CALIFORNIA ADULT EDUCATION PROGRAM

Coastal North County Adult Education Consortium (CNCAEC)

Special Meeting
Monday, April 24, 2023
4:00 p.m.
MiraCosta Community Learning Center
1831 Mission Ave., Oceanside – Community Room – Room CLC127

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVALS
   A. December 12, 2022, General Meeting Minutes
   B. April 17, 2023, General Meeting Minutes

4. PUBLIC COMMENTS: Members of the audience may address the CNCAEC on any item listed on the agenda during this time. Comments will be limited to three (3) minutes per person for a total of thirty (30) minutes of public comment. Members of the CNCAEC are not required to respond directly to comments made at this time.

5. CHANGES IN AGENDA ORDER

6. CONSENT ITEMS
   A. 2023-2024 General Meeting Calendar

7. ACTION ITEMS
   A. Consortium Fiscal Administration Declaration (CFAD)
   B. CNCAEC Bylaws Amendment

8. ADJOURNMENT

CALIFORNIA ADULT EDUCATION PROGRAM

Coastal North County Adult Education Consortium (CNCAEC)

General Meeting
Monday, December 12, 2022 12:00 p.m.

Draft-Minutes

MiraCosta College Community Learning Center
1831 Mission Ave., Oceanside, CA 92058 – Room CLC119
Zoom: https://miracosta-edu.zoom.us/j/96011199685

Meeting ID: 960 1119 9685

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	Agenda Topic	Discussion	Outcome
1	**Call to Order**	Meeting called to order at 12:02 p.m. by John Makevich	
2	**Roll Call**	John Makevich, Frank Pancucci, MaryLynn McCorkle, and Vicki Gravlin	Absent: Manuel Zapata
3	**APPROVE TELECONFERENCING FOR MEETINGS PURSUANT TO AB 361**	A. Resolution to continue the CNCAEC meetings remotely.	John Makevich motioned for approval. MaryLynn McCorkle moved for approval, and Frank Pancucci senconded. The board approved unanimously.
4	**Approve Meeting Minutes**	A. August 15, 2022, General Meeting Minutes No questions, comments, or corrections.	John Makevich motioned for approval. Frank Pancucci moved for approval, and MaryLynn McCorkle seconded. The board approved unanimously.
5	**Public Comments**	No public comments.	
6	**Change in Agenda**	No changes to agenda order.	
7	**Presentations**	A. Three-Year Allocations & Expenditures John Makevich presented.	

8	**Information Items**	A. AB 1491, Adult Education Consortia: Carryover of Allocated Funds John Makevich explained the effects of AB 1491 B. Community Showcase Discussion regarding event purpose. C. Discussion of Future Meeting Formats John Makevich explained Brown Act and AB2449.	B. John Makevich and Vicki Gravlin will work on coordination for Community Showcase.
9	**Adjournment**	Meeting adjourned at 12:58 p.m. by John Makevich	

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CALIFORNIA ADULT EDUCATION PROGRAM

Coastal North County Adult Education Consortium (CNCAEC)

General Meeting
Monday, April 17, 2023 - 12:00 p.m.

Draft-Minutes

MiraCosta College Community Learning Center
1831 Mission Ave., Oceanside, CA 92058 – Room CLC114

	Agenda Topic	Discussion	Outcome
1	**Call to Order**		
2	**Roll Call**	John Makevich	Absent: Manuel Zapata, Frank Pancucci, MaryLynn McCorkle, and Vicki Gravlin
3	**Approve Meeting Minutes**		
4	**Public Comments**	No public comments.	
5	**Consent Items**		
6	**Adjournment**	Quorum not met, no business conducted. Meeting adjourned at 12:10 p.m. by John Makevich	

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CALIFORNIA ADULT EDUCATION PROGRAM

Coastal North County Adult Education Consortium (CNCAEC)

Consortium Fiscal Administration Declaration (CFAD) Allocation
Coastal North County Adult Education Consortium
2023-24 Fiscal Year

Consortium Information

Consortium Name:
32 Coastal North County Adult Education Consortium (CNCAEC)

Consortium Short Name:
32 Coastal North

Address:
1 Barnard Drive, Oceanside, CA 92056

Website:
miracosta.edu/cncaec

Funding Channel:
Fiscal Agent

CAEP Funds 2023-24:
$1,462,474

CAEP Funds 2022-23:
$1,352,515

CAEP Funds 2021-22:
$1,269,252

CAEP Funds 2020-21:
$1,219,848

CAEP Funds 2019-20:
$1,219,848

AEBG Funds 2018-19:
$1,181,336

AEBG Funds 2017-18:
$1,132,500

AEBG Funds 2016-17:
$1,132,500

CALIFORNIA ADULT EDUCATION PROGRAM

Coastal North County Adult Education Consortium (CNCAEC)

