

# CONSORTIUM FISCAL ADMINISTRATION DECLARATION

## WEST END CORRIDOR/CHAFFEY REGIONAL AE CONSORTIUM

### CONSORTIUM INFORMATION

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#### Organizational Information

<b>Consortium Name</b>	08 West End Corridor
<b>Long Name</b>	West End Corridor/Chaffey Regional AE Consortium
<b>Short Name</b>	CHAFFEY
<b>Address</b>	Chaffey Adult School 1802 East 7th Street Ontario, CA 91764
<b>Website</b>	<a href="http://www.westendcorridor.org">www.westendcorridor.org</a>

#### Reporting Period

<b>Start Date</b>	07/01/2016
<b>End Date</b>	06/30/2017

#### 2015 - 16 Grant Period

<b>2015 - 16 Grant Number</b>	15-328-08
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#### Consortium Administration

<b>Primary Contact(s)</b>	<b>Haag, Todd</b> Principal, Chaffey Adult School (909) 391-5365 <a href="mailto:todd_haag@cjuhsd.net">todd_haag@cjuhsd.net</a>
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## MEMBERS

Member Name	Contact(s)	District / LEA Code
Upland Unified School District	<b>Ruvalcaba, Alex</b> (909) 985-1864 <a href="mailto:alex_ruvalcaba@upland.k12.ca.us">alex_ruvalcaba@upland.k12.ca.us</a>	75069
Fontana Unified School District	<b>Gleason, Cynthia</b> (909) 357-5490 <a href="mailto:cynthia.gleason@fusd.net">cynthia.gleason@fusd.net</a>	67710
Chino Valley Unified School District	<b>Hampton, Carl</b> (909) 627-9613 <a href="mailto:carl_hampton@chino.k12.ca.us">carl_hampton@chino.k12.ca.us</a>	67678
Chaffey Joint Union High School District	<b>Corvera, Carolyn</b> <a href="mailto:carolyn_corvera@cjuhsd.net">carolyn_corvera@cjuhsd.net</a>  <b>Haag, Todd</b> Principal, Chaffey Adult School (909) 391-5365 <a href="mailto:todd_haag@cjuhsd.net">todd_haag@cjuhsd.net</a>	67652
Chaffey Community College District	<b>Bishop, Eric</b> (909) 652-6501 <a href="mailto:eric.bishop@chaffey.edu">eric.bishop@chaffey.edu</a>	00920
Baldy View ROP (JPA)	<b>Fears-Hackett, Lisa</b> Coordinator, Educational Services (909) 947-3400 <a href="mailto:lisa_hackett@bvrop.org">lisa_hackett@bvrop.org</a>	40048

## FISCAL MANAGEMENT

### Funding Channel

The consortium has designated a fiscal agent

### Rationale

The Executive Board of the West End Corridor consortium voted to approve the Chaffey Joint Union High School District to serve as the consortium’s fiscal agent at a meeting of the consortium’s executive committee on January 17, 2014 as it applied to the AB86 Planning Grant. This agreement was confirmed by the governing board of the CJUHSD on February 2, 2014. This agreement was re-confirmed by a vote of the consortium membership on June 18, 2015 as it applied to the AEBG moving forward. At its April 21, 2016 meeting, the Executive Board of the consortium voted to maintain the use of the fiscal agent model and that Chaffey Joint Union High School District continue to serve as the consortium’s fiscal agent for the 2016-17 allocation year. The membership felt that the fiscal agent approach provides the flexibility needed to meet plan goals, provides for a shared spirit of collaboration, and is serving the needs of the consortium. While the direct funding model remains an option, the fiscal agency model has allowed the consortium to meet the consortium's goals in a manner that has allowed for both member allocations as well as and a reserve of funds for achieving consortium wide goals.

### Approach

The management of West End Corridor consortium funds will follow all federal, state, county, and district guidelines within standard and acceptable accounting and auditing practices as they pertain to AEBG guidelines. Under the direction of the Assistant Superintendent of Business Services and the Chief Financial Officer, the Chaffey School District will devote a Budget Specialist to manage the AEBG, as well as communicate with the consortium’s executive committee, in facilitating and tracking member allocations and expenditures. This budget specialist will also communicate on a regular basis with their counterparts from the member agencies. Expenditures will be reflective of the consortium’s regional plan, and as necessary, be approved at formal meetings of the consortium by majority vote of the membership. Meeting minutes will serve as supporting documentation of approved expenditures. The Chaffey Joint Union High School District will certify consortium-related budgets and expenditures.

