victor Valley College (VVC)
Peter Livingston, Superintendent, Lucerne Valley Unified School District (LVUSD)

Non-voting members:

Martha Mendez, VVAERC Manager
McKenzie Tarango, Dean, Public Safety & Industrial Technology, Victor Valley College (VVC)
Lorraine Collins, Victor Valley Union High School District (VUUHSD) Adult Education
Kim Walker, Hesperia Unified School District (HUSD) Adult Education
Adele McClain, Apple Valley Unified School District (AVUSD) Adult Education
Chad Brooks, Snowline Joint Unified School District (SJUSD)

Voting Members not in attendance

Trenae Nelson, Superintendent, Apple Valley Unified School District (AVUSD)
Todd Scott, Vice President, Victor Valley College, (VVC)

1. Approval of AB361 for VVAERC Executive Member meeting

<https://www.nossaman.com/newsroom-insights-everything-local-public-agencies-need-to-know-aboutcalifornia-virtual-meeting-laws>

Motioned: Peter Livingston

Seconded: Daniel Walden

Discussion: None

Yae: Holman, Livingston, Olney, Walden, Williams, and Schlosser

Nay: None

Abstain: None

2. Approval of Minutes:

2.1 August 12, 2021 –

Upon motion by David Olney, seconded by Pat Schlosser and approved by the affirmative votes of Holman, Livingston, Olney, Walden, Williams, and Schlosser

Discussion: None

Abstain: None

Yae: Holman, Livingston, Olney, Walden, Williams, and Schlosser

Nay: None

Abstain: None

The minutes of the Victor Valley Adult Education Regional Consortium Executive Committee meeting on August 12, 2021, were approved as presented, without changes.

3. Public Comments –No public comments were presented.

4. Reports:

4.1 CAEP Professional Learning Circle (PLCs) for Rural Schools –Martha shared she was invited to participate in PLCs for rural schools. She then invited Adele to participate. Martha and Adele have facilitated two meetings to this point. Most recently facilitated a meeting with 33 participants. Adele said it was illuminated because even if our area is not complete rural, Apple and Hesperia still have some issues when Wi-Fi is not available to all.

4.2 VVC ESL at Apple Valley Adult School- Martha shared the conversation with Adele McClain and Mariana Torres and the need for ESL courses in Apple Valley. Martha shared a VVC ESL course started and within 5 days had about 25 students enroll. Martha said they envision a cohort model and possibly offering the next level in the fall of 2022. Martha thanked Adele McClain and Mariana Torres for their support. Martha asked about anything Adele would like to share. Adele said that the class is highly participated. The students are able to gain digital literacy through the lab. With other funding, they are able to provide childcare. Martha thanked Dr. Tarango for the guidance and support to build this class. She also thanked Lilia Aguirre and Yecica Bernardo for helping enroll and counsel students.

4.3 CAEAA State Virtual Conference- Martha shared that she and Adele participated in the CAEAA State Virtual Conference. Adele reported the COLA increase was a topic at the conference. Martha mentioned another item of discussion at the conference was the potential to limit the carryover budget, some advocating for 10% and others for 40%. The region is prepared with implementing the strategies in the current and upcoming three-year plan in order to meet service gaps. Adele said asking students to speak to legislatures to advocate for healthcare programs specifically for ESL students. This piece of legislation would allocate funding for ESL healthcare programs. If the funding becomes available, we could apply as a consortium. There have been talks about changing the metrics as to how we measure our performance. Adele shared that there are six bills pending in regards to Adult Education. She also shared an overview about AB540 for immigrants as it provides documented hours of instruction that make students eligible for in-state college tuition. Adele thanked Rebecca Monjaraz for assisting with increasing the numbers for AB 540 dual enrollment into Victor Valley College. Kim Walker also wanted to thank Rebecca Monjaraz. Martha asked about 1-minute share out on behalf of district members.

Hesperia Adult School: Kim Walker reported she was honored to have Christina Ly with Workforce Development tour two of the programs. Kim said Rebecca Monjaraz met and served at least 68 students this year.

Apple Adult School: Adele shared that she was also glad to have Christina Ly. It was helpful to be able to discuss the meeting dates and have them on the same day as another meeting in the area. Adele shared that her enrollment numbers are almost pre-pandemic. She said her persistence is higher, but her graduation numbers might be lower. Students have more attendance this year. Adele thanked VVC for hosting the regional graduation.

Victor Valley Adult School: Lorraine Collins said her site is doing quite well. Students are coming for testing. Enrollment is doing well; students are staying for class even though it is not required. The success rate is increasing. Lorraine said Rebecca Monjaraz visit every Thursday and that is going well. They are putting together a Transitional Resource Center, which is also used by dual enrollment during the day. The ESL program continues to grow.

