



**Minutes of the Executive Committee  
March 15, 2024**

**Meeting**

Date of approval:

Initials:

**Call to order:** Per Brown Act guidelines, the Inland Adult Education Consortium Executive Committee was held via Zoom: <https://sbccd-edu.zoom.us/j/89891005003> Friday, March 15, 2024. The meeting convened at 8:01 a.m. Director Dr. Emma Diaz and Consultant Mr. Mitch Rosin conducted the meeting. Minutes recorded by Ms. Jessica Arellano Velasco. The public is welcome to join virtually, or via in-person attendance:

<b>District</b>	<b>Meeting Address</b>
Colton Joint USD	1212 Valencia Dr., Colton, CA, 92324 – Superintendent’s Conference Room
Crafton Hills College	11711 Sand Canyon Rd., Yucaipa, CA, 92399 – President’s Conference Room
Redlands USD	20 W. Lugonia Ave., Redlands, CA, 92374 – Superintendent’s Conference Room
Rialto USD	260 S. Willow Ave., Rialto, CA, 92376 – Superintendent’s Conference Room
San Bernardino City USD	777 N. F St., San Bernardino, CA, 92410 – Superintendent’s Conference Room
San Bernardino COE	601 N. E St., San Bernardino, CA, 92410 – Superintendent’s Conference Room
San Bernardino Valley College	701 S. Mt. Vernon Ave., San Bernardino, CA, 92410 – President’s Conference Room
Yucaipa-Calimesa Joint USD	12797 3rd St., Yucaipa, CA, 92399 – Superintendent’s Conference Room

**Executive Committee Members in attendance**

- Mr. Mauricio Arellano      Superintendent, San Bernardino City Unified School District
- Ms. Cali Binks              Superintendent, Yucaipa-Calimesa Joint Unified School District
- Mr. Juan Cabral             Superintendent, Redlands Unified School District
- Dr. Linda Fontanilla        Interim President, San Bernardino Valley College
- Dr. Kevin Horan             President, Crafton Hills College
- Dr. Frank Miranda          Superintendent, Colton Joint Unified School District
- Dr. Carol Tsushima         Administrator, Alliance for Education & SBCROP, SBCSS

**Members not in attendance**

- Dr. Cuauhtémoc Avila      Superintendent, Rialto Unified School District

**Others Present**

- Mr. Dana Carter             Principal, Yucaipa Adult School
- Ms. Angela Hatter         Principal, Colton Adult School
- Ms. Karla Lechuga         SBCSS, SBC ROP
- Mr. Troy Martinez         Principal, Redlands Adult School

**Quorum: 3 K12 plus 1 CC**

<b>Establish Quorum: 3 K12 plus 1 CC</b>	
<b>Member Name</b>	<b>Attending</b>
Mr. Mauricio Arellano, Superintendent, Redlands Unified School District	x
Dr. Cuauhtémoc Avila, Superintendent, Rialto Unified School District	
Ms. Cali Binks, Superintendent, Yucaipa-Calimesa Joint Unified School District	x
Mr. Juan Cabral, Superintendent, Redlands Unified School District	x
Dr. Kevin Horan, President, Crafton Hills College	x
Dr. Frank Miranda, Superintendent, Colton Joint Unified School District	x
Dr. Linda Fontanilla, Interim President, San Bernardino Valley College	x
Dr. Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	x