Member Agencies and Certifiers:

MiraCosta Community College District	John Makevich
San Dieguito Union High School District	Manuel Zapata
Alliance for Regional Solutions	MaryLynn McCorkle
Oceanside Unified School District	Vicki Gravlin
San Diego Workforce Partnership	Frank Pancucci

Member Allocations:

Member Agency	2023-24 Allocation	2022-23 Allocation	2021-22 Allocation	2020-21 Allocation	2019-20 Allocation	2018-19 Allocation	2017-18 Allocation
MiraCosta Community College District	$1,462,474	$1,352,515	$1,269,252	$1,219,848	$1,219,848	$1,181,336	$1,132,500
Oceanside Unified School District	$0	$0	$0	$0	$0	$0	$0
San Dieguito Union High School District	$0	$0	$0	$0	$0	$0	$0
Alliance for Regional Solutions	$0	$0	$0	$0	$0		
San Diego Workforce Partnership	$0	$0	$0	$0	$0		

CAEP Regional Consortium	FY 23-24 Proposed COLA	FY 23-24 Preliminary Allocation	FY 24-25 Preliminary Allocation
01 Allan Hancock Community College Consortium	$152,650	$2,030,272	$2,030,272
02 Antelope Valley Regional Adult Education Consortium	$369,320	$4,912,019	$4,912,019
03 Barstow Area Consortium for Adult Education	$83,532	$1,110,994	$1,110,994
04 Butte-Glenn Adult Education Consortium	$201,755	$2,683,382	$2,683,382
05 Greater Opportunity Through Adult Learning (Santa Cruz)	$315,475	$4,195,869	$4,195,869
06 Partnership for Adult Academic and Career Education (SE Los Angeles)	$1,350,031	$17,955,656	$17,955,656
07 Chabot-Las Positas/Mid-Alameda County Consortium	$850,924	$11,317,450	$11,317,450
08 West End Corridor/ Chaffey Regional AE Consortium	$663,492	$8,824,564	$8,824,564
09 Citrus College Adult Education Consortium	$397,820	$5,291,081	$5,291,081
10 Coast Adult Education Consortium	$686,800	$9,134,568	$9,134,568
11 Tri City Adult Education Consortium	$565,939	$7,527,096	$7,527,096
12 Contra Costa Adult Education Consortium	$1,365,689	$18,163,912	$18,163,912
13 Morongo Basin AEBG Consortium (Copper Mountain)	$75,055	$998,248	$998,248
14 Desert Regional Consortium	$297,430	$3,955,868	$3,955,868
15 South Bay Adult Education Consortium (El Camino)	$943,847	$12,553,334	$12,553,334
16 OnRamp to Employment, Plumas County Adult Education (Feather River)	$75,055	$998,248	$998,248
17 Foothill De Anza/ NSCCSTC	$786,319	$10,458,181	$10,458,181
18 Gavilan Regional Adult Career and Education Services	$132,874	$1,767,254	$1,767,254
19 Glendale Community College District Regional Consortium	$98,620	$1,311,664	$1,311,664
20 San Diego East Region Adult Education (Grossmont-Cuyamaca)	$763,807	$10,158,769	$10,158,769
21 Salinas Valley Adult Education Consortium	$338,872	$4,507,054	$4,507,054
22 Imperial County Adult Education Consortium	$179,299	$2,384,714	$2,384,714
23 Kern AEBG Consortium	$1,565,744	$20,824,686	$20,824,686
24 Lake Tahoe Adult Education Consortium	$82,561	$1,098,073	$1,098,073
25 Lassen County AB86 Consortium	$86,691	$1,153,008	$1,153,008
26 Long Beach Adult Education	$220,458	$2,932,129	$2,932,129
27 Los Angeles Regional Adult Education Consortium	$11,833,132	$157,382,821	$157,382,821
28 Capital Adult Education Regional Consortium	$1,080,507	$14,370,934	$14,370,934
29 Marin County Adult Education Block Grant Consortium	$135,671	$1,804,456	$1,804,456
30 Mendocino-Lake Consortium	$141,536	$1,882,451	$1,882,451
31 Gateway Adult Education Network (Merced)	$304,598	$4,051,206	$4,051,206
32 Coastal North County Adult Education Consortium (MiