

CONSORTIUM FISCAL ADMINISTRATION DECLARATION

CONTRA COSTA ADULT EDUCATION CONSORTIUM

CONSORTIUM INFORMATION

Organizational Information

Consortium Name	12 Contra Costa
Long Name	Contra Costa Adult Education Consortium
Short Name	CCCAEC
Address	Mt. Diablo Adult Ed 1266 San Carlos Avenue, D4 Concord, CA 94518
Website	ccaec.org

Reporting Period

Start Date	07/01/2016
End Date	06/30/2017
2015 - 16 Grant Period	
2015 - 16 Grant Number	15-328-10

Consortium Administration

Primary Contact(s)	Giordano, Trudie <i>Contra Costa County Adult Education Consortium Manager</i> (925) 826-2838 giordanot@mdusd.org
	Abbate, Vittoria <i>Director, College and Career and Adult Education</i> (925) 685-7340 abbategv@mdusd.org

MEMBERS

Member Name	Contact(s)	District / LEA Code
West Contra Costa Unified School District	Greer, Wendell <i>Associate Superintendent of K-Adult Operations</i> (510) 231-1160 wgreer@wccusd.net	61796
	Garrett, Valerie <i>West Contra Costa Adult Education Principal</i> (510) 531-1453 vgarrett@wccusd.net	
Pittsburg Unified School District	Molina, Anthony <i>Director of Educational Services</i> (925) 473-2314 amolina@pittsburg.k12.ca.us	61788
	Nicodemus, Lynne <i>Principal of Adult Education</i> (925) 473-4460 lnicodemus@pittsburg.k12.ca.us	
Mt. Diablo Unified School District	Sachs, Jennifer <i>Executive Director</i> (925) 682-8000 sachsj@mdusd.org	61754
	Abbate, Vittoria	

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 (925) 685-7340
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Giordano, Trudie
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<p>Martinez Unified School District</p>	<p>Farwell, Kathy <i>Director, Martinez Adult Education</i> (925) 228-3276 kfarwell@martinezusd.net</p> <p>Muth, Rami <i>Superintendent</i> (925) 335-5909 rmuth@martinezusd.net</p>	<p>61739</p>
<p>Liberty Union High School District</p>	<p>Norgaard, Debbie <i>Adult Education Coordinator</i> (925) 634-2565 norgaard@libertyuhsd.k12.ca.us</p> <p>Rognlien, Guy <i>Director</i> (925) 634-2589 rognlien@luhsd.net</p>	<p>61721</p>
<p>Antioch Unified School District</p>	<p>Clark, Brian <i>Principal of Adult Education</i> (925) 779-7490 brianclark@antioch.k12.ca.us</p> <p>Santos, Michael <i>Director of Program Improvement</i> (925) 779-7500 mikesantos@antioch.k12.ca.us</p>	<p>61648</p>
<p>Acalanes Union High School District</p>	<p>France, Steven <i>Director, Del Valle Education Center</i> (925) 280-3945 sfrance@acalanes.k12.ca.us</p>	<p>61630</p>
<p>Contra Costa Community College District</p>	<p>Jones, Andrew <i>Interim Executive Vice Chancellor</i> (925) 229-6825 ajones@4cd.edu</p> <p>Stone, Emily <i>Dean of Student Support Services</i> (925) 969-2113 estone@dvc.edu</p> <p>Berner, Jason <i>Dean, Liberal Arts</i> (510) 215-4131 jberner@contracosta.edu</p> <p>Schenk, Kimberly <i>Sr Dean, Curriculum and Instruction</i> (925) 969-2036 kschenk@dvc.edu</p> <p>Mehdzadeh, Mojdeh <i>President</i> (510) 215-3801 mojdeh@4cd.edu</p> <p>Ybarra, Nancy <i>Dean of Liberal Arts</i> (925) 473-7405 nybarra@losmedanos.edu</p> <p>Horan, Kevin <i>Vice President of Instruction and Student</i></p>	<p>00310</p>

	Services (925) 473-7401 khoran@losmedanos.edu	
Contra Costa County Office of Education	Khan, Lindy Director III, Innovation & Support Student Services (925) 942-3343 lkhan@cccocoe.k12.ca.us	10074
	Buckner, Rachelle Principal, Student Programs (510) 262-4341 rbuckner@cccocoe.k12.ca.us	
	Clark, Bill Associate Superintendent of Business Services (925) 942-3388 bclark@cccocoe.k12.ca.us	

FISCAL MANAGEMENT

Funding Channel

The consortium has designated a fiscal agent

Rationale

A workgroup was formed to review and discuss the budgets and fiscal structure and to make a recommendation to the steering committee. After discussion around the work involved to maintain separate records for funding years, develop common budget codes and reporting, and manage the common cost funds, the majority agreed it best to maintain the fiscal agent for another year and revisit the option of direct funding for the following year.