**1. Minutes**

<b>Motion:</b> Approval of January 26, 2024, IAEC Executive Committee Meeting Minutes.			
<b>Motion by:</b> Mr. Mauricio Arellano			
<b>Second by:</b> Dr. Linda Fontanilla			
<b>Discussion:</b> None			
<b>Member Name</b>	<b>AYE</b>	<b>NAY</b>	<b>Absent</b>
Mr. Mauricio Arellano, Superintendent, Redlands Unified School District	x		
Dr. Cuauhtémoc Avila, Superintendent, Rialto Unified School District			x
Ms. Cali Binks, Superintendent, Yucaipa-Calimesa Joint Unified School District	x		
Mr. Juan Cabral, Superintendent, Redlands Unified School District	x		
Dr. Kevin Horan, President, Crafton Hills College	x		
Dr. Frank Miranda, Superintendent, Colton Joint Unified School District	x		
Dr. Linda Fontanilla, Interim President, San Bernardino Valley College	x		
Dr. Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	x		
<b>The Minutes of the Inland Adult Education Consortium Executive Committee Meeting on January 26, 2024, were approved as presented, without changes.</b>			

**2. Public Comment**

2.1 None

**3. Reports**

3.1 Release of Preliminary Budget and Allocations: Mr. Mitch Rosin presented

Fiscal Year	Allocations	COLA Increase
2022-23	\$597M	6.56%
2023-24	\$646M	8.22%
<b>2024-25</b> (Governor's Proposed Budget)	<b>\$651M</b>	<b>0.76%</b> (\$4.911M)

- The consortium is anticipating a loss of COLA funding this year as we move forward. We anticipate some sort of revision in May or June. Fiscal year 24-25 CFAD are due on May 2, 2024.
- FY 24-25 Preliminary CAEP Allocations released February 21, 2024
- Legislature continues to monitor State budget deficit (potential fiscal impacts)
- Legislative Analyst's Office Proposes COLA pull back
- Key Dates to Look for:
  - State Revenue updates in April
  - May Revise (mid-May)
  - June trailer bill

### 3.2 CAEAA Legislative Report Out: Mr. Dana Carter presented

- The State of California will proclaim Adult Education Week during the week of April 7<sup>th</sup> through April 13<sup>th</sup>, 2024
- Legislative Advocacy Day is April 10
- Three (3) bills were introduced
  - AB 1927
    - Introduced by assembly member Alanis
    - Bill Title: Golden State Teacher Grant Program: career technical education instructors
    - This bill would expand the program to also award grants to students who commit to work for 4 years as a credentialed career technical education instructor. The bill would make conforming changes
  - AB 1997
    - Introduced by assembly member McKinnor
    - Bill Title: Teachers' Retirement Law
    - This bill addresses compensation limits for retired teachers.
  - AB2071
    - Introduced by assembly member Carrillo
    - Bill Title: Pupil instruction: English Learner Roadmap: grant program: parent toolkit.
    - This bill proposes thirty million dollars (\$30,000,000) for grants up to 1.5 million per school district, county office, or char

#### 4. Discussion Items

##### 4.1 2024-2025 CAEP State Memo

- Consortium Fiscal Administrative Declaration (CFAD) is available annually once the state releases the consortium’s preliminary CAEP allocations in NOVA
- Fiscal year 24-25 CFAD are due on May 2, 2024
- All members must certify the consortium’s CFAD
- Members receive no less than the prior year’s allocation (EC 84914)
- One the CFAD is certified by the Consortium, the Annual Plan becomes available in NOVA

##### 4.2 2024-2025 Preliminary Allocation

CAEP Regional Consortium	FY 24-25 Proposed COLA	FY 24-25 Preliminary Allocation
47 Inland Adult Education Consortium (San Bernardino)	\$97,842	\$12,972,515

- The Inland Adult Education Consortium has been proposed a preliminary allocation of \$97,842 for Cola, which would bring their total funds up to \$12,972,515. It is expected that the consortium members will not be surprised if they lose at least a portion of this amount as the governor is still working on the main revise.
- Mr. Mitch Rosin emphasized the importance of having a quorum for the next meeting. This is necessary to vote on whether IAEC wants to continue assigning San Bernardino Valley College as the fiscal agent, a role it has held for the last 10 years. Additionally, another vote will be taken to decide on parking the funds for future disbursement or to allocate funding to each individual member.