Lucerne Valley Adult School: Adele reported that Lucerne Valley Adult School now has its own building. They are growing in numbers. The ESL program now has three levels, they provide citizenship prep, high school diploma. The High School Diploma has been successful even though they did not have access to the technology they would like. Adele said they are a pilot connection site for the AJCC.

Snowline Adult School: Chad Brooks said no major updates. Chad said Rebecca is a tremendous asset as she has been assisting with dual enrollment and is out there every other Monday. Chad mentioned that the ESL program is climbing slowly, but that aligns to the numbers at a State level. Chad said the team met yesterday and they are revamping to be more in line with the three-year plan. He said they plan to concentrate

on the ESL and High School Diploma program outcomes. Also, to redefine the CTE program.

Victor Valley College: Martha asked Dr. Walden to share highlights for programs that are expanding. Dr. Walden stated that the Director of Noncredit Programs was recently hired and should start in the upcoming months. Dr. Walden said this was a need in our area and we want to add to what is already here. Martha also said VVC offered their first high school equivalency class this semester. VVC's application for a Pearson Vue testing center has been accepted. We are looking to fill in the gaps in the evening and weekends. Adele shared there are many students with the need in our area. Dr. Walden wanted to add that he was hoping to go back to the gym for graduation. Martha said that is the plan to host graduation at the gym. Dr. Tarango mentioned updates for VVC, such as forklift, noncredit commercial driver license program, noncredit telecommunications program, and a noncredit cosmetology program. Dr. Tarango shared the Director of Inmate Education is advancing the work to offer courses in the prison. She said the more the DA and stakeholders learn about this work with our justice-involved community, the greater the collaboration efforts to shed light on diversion programs. VVC will be offering workforce preparation and noncredit courses designed to prepare students to get into the workforce. VVC is also collaborating with Abundant Living Church on how to engage in a multicultural workforce. Dr. Tarango said other populations could possibly benefit from these type of courses as well. Dr. Tarango said there are hoping to expand the model for Apple Adult School and VVC ESL classes across the region as this model allows for a warm hand-off and increases transitions to the college

5. Discussion Items

5.1 Three-Year Plan Review: Martha shared a few highlights from three-year plan activities. Martha share a document summarizing the results of the facilitated meeting. The document is uploaded to the website. A virtual community forum will be held on April 7, 2022.

5.2 VVAERC Graduation: Martha said the graduation date would need to be rescheduled. Dr. Walden said it is the best time to check the graduation date at this meeting. Superintendents discuss dates, with a tentative date of Thursday, June 2, 2022. Martha will verify the best possible date for all members. The new graduation date will likely be Wednesday, June 1, 2022.

5.3 2022-2023 CFAD Allocations: Martha share the document that shows the preliminary allocation for next fiscal year. Adele mentioned the WIOA II RFA would be released in the fall. Martha mentioned the plan is to take a regional approach for the upcoming cycle.

6. Action Items 6.1 to Vote to Allocate 2021-22 COLA of \$90,272 to member districts utilizing the state default

Motioned: Peter Livingston

Seconded: Ryan Holman

Discussion: Martha shared the allocation amount and showed the document with the State default recommendation to allocate. Schlosser asked if the State recommendation was also the recommendation of staff to allocate in this manner. Martha said that the majority of the members recommend the allocation of COLA funds in this manner. Kim said some districts' bargaining units have negotiated classified salary and benefits with a retroactive date of July 1, 2022. Pat states that the motion is to allocate the COLA per the regular allocation percentages and that the background information is helpful. Martha said the funding might go to fund other CAEP program areas, not necessarily COLA increases to staff salaries. Martha asked if there are any other questions or discussions about the COLA distribution to members. No further discussion.

Yae: Holman, Livingston, Olney, Walden, Williams, and Schlosser

Nay: None

Abstain: None

Motion Passed: The Motion to Approve the Allocation of \$90,272 currently reserved with the fiscal agent utilizing the state default as follows:

Option 1				
2020-21 Allocation	\$2,228,917			
2021-22 COLA	\$90,272.00			
2021-22 Allocation	\$2,319,189			
Agency	2020-2021 CFAD	% of Allocation	% of COLA Based on % of Allocation	2021-2022 Amended Allocation
AVUSD	\$ 417,493	18.73%	\$ 16,908.63	\$ 434,402
HUSD	\$ 698,419	31.33%	\$ 28,286.24	\$ 726,705
SJUSD	\$ 256,680	11.52%	\$ 10,395.64	\$ 267,076
VVC*	\$ 356,548	16.00%	\$ 14,440.33	\$ 370,988
VVUHSD	\$ 435,150	19.52%	\$ 17,623.74	\$ 452,774
LVUSD	\$ 64,627	2.90%	\$ 2,617.42	\$ 67,244
	\$ 2,228,917	100%	\$ 90,272.00	\$ 2,319,189