Approach

Working with the Consortium Manager, budget information and expenditures are being gathered from each member organization to be analyzed and reconciled and submitted to the State.

Certifying Official / Coordinator

Clark, Bill

Certifying Official / Coordinator's Email

bclark@cccocoe.k12.ca.us

ALLOCATION SCHEDULE

15-16 AEBG Funds

15-16 AEBG Entitlements	\$13,968,021
15 - 16 Member Allocations	\$0

16-17 AEBG Funds

16-17 AEBG Entitlements	\$14,065,636
16 - 17 Member Allocations	\$14,065,636

MEMBER ALLOCATIONS

#	Member Name	Consortium Allocations (15-16)	Consortium Allocations (16-17)
1	West Contra Costa Unified School District	\$2,457,146	\$2,457,146
2	Pittsburg Unified School District	\$2,476,127	\$2,487,992
3	Mt. Diablo Unified School District	\$3,350,868	\$3,439,884
4	Martinez Unified School District	\$1,421,961	\$1,426,676
5	Liberty Union High School District	\$869,282	\$906,459
6	Antioch Unified School District	\$937,866	\$937,866
7	Acalanes Union High School District	\$537,296	\$537,296
8	Contra Costa Community College District	\$614,198	\$239,421
9	Contra Costa County Office of Education	\$1,303,277	\$1,632,896
Grand Total		\$13,968,021	\$14,065,636

Funding Changes

The Community Colleges 2016-17 allocation decreased because they are no longer managing the consortium common costs budget that last year was included at \$814,248, and they indicated less need for funding of one-time costs.

The allocation for CCCOE increased greatly because they will house and manage the Consortium Common Costs budget of \$1,162,513 for the Consortium in 2016-17. The Consortium Steering Committee decided that each of the adult schools should receive the same amount of MOE funding that they received in 2015-16, and that each member should submit a budget proposal to request additional funds from the remaining non-MOE allocation. The previously designated budget workgroup was charged with evaluating these proposals and to make a final recommendation to the Steering Committee for approval. Each member's proposal was submitted as approved, leaving a balance of approximately \$1 million. Some of this balance had already been designated for Common Costs and following extensive discussion regarding the implementation of our regional plan, it was decided to use the remaining funds for designated consortium work and to set aside these funds in the Common Costs allocation.

Consensus and Approval Process

This recommendation was brought to the full Steering Committee who voted unanimously to approve this allocation schedule. Since our Consortium has not received or expended all of its allocated 2015-16 funds, it was recommended and approved that the 2016-17 non-MOE funds were best utilized for one time expenditures in the areas of curriculum, infrastructure, technology improvements, and professional development.

OTHER RULES AND PROCEDURES

Additional Information

Supplementary Documentation

SIGNATURE BLOCKS

Contra Costa County Office of Education

Khan, Lindy

Contra Costa Community College District

Jones, Andrew

Pittsburg Unified School District

Molina, Anthony

Liberty Union High School District

Norgaard, Debbie

Liberty Union High School District

Rognlien, Guy

Mt. Diablo Unified School District

Sachs, Jennifer

Contra Costa Community College District

Schenk, Kimberly

Antioch Unified School District

Santos, Michael

Contra Costa Community College District

Ybarra, Nancy

Martinez Unified School District

Muth, Rami

Mt. Diablo Unified School District

Abbate, Vittoria

Contra Costa Community College District

Horan, Kevin

Mt. Diablo Unified School District

Giordano, Trudie

Antioch Unified School District

Clark, Brian

Contra Costa Community College District

Stone, Emily

Contra Costa Community College District

Berner, Jason

Martinez Unified School District

Farwell, Kathy

Pittsburg Unified School District

Nicodemus, Lynne

Contra Costa Community College District

Mehdizadeh, Mojdeh

Contra Costa County Office of Education

Buckner, Rachelle

Acalanes Union High School District

France, Steven

West Contra Costa Unified School District

Greer, Wendell

West Contra Costa Unified School District

Garrett, Valerie