#### 5. Action Items

5.1 None

#### 6. Announcements

##### 6.1 2023-24 Executive Committee Meeting Schedule

Mr. Mitch Rosin shared the remaining EC meeting dates:

2023-2024 IAEC Executive Committee Meeting Dates	
<del>Friday, August 4, 2023 – Virtual</del>	<del>Friday, February 23, 2024 – Virtual</del> *Cancelled*
<del>Friday, September 29, 2023 – Virtual</del>	<del>Friday, March 15, 2024 – CFAD Discussion – Virtual</del>

<del>Friday, October 20, 2023 – Virtual</del>	Friday, April 26, 2024 – CFAD Vote – Virtual
<del>Friday, December 1, 2023 – Virtual</del> <b>*Cancelled*</b>	Friday, May 17, 2024 – Virtual
<del>Friday, January 26, 2024 – Virtual</del>	Wednesday, May 29, 2024 – Annual Plan Retreat – ICEC to Host – In Person

6.2 Conferences Report Out, Mr. Mitch Rosin shared:

- March 6-8, 2024: ACCE – San Diego, CA
  - Keynote: Dr. Daisy Gonzales, Deputy Chancellor – the theme of “Be Your Authentic Self” she shared her story going from foster care to earning a Ph.D.
  - Inspiration speaker: Dr. Joe Luis Hernandez – “Know Your Why” he went from being incarcerated to earning his Ph.D. and is currently a Dean at Mt. SAC

6.3 Upcoming Conferences and Professional Development Opportunities

Mr. Mitch Rosin shared the upcoming conference dates:

- March 15, 2024: Annual Gala Fundraiser: San Bernardino Valley College
- March 17-20, 2024: COABE – Nashville, TN  
<https://coabe.org/2024-coabe-national-conference/>
- March 25, 2024 Open House – Inland Career Education Center
- April 3, 2024: San Bernardino Valley College Adult Education Open House and Resource Fair – San Bernardino, CA
- April 5, 2024: Crafton Hills College Adult Education Open House and Resource Fair - Yucaipa, CA
- April 17, 2024: College and Career Fair - Redlands Adult School
- May 1, 2024: Community Resource Fair – Rialto Adult School
- May 9-11, 2024: CCAE – Anaheim, CA  
<https://www.ccaestate.org/conference-2024.html>
- June 17-20, 2024: - CASAS Summer Institute – Anaheim, CA  
<https://www.casas.org/training-and-support/SI>

**7. Closed Session**

7.1 None Requested

**8. Adjournment**

The meeting adjourned at 8:14 a.m.

The next meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, April 26, 2024, at 8:00 a.m.



## OPTION 1 - DISBURSE TO EACH AGENCY

2023-2024 Allocation	<b>\$12,874,673</b>
2024-2025 Preliminary COLA	<b>\$97,842</b>
<b>2024-2025 Preliminary Allocation</b>	<b>\$12,972,515</b>

Agency	2023-24 CFAD + Ongoing Allocation Amendments	Current COLA	Portion of COLA based on % of Allocation	Preliminary 2024-25 CFAD
Colton <b>TOTAL</b>	\$1,028,551	0.76%	\$7,817	<b>\$1,036,368</b>
Redlands <b>TOTAL</b>	\$1,128,512	0.76%	\$8,577	<b>\$1,137,089</b>
Rialto <b>TOTAL</b>	\$1,415,152	0.76%	\$10,755	<b>\$1,425,907</b>
San Bernardino City <b>TOTAL</b>	\$6,479,927	0.76%	\$49,247	<b>\$6,529,174</b>
SBCCD SBCCD Allocation Pan Consoritum <b>TOTAL</b>	\$787,048 \$632,775 \$1,419,823	0.76%	\$10,818	<b>\$1,430,641</b>
Yucaipa <b>TOTAL</b>	\$793,383	0.76%	\$6,030	<b>\$799,413</b>
SB County <b>TOTAL</b>	\$605,053	0.76%	\$4,598	<b>\$609,651</b>
<b>TOTAL</b>	<b>\$12,874,673</b>		<b>\$97,842</b>	<b>\$12,972,515</b>