7. Announcements

7.1 Executive Member (and Coordinator) Meeting Dates-Martha shared upcoming dates.

- April 21, 2022 at 1:00 PM
- May 18th, 2022 at 10:00 AM
- June 9, 2022, at 10:00 AM

7.2 Conferences

- April 10-13, 2022: COABE National Conference – Virtual and In-person – Seattle, WA
- May 5-8, 2022: CCAE State Conference – Hollywood, CA
- June 14-16, 2022: CASAS Summer Institute – San Diego, CA

8. Adjournment: The meeting adjourned at 4:03 pm

California Adult Education Program : CFAD : 2022-23 Produced: Apr 21, 2022, 04:49 AM UTC Martha Mendez

66 Victor Valley Adult Education Regional Consortium

Fiscal Declaration - Draft

Consortium Name: 66 Victor Valley Adult Education Regional Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: Victor Valley CCD

Narrative: The Victor Valley Adult Education Regional Consortium's planned allocations are consistent with and align with the region's approved Three Year Plan. The 2022-23 Annual Plan will include activities that support the goals outlined in our 2022-25 Three Year Plan which is currently under development. Allocations will be used to implement the strategies and activities that contribute to the successful outcome of meeting the three State CAEP priority Objectives: 1)Address Educational Needs 2) Improve Integration of Services & Transitions, and 3) Improve Effectiveness of Services. While considering member allocations for 2022-23, the Executive Committee evaluated each member's expenditures to date and CAEP DIR enrollment. On April 21, 2022, the Victor Valley Adult Education Regional Consortium voted to approve the 2022-23 CFAD and member allocations.

Changes: No Changes

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Apple Valley Unified	\$434,402	\$417,493	\$417,493
Hesperia Unified	\$726,705	\$698,419	\$698,419
Lucerne Valley Unified	\$67,244	\$64,627	\$64,627
Snowline Joint Unified	\$267,076	\$256,680	\$256,680
Victor Valley CCD	\$494,601	\$389,980	\$407,590
Victor Valley Union High	\$452,774	\$435,150	\$435,150
Total Allocated to Members	\$2,442,802	\$2,262,349	\$2,279,959
Total CAEP Funds	\$2,442,802	\$2,319,189	\$2,228,917
Total Remaining	\$0	\$56,840	\$-51,042

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 are reviewed at coordinator meetings and Executive Committee (voting members) meetings. Discussions are ongoing about carry-over funds, and adhering to the guidance from CAEP regarding the percentage of carry-over allowed.

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? *

All members of the Executive Committee have submitted a document (memo) to their respective governing boards to designate them as the official representative for their district. Each member will send the Consortium Manager minutes from their respective board meeting indicating their designation as the representative.

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

The Consortium recognizes the benefits of active participation by all members in the decision-making process and implementation of VVAERC Plans. Therefore, notification of meetings and each meeting agenda will be sent to members in advance. Agendas will be posted on the Consortium website. Email notifications and reminders will be sent to all members. Agencies participating in the VVAERC have agreed to act in accordance with applicable AEBG law, the VVAERC Annual Plans, and IAEC Three-Year Plan.

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

1 member = 1 vote

7. How will decisions be approved? *

Other

7.1 (Other) If selected "Other" in Question 7, use the space below to describe how decisions will be approved. If not applicable, leave question blank. *

First by consensus, if a consensus cannot be reached, a minimum of two-thirds vote will be needed.

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

During the AB 86 planning year (FY 2014-2015), the Consortium adhered to the VVAERC decisions making model and leadership structure utilized to manage the planning phase. This decision-making model has proven to be effective and efficient for the Consortium's work. The Consortium members have agreed to adopt the decision-making model used in the planning year for the future regional work in adult education.

This decision-making model includes the following:

Decisions will be made by consensus. If consensus cannot be reached, the consortium will vote, adhering to the following process:

- Each K-12 district member has one vote.
- A minimum of two-thirds vote will be needed for the passage of any motion.

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 encourages all interested persons to attend monthly meetings and to address the Consortium concerning any item on the agenda or within the Consortium's jurisdiction.

The following rules are intended to facilitate a presentation to the Consortium:

A. For matters not listed on the agenda:

I. Any individual who wishes to address the Consortium on any item of interest to the public that is within the subject matter jurisdiction of the Consortium and not listed on the agenda may do so under the item on the agenda entitled "Public Comments."