Based on the approved allocation schedule, the fiscal agent will distribute (pass through) funds to the member agencies. Member agency allocation expenditures will be processed and follow the procedures of local district's fiscal departments. Member agencies will supply the necessary support documentation and fiscal reports, per program, resource, object codes etc., necessary for adhering to state reporting requirements. Additionally, the West End Corridor consortium has developed a model where the consortium has allocated funding for the support of consortium wide projects and activities. These Consortium-wide expenditures will be invoiced to the consortium/fiscal agent, and/or if appropriate, will be invoiced to the fiscal agent by the member agencies. Agency reimbursement will be processed for payment on a monthly basis. As the fiscal agent, the Chaffey Joint Union High School District will certify consortium-related budgets and expenditures.

**Certifying Official / Coordinator**

Corvera, Carolyn

**Certifying Official / Coordinator's Email**

[carolyn.covera@cjuhsd.net](mailto:carolyn.covera@cjuhsd.net)

## ALLOCATION SCHEDULE

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**15-16 AEBG Funds**

<b>15-16 AEBG Entitlements</b>	\$6,733,277
<b>15 - 16 Member Allocations</b>	\$0

**16-17 AEBG Funds**

<b>16-17 AEBG Entitlements</b>	\$6,833,501
<b>16 - 17 Member Allocations</b>	\$6,833,501

## MEMBER ALLOCATIONS

#	Member Name	Consortium Allocations (15-16)	Consortium Allocations (16-17)
1	Upland Unified School District	\$427,050	\$427,050
2	Fontana Unified School District	\$1,015,000	\$1,015,000
3	Chino Valley Unified School District	\$1,081,052	\$1,081,052
4	Chaffey Joint Union High School District	\$4,010,175	\$4,110,399
5	Chaffey Community College District	\$200,000	\$200,000
6	Baldy View ROP (JPA)	\$0	\$0
<b>Grand Total</b>		<b>\$6,733,277</b>	<b>\$6,833,501</b>

**Funding Changes**

In 2015-16, the consortium budgeted \$500,921 of the consortium's allocation to consortium-wide activities such as data collection, professional development etc. For the limitations of the spreadsheet above, this amount is reflected under the Chaffey Joint Union High School District allocation as the fiscal agent, but is devoted to consortium-wide goals and consortium-wide expenditures. This year the consortium budgeted \$601,145, including the additional \$100,224, for consortium-wide activities and approved allocations to members/partners. For the limitations of the spreadsheet above, this amount is reflected under the Chaffey Joint Union High School District allocation as the fiscal agent.

**Consensus and Approval Process**

After significant discussion/research associated with the letter and spirit of both AB86 and AB104, the West End Consortium voted to move forward with an allocation schedule based on a combination of quantitative (formula) and qualitative (evaluation of proposed projects) approach to the distribution and allowable use of consortium funds for the first year.

In association with consortium's consultants, AES and West Ed, an algorithm was developed that focused on "needs and gaps" as reported in initial AB86 reports. The allocation strategy stressed the need to determine allocations to the community college district, individual member districts, and the consortium itself. That exercise was completed, and at a January, 2016 meeting, the consortium reached consensus on the process and agreed to participate in a vote that would approve the allocation schedule and move to phase 2 of the exercise – consortium approval of member proposed projects. The final allocation schedule was approved on February 10, 2016 by a vote of the membership. No project will move forward without consortium approval. The plan, the law, and adopted guiding principles will help ensure the quality of proposed projects and activities. For planning for 2016-17, the consortium reviewed progress toward program goals, member capacity for growth and change, consortium-wide projects and activities and they reflected upon any necessary adaptations required for the coming year, including the potential opportunities provided by the newest addition to consortium membership, Baldy View ROP. Based on these considerations, at the April 29<sup>th</sup> meeting of the consortium, members discussed and decided to move forward with an allocation schedule as approved on February 10, 2016, including additional funds recently distributed. The 2016-17 allocation schedule will be tracked, evaluated and modified as necessary, with consortium approval.

## OTHER RULES AND PROCEDURES

**Additional Information**

**Supplementary Documentation**

## SIGNATURE BLOCKS

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**Chaffey Joint Union High School District**

*Corvera, Carolyn*

**Fontana Unified School District**

*Gleason, Cynthia*

**Chino Valley Unified School District**

*Hampton, Carl*

**Baldy View ROP (JPA)**

*Fears-Hackett, Lisa*

**Upland Unified School District**

*Ruvalcaba, Alex*

**Chaffey Joint Union High School District**

*Haag, Todd*

**Chaffey Community College District**

*Bishop, Eric*