



Building Skills, Advancing Careers

RSAEC Executive Board Meeting –California Adult Education Program (CAEP)

DATE: May 1, 2025

TIME: 9:00am – 9:30am

ZOOM: 860 0467 5436

College and Workforce Preparation Center

1572 N. Main Street, Orange, CA 92867

(714) 628-5999

Members Present: Chrissy Gascon (Executive Director), Lorena Chavez, Lisa Green, Fatinah Judah, M'Liss Patterson, Lorraine Perez

Special CFAD Meeting MINUTES

| Item | Discussion | Action |
|--|--|--|
| Introductions | The Special CFAD Meeting started at 9:12AM | |
| Approval of agenda | | |
| Discussion Items: <ul style="list-style-type: none"> CFAD Allocations and Governance | Chrissy went over the CFAD Allocations and Governance. | Chrissy will change the dates on the CFAD from 24-25 to 25-26. |
| Vote to Approve: CFAD Allocations as noted: GGAE: Calculated by: .332094842921003 OUSD: Calculated by: .001537218235963 RSCCD: Calculated by .666367938843034 Please Note: The percentages were completed using the same calculations as last year. Once the May revise has been completed, CAEP will send us exact amounts for the direct-funded members (GGAE, OUSD & RSCCD). At that time, we will need to update these figures so that they correspond with the percentage rate used by the CAEP office. | A motion to approve the CFAD Allocations was made by Lorena Chavez and seconded by M'Liss Patterson . All members voted in favor. | |

| | | | | |
|--|--------------------|--------------------|--|-------------------------------|
| CAEP 2025-26 | | | | |
| Preliminary Award: | \$5,891,459 | | | |
| | FY 24/25 | FY 25/26 | | |
| Garden Grove USD | \$1,910,108 | \$1,956,523 | | |
| Orange USD | \$8,842 | \$9,057 | | |
| Rancho Santiago CCD | \$3,832,745 | \$3,925,879 | | |
| TOTAL | \$5,751,695 | \$5,891,459 | | |
| | | | | |
| Vote to Approve: | | | A motion to approve the CFAD Governance as written in NOVA was made by M'Liss Patterson and seconded by Lisa Green . All members voted in favor. | |
| CFAD Governance as written in NOVA (see attachment below) | | | | |
| | | | | |
| | | | | |
| Future Meetings: 4th Tuesday of the month, unless otherwise noted. | | | Location: CWPC Conference Room | Time: 9:00am – 10:00am |
| • 2025: May 27, June 24 | | | | |
| | | | | |

CAEP

CFAD

Produced: Apr 29, 2025, 08:04 PM UTC - By Chrissy Gascon

43 Rancho Santiago Adult Education Consortium

DRAFT

2025-26

Fiscal Declaration - Draft

Consortium Name: 43 Rancho Santiago Adult Education Consortium**Funding Channel:** Direct Funded

Narrative: The Rancho Santiago Adult Education Consortium's (RSAEC) planned allocations for 2024–2025 continue to align with the priorities outlined in the Consortium's CAEP 3-Year Plan and support the goals of the current annual plan. Member districts will maintain a collaborative approach to addressing CAEP objectives by expanding and refining services that meet the evolving educational and workforce needs of our region. RSAEC remains focused on key goals including identifying and addressing regional service gaps, strengthening transitions between adult education and postsecondary or workforce pathways, and improving student persistence and outcomes. Member institutions are advancing strategies that accelerate student progress through integrated education and training models, contextualized instruction, co-enrollment approaches, and coordinated student support services. This year, the consortium is placing renewed emphasis on equity, inclusion, and access, particularly for disproportionately impacted populations such as English Language Learners, opportunity youth, reentry individuals, and students with disabilities. Planned allocations support the development and scaling of short-term career education programs, ESL pathways aligned with in-demand industries, and foundational skills development that supports transitions to college and career. Professional development will continue to be a shared priority. RSAEC members are investing in joint PD opportunities focused on curriculum alignment, digital literacy instruction, trauma-informed practices, and strategies for supporting adult learners in online and hybrid modalities. This work is essential as members strive to provide flexible, student-centered programming responsive to both learner needs and labor market demands. In addition, the consortium is advancing efforts to leverage and braid funding across local, regional, and statewide initiatives to maximize resources and improve outcomes. This includes alignment with Strong Workforce, Perkins, and regional workforce boards, as well as partnerships with community-based organizations and local employers to enhance support services and job placement pathways. Planned allocations also reflect the consortium's ongoing commitment to building capacity for data-informed decision-making. RSAEC members are working to strengthen the use of student outcomes data to inform program improvement, equity analysis, and resource alignment in accordance with CAEP guidance. Ultimately, the consortium's investments for 2024–2025 are designed to ensure adult learners across the region have equitable access to high-quality programs that lead to meaningful college and career outcomes. RSAEC members are committed to fulfilling the CAEP mission of supporting economic mobility and community prosperity through adult education.

