

California Adult Education Program : CFAD : 2023-24 Produced: Mar 31, 2023, 10:15 PM 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 2023-24 Annual Plan will include activities that support the goals outlined in our approved 2022-25 Three-Year Plan. 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. On April 5, 2023, the Victor Valley Adult Education Regional Consortium voted to approve the 2023-24 CFAD and member allocations.

**Changes:** No Changes

### Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Apple Valley Unified	\$462,899	\$457,556	\$417,493
Hesperia Unified	\$774,377	\$765,438	\$698,419
Lucerne Valley Unified	\$71,656	\$70,828	\$64,627
Snowline Joint Unified	\$284,596	\$281,311	\$256,680
Victor Valley CCD	\$596,243	\$390,762	\$389,980
Victor Valley Union High	\$482,476	\$476,907	\$435,150
<b>Total Allocated to Members</b>	<b>\$2,672,247</b>	<b>\$2,442,802</b>	<b>\$2,262,349</b>
<b>Total CAEP Funds</b>	<b>\$2,672,247</b>	<b>\$2,471,329</b>	<b>\$2,319,189</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$28,527</b>	<b>\$56,840</b>

### 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 AB 1491 legislation. 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  Off

## 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? \***

Available funds are reported in NOVA and reviewed at coordinator 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 CAEP law, the VVAERC Annual Plans, and VVAERC 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 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 to pass 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 derived when input from the public is included as part of the decision-making process. When appropriate, the VVAERC Board will include the public in Consortium activities and programs. The Consortium Board will provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. 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 the California Department of Corrections and Rehabilitation, the California Department of Developmental Services, the San Bernardino County Workforce Development Department, Goodwill Southern California, The Lewis Center for Educational Research, and Victor Valley Community Support Services.

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

The Executive Committee will vote on a distribution schedule pursuant to section 84913 at a regularly scheduled open meeting. This distribution schedule will encompass the active Three-Year Plan. Victor Valley Community College was chosen by the consortium members to be the fiscal agent and receive and distribute the funds.

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

The consortium has not defined an "excessive" member carryover percentage threshold but ensures that all Member Districts adhere to the guidance for carryover funds from CAEP as outlined in the Fiscal Management Guide.

**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 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. The consortium has not adopted bylaws that govern carryover. The consortium lead monitors and certifies CAEP fiscal reports in accordance with CAEP Guidance. For members not

meeting expenditure targets, upon certifying Quarter 4 fiscal reports, the consortium lead contacts the member district to provide technical assistance and coordinate CAEP TAP technical assistance.

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

The Consortiums Governance, under item "18" defines member effectiveness as follows: "Member effectiveness is determined via an examination of the following: 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? \***

The consortium has not adopted bylaws that address member effectiveness. The Consortiums Governance, under item "18" defines member effectiveness as follows: "Member effectiveness is determined via an examination of the following: DIR data, MIS data, fiscal expenditures, NRS performance outcomes, per-pupil spending, and open discussions about student/agency success."

**20. Does the consortium have a formal document detailing its work beyond the questionnaire? \***

No

**20.1 (No) If no, could you please address why not? \***

The consortium relies on CAEP guidance and legislation to guide the development of formal documents that detail the work of the consortium such as 1) The Three-Year Plan, 2) Consortium Governance, 3) Annual Plan, and 4) CFAD.

## Member Agencies

Member Agency	Member Type	Contact	Phone
<a href="#">Apple Valley Unified</a>	Unified School District	Trenae Nelson Apple Valley Unified School District	(760) 247-8001 ext: 20012
<a href="#">Hesperia Unified</a>	Unified School District	David Olney	(760) 244-4411
<a href="#">Snowline Joint Unified</a>	Unified School District	Ryan Holman	(760) 868-5817
<a href="#">Victor Valley CCD</a>	District	Todd Scott	(760) 245-4271 ext: 2412
<a href="#">Victor Valley Union High</a>	High School District	Dr. Lorraine Collins	(760) 955-3201 ext: 10272
<a href="#">Lucerne Valley Unified</a>	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.



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