II. Without taking action, Consortium members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda.

III. In keeping with its right to determine the length of time to be allotted to agenda items, the Consortium has determined that the overall time to be allowed for the agenda item entitled "Public Comments" shall not exceed 30 minutes, unless there are extenuating circumstances, in which case the Consortium Board may extend the overall time limit. Individual comments shall not exceed 3 minutes.

B. For matters listed on the agenda: a person who wishes to address the Consortium may do so by completing a brief form (including name, address, and agenda item). Upon recognition, the person should state his or her name and may address the Consortium. The order of public comments on the agenda item will be determined by the order received.

Individuals shall be allowed up to two minutes to address the Consortium on each agenda item or during the general public comments unless there are extenuating circumstances, in which case the Consortium may extend the time limit for individual remarks.

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 VVAERC recognizes the benefits that are derived when input from the public is included as part of the decision-making process. The VVAERC Board will include the public in Consortium activities and programs whenever appropriate. The Consortium Board will provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. Monthly Board meetings will include a designated time for public comment. Agendas will be posted on the Consortium website, and emailed in advance to Consortium Board members.

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

Comments submitted by members of the public will be recorded in the meeting minutes and distributed publicly on the Consortium website.

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. *

Community partners and other entities are invited and encouraged to participate in all Consortium meetings. VVAERC's partners include, but are not limited to California Department of Corrections and Rehabilitation, California Department of Developmental

Services, San Bernardino County Workforce Development Department, Goodwill Southern California, The Lewis Center for Educational Research, Victor Valley Community Support Services.

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

The VVAERC will approve the distribution schedule pursuant to Section 84913 by Consortium Board consensus and/or vote, in accordance with the Adult Education Block Grant (AEBG) and the VVAERC Governance Plan. In the event that a consensus cannot be reached, the consortium will be required to vote. A minimum two-thirds vote will be needed for the passage of any motion. The vote of each official-designated member shall be recorded as cast. The names of the members making and seconding each motion shall be recorded in the Consortium minutes. The distribution schedule will follow the funding priorities as specified in the VVAERC AB86 Comprehensive Regional Plan, March 2015.

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 Consortium will adhere to the membership guidelines as defined by AB104.

Considerations for dismissal from the Consortium include:

- The member no longer wishes to provide services consistent with the adult education plan;
- The member cannot provide services that address the needs identified in the adult education plan; or
- The member has been ineffective in providing services that address the needs identified in the adult education plan, and reasonable interventions have not resulted in improvement.

In addition to the considerations specified in AB104:

- Regular attendance is expected at monthly Consortium Board meetings. Issues regarding lack of attendance will be addressed by the Consortium Board.
- Dismissal from the Consortium would be accomplished with a two-thirds majority vote by the Consortium Board based on non-compliance with legal statutory requirements.
- If the member initiates leaving the Consortium, VVAERC will require the member district's Superintendent's approval.
- If the Consortium Board initiates dismissal, the Consortium will inform the member's Superintendent and follow due process.
- State leadership will be informed if these processes are initiated.

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

The Executive Committee meets to discuss carry-over funds and votes on allocation amendments when the voting board deems them necessary. VVAERC complies with the CAEP Fiscal Management Guide.

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

The consortium does not have bylaws regarding carryover funds but ensures that all Member Districts adhere to the guidance for carryover funds from CAEP as outlined in the Fiscal Management Guide.

18. How does your consortium define member effectiveness? *

Member effectiveness is determined via an examination of: DIR data, MIS data, fiscal expenditures, NRS performance outcomes, per-pupil spending, and open discussions about student/agency success

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

WVAERC does not have bylaws but relies on CAEP/TAP guidance for 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. *

An existing website house the agendas and minutes of the Executive meetings dating back to the onset of the grant documenting the existing working relationship.

<https://www.vvc.edu/victor-valley-adult-education-consortium-meetings>

<https://www.vvadulted.com/>

Member Agencies

Member Agency	Member Type	Contact	Phone
Apple Valley Unified	Unified School District	Trenae Nelson Apple Valley Unified School District	(760) 247-8001 ext: 20012
Hesperia Unified	Unified School District	David Olney	(760) 244-4411
Snowline Joint Unified	Unified School District	Ryan Holman	(760) 868-5817
Victor Valley CCD	District	Todd Scott	(760) 245-4271 ext: 2412
Victor Valley Union High	High School District	Ron Williams Ed.D.	(760) 955-2301 ext: 10202
Lucerne Valley Unified	Unified School District	Peter Livingston	(760) 248-6106

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)).

No approver contacts.



California
Community
Colleges



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NOVA Site Version: [4.48.4](#)