Changes: No Changes

Member Allocations

| Member Name | (2025-26) | (2024-25) | (2023-24) |
|----------------------------|-------------|-------------|-------------|
| Garden Grove Unified | \$1,956,523 | \$1,904,247 | \$1,888,312 |
| Orange Unified | \$9,057 | \$8,815 | \$8,741 |
| Rancho Santiago CCD | \$3,925,879 | \$3,820,985 | \$3,789,009 |
| Total Allocated to Members | \$5,891,459 | \$5,734,047 | \$5,686,062 |
| Total CAEP Funds | \$5,891,459 | \$5,751,695 | \$5,690,799 |
| Total Remaining | \$0 | \$17,648 | \$4,737 |

Member Allocation Certification

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

Carryover Threshold

Input a percentage of carryover that your consortium agrees will be considered an excessive amount.

Should a member, or members, exceed this carryover percentage upon certification of their Q4 report, they will be flagged as non-compliant with the carryover legislation (EC 84914). One year of non-compliance does not carry a penalty. However, should the same member, or members, have two consecutive years of non-compliance the consortium may agree, by majority vote, to reallocate an amount that does not exceed the carryover to other members.

A consortium does have the ability to opt-out. To do so, simply toggle the carryover threshold button to the off position.

Carryover Threshold *

20%

Corrective Action Fiscal Reporting Quarterly Thresholds

If member carryover is over the threshold set below, a corrective action narrative will be required to complete.

| | Q1 | Q2 | Q3 | Q4 |
|--------------------------|-----|-----|-----|-----|
| % of Carryover Threshold | 80% | 60% | 40% | 20% |

Consortia Report on Governance Compliance of Rules and Procedures v.2

1. Have all community college districts, school districts, county offices of education, or any joint powers authority, located within the boundaries of the adult education region been allowed to join the consortium as a member? *

Yes

2. Have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds? *

Yes

3. How will the available funds be reported and evaluated? *

All members have committed to reporting funds to be reported and evaluated. The board and/or superintendent approved members will submit fiscal reports directly into NOVA, which will then be certified by the RSAEC Executive Director/Dean of Instruction and Student Services and submitted to the state. Each member agency's fiscal office will be required to certify and validate their fiscal data for accuracy. Evaluation of funds will be consistent with funds available pursuant to AB 104, Section 39, Article 9, 84916.

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 consortium agency/district member will bring the approved governing board designation and a copy of the official board meeting minutes to the consortium. In the case of OCDE, the member will bring a signed approval from an elected public official representing the COE as they do not have a board. RSAEC will keep the designated officials' information on file. The RSAEC Executive Director/Dean of Instruction and Student Services will maintain rules and procedures at all meetings and assure that all votes have been submitted by the board approved official for each member agency/district.

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

RSAEC will assure that all meetings are posted in advance, and they accommodate members' schedules. Reminder emails and calendar invites will be sent to all members. The agenda will be posted on the RSAEC website (www.rsaec.org). Decision making will follow the voting guidelines decided upon by the consortium members. A consent calendar will be available to make sure that everyone has a chance to look at the upcoming decisions and has the ability to pull items of concern for further explanation. If necessary, a second reading will be available.

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? *

The consortium members and partners reviewed and discussed various governance models and worked together to decide and agree upon the decision-making model that works best for the consortium. It has been decided that votes will be voiced by stating yes or no. Abstentions will be noted. Three of the five state mandated representatives (2/3) from the approved voting agencies must be present to meet Quorum. For a vote to be approved, simple majority of voting members present (by majority vote of 51%) will be needed from voting agencies/districts. Meeting attendance and voting by phone or via zoom is allowable with prior state approval. A consent calendar will be provided for each meeting so that items of concern can be pulled. Votes will be recorded and the names of the members making and seconding each motion will be recorded in the meeting 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? *

Proposed decisions will be posted on the agenda which will be available three (3) calendar days prior to the consortium meeting. Prior to voting, there will be an allotment of time (up to 3 minutes per person) given to members of the public for

comment. Additional time will be given to the voting members to consider public comments. After discussion, the executive committee will vote or agree to pull the item for a second reading if members feel more time and/or information is necessary.

10. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. *

All meeting times, locations and current agendas for the academic year will be posted on the RSAEC website (www.rsaec.org). Agendas and notices of proposed decisions that will be on the monthly docket, will be posted three (3) calendar days prior to the meeting. Information regarding how to make the public comments will be posted on the RSAEC website. Emails informing the public of the RSAEC website and calendar will be distributed to schools, stakeholders and agencies involved with adult education.

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

Only comments made in person or via zoom at the Executive Committee meetings will be addressed. A general summary of comments made by members of the public will be recorded in the meeting minutes. All meeting minutes will be posted on the RSAEC website after minutes have been approved.

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. *

An invitation to attend the open consortium meetings will be sent to other providers of education and workforce services for adults. A concerted effort will be made to direct these entities to key information regarding the consortium. The consortium will also encourage its members to network with other agencies and/or committees to help increase public involvement through stakeholder meetings and other networking opportunities.

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

All allocations have been disbursed, but RSAEC will continue to look at innovative ways of collaborating and leveraging funding. RSAEC will evaluate proposals brought forth to the Executive Committee to ensure that they align with the Regional Comprehensive Plan priorities. Accordingly, the Executive Committee will vote to approve the requested budget and include it as part of the 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? *

A district's board/elected official's approval will be needed from any K-12 or community college district, county department of education or JPA located within the RSAEC district boundaries that would like to join the consortium as a member. Currently, there are no JPAs within RSAEC. The RSAEC Executive Director/Dean of Instruction and Student Services will keep a file of all documented items. If a member opts to leave the consortium, RSAEC will request written notification from the district's board or agency elected official confirming the change. For members to be dismissed, RSAEC will adhere to the member guidelines in AB104.

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

The consortium reviews the quarterly fiscal reports to confirm that all members are within their spending percentages. If a member is below the spending allocation within a particular quarter, they are required to submit an explanation and a plan to spend down the funds in a timely manner via NOVA. The consortium also reviews the percentages annually during the CFAD process to make sure that the consortium is within its carryover threshold of 20%. If a member is over the approved carryover

amount at the end of the fiscal year, the consortium members will be given 12 months to return to compliance. If they remain out of compliance after the twelve months, and it affects the 20% carryover threshold for the consortium, the executive committee would choose to enact the established member effectiveness guidelines listed below.

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 follows the guidelines based on AB104 and the more recent AB1494 listed in this questionnaire as this serves as RSAEC's governance document.

18. How does your consortium define member effectiveness? *

The consortium defines member effectiveness as spending a minimum of the CAEP allocation by 20% per the guidelines set in the AB1491 legislation as well as adhering to the member guidelines in AB104. In addition, all members should be actively involved in the consortium activities and be consistently working on achieving the goals set within the one-year annual plans and three-year comprehensive plan.

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

The consortium does not have a separate list of bylaws. If a member is out of compliance or not meeting member effectiveness as defined by the CAEP guidelines, the matter will be discussed amongst the RSAEC voting members at a scheduled Executive Board meeting so that all members can participate in creating a plan to assist the member at a local level. A timeline will be set and goals put in place to assist the member. If needed, members will meet throughout the year to further assist. If the member who is out of compliance is unable to meet effectiveness within 12 months and puts the consortium at risk of being over the 20% carryover threshold, the RSAEC Executive Director/Dean of Instruction and Student Services will request that CAEP TAP assist with further guidance pursuant to the AB1491 legislation.

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? *

This questionnaire has been deemed completely satisfactory to RSAEC's governance by all members of the consortium.

Member Agencies

| Member Agency | Member Type | Contact | Phone |
|---------------------------------------|----------------------------------|--|----------------|
| Garden Grove Unified | Unified School District | M'Liss Patterson | (714) 663-6305 |
| Orange Unified | Unified School District | Lisa Green Orange Unified School District | (714) 628-5446 |
| Rancho Santiago CCD | District | Chrissy Gascon | (714) 628-5969 |
| Orange County Department of Education | County Office of Education (COE) | Fatinah Judeh | (714) 349-3073 |
| Santa Ana Unified | Unified School District | Dr. Lorraine Perez Santa Ana Unified School District | (626) 536-3121 |

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, 84914(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

NOVA
PLAN. INVEST. TRACK.

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