## OPTION 2 - PARK WITH FISCAL AGENT

Hold COLA with Fiscal Agent and Allocate to Members as Needed	<b>\$97,842</b>
---------------------------------------------------------------	-----------------

CAEP  
CFAD

Produced: Apr 20, 2024, 08:36 PM UTC - By Emma Diaz

## 47 Inland Adult Education Consortium

DRAFT

2024-25

### Fiscal Declaration - Draft

**Consortium Name:** 47 Inland Adult Education Consortium

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** San Bernardino CCD

**Narrative:** The IAEC Executive Committee and Steering Committee meet monthly to discuss issues pertinent to the Consortium. This includes the annual plan, three-year plan, and regular reviews of Member District performance outcomes, students data submissions, and fiscal expenditures.

**Changes:** No Changes

### Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Colton Joint Unified	\$1,028,551	\$716,304	\$636,304
Redlands Unified	\$1,128,512	\$888,512	\$686,512
Rialto Unified	\$1,415,152	\$1,415,152	\$1,415,152
San Bernardino CCD	\$1,521,937	\$2,025,624	\$1,308,093
San Bernardino City Unified	\$6,479,927	\$6,479,927	\$6,479,927
San Bernardino Co. Office of Education	\$605,053	\$605,053	\$605,053
Yucaipa-Calimesa Joint Unified	\$793,383	\$733,383	\$628,383
<b>Total Allocated to Members</b>	<b>\$12,972,515</b>	<b>\$12,863,955</b>	<b>\$11,759,424</b>
<b>Total CAEP Funds</b>	<b>\$12,972,515</b>	<b>\$12,874,673</b>	<b>\$11,896,753</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$10,718</b>	<b>\$137,329</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 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? \***

Available funds are reviewed regularly at Executive Committee (voting members) meetings and at Steering Committee meetings. Discussions are ongoing about carry over funds, and adhering to the guidance from CAEP and AB1491 regarding 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 board to designate them as the official representative for their district. Each member will send the Executive Director minutes from their respective board meeting indicating their designation as the Member District 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 full and active participation by all members in the decision-making process and implementation of IAEC Plans. Therefore, a calendar 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. Minutes from meetings will be distributed to members and posted to the Consortium website. Agencies participating in the IAEC have agreed to act in accordance with applicable AB104 law, the IAEC Annual Plans, and IAEC Three-Year Plan. IAEC Members participate annually in shared, or peer-to-peer monitoring for member effectiveness, adherence to IAEC Plans, and CAEP performance measured outcomes.



**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? \***

From the onset of the AB86 planning phase, the consortium reached out to a professional facilitator who guides meetings using the Technology of Participation facilitation method. The Executive Committee discussed various governance models and decided upon the method that best suits this consortium.

Each member's Board of Education will designate, via agenda item, a voting representative(s) to the Consortium Board and ensure attendance at and participation at regular Consortium meetings. Each member district (K12, County Office of Education, College) shall have one (1) vote. Three K12 Member Districts/County Office of Education plus one Community College constitutes a quorum. In the case of a vacated position by a voting member, the "Interim" or "Acting" individual in the vacated position would be allowed to vote in their place. The vote of each officially designated member shall be recorded when cast via roll call voting. The names of the members making and seconding each motion shall be recorded in the Consortium minutes.

**9. How will proposed decisions be considered in open, properly noticed public meetings of the consortium at which members of the public may comment? \***

All Consortium meetings shall be conducted in accordance with AB104 CAEP, the IAEC Governance Plan, and all applicable laws. Decisions will be made by consensus of members of the Consortium. All voting is publicly noticed per Brown Act.

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

The IAEC Board will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code.

The following rules are intended to facilitate a presentation to the IAEC Board:

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 agenda item 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 Board has determined that the overall time to be allowed for the agenda item entitled "Public Comments" shall not exceed three (3) minutes per person, and a total time of 20 minutes, unless there are extenuating circumstances, in which case the Consortium Board may extend the overall time limit.

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 three (3) minutes to address the Consortium Board on each agenda item during the general public comments section of the agenda, unless there are extenuating circumstances, in which case the Consortium may extend the time limit for individual remarks.

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

IAEC recognizes the benefits that are derived when input from the public is included as part of a transparent decision-making process, and will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code. The Members will include the public in Consortium activities and programs whenever appropriate. The Consortium will provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. Monthly meetings will include a designated time for public comment. Agendas will be posted on the Consortium website, and emailed in advance to Consortium members and partners. Consortium members are encouraged to post the agendas at their individual web sites. A summary of 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. \***

Several of the regional entities mentioned; libraries, WIB and community-based organizations had a strong presence during the AB86 planning phase and are kept abreast of consortium activity. In addition, the project coordinator attends quarterly regional county WIB meetings where all these entities are present and proposed decisions can be announced.

Community partners and other entities are invited and encouraged to participate in all Consortium meetings. IAEC's founding partners include the San Bernardino County Workforce Investment Board. Community agencies not benefiting from formal partnership with IAEC with an interest in adult education are encouraged to engage IAEC and its Members to benefit the region as appropriate until a formal partnership can be established.

**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. The San Bernardino Community College District 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? \***

Per AB104/CAEP Legislation section 84917 those entities listed shall become a participating member of the consortium pursuant to receiving funds from the listed areas. In addition, new members will need to agree to and sign this governance template indicating they are aware and will abide by the consortium governance structure. For members to leave or be dismissed, section 84914 outlines characteristics such as a member is no longer willing to provide services, a member cannot provide services or a member is consistently ineffective in providing services as reasons for reduced funding, this consortium will use these measures to determine if a member needs to leave or be dismissed from the consortium

The Consortium will adhere to the membership guidelines as defined by AB104, Education Code, and the IAEC Member Contracts.

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 meetings.
- Dismissal from or admission to the Consortium shall be accomplished with a simple majority vote from the Consortium Board.
- If the member initiates leaving the Consortium, IAEC will require the member's Governing Board approval.
- If the Consortium initiates dismissal, the Consortium will inform the member's Superintendent and Governing Board and follow due process.
- IAEC Members may be dismissed from IAEC for failure to demonstrate member effectiveness.
- A record of intervention steps and dismissal actions shall be kept in the official minutes of Consortium Board Meetings.
- If the Consortium dismisses a Member, the Consortium Coordinator shall notify the AEBG State Project Monitor immediately.

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

IAEC defines "excessive" member carryover as being 20% or more of an annual allocation.

**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? \***

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. Annually issued contracts for fund disbursement and the Governance Plan address the newly adopted AB1491 carryover requirements.

**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? \***

IAEC 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 houses all of the minutes to all the Executive, Steering and Hub meetings dating back to the onset of AB86 documenting the existing working relationship. <http://inlandab86.org/>

## Member Agencies

Member Agency	Member Type	Contact	Phone
Colton Joint Unified	Unified School District	Linda Resiwain M.B.A	(909) 580-6615
Redlands Unified	Unified School District	Troy Martinez	(909) 784-6930
Rialto Unified	Unified School District	Cuauhtemoc Avila	(909) 820-7700
San Bernardino CCD	District	Emma Diaz	(909) 384-8611
San Bernardino City Unified	Unified School District	Raul Pedraza	(909) 388-6000 ext: 238
Yucaipa-Calimesa Joint Unified	Unified School District	Cali Binks	(909) 797-0174
San Bernardino Co. Office of Education	County Office of Education (COE)	Carol Tsushima Ed.D	

## 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



2024 © California Community Colleges  
NOVA Site Version: 6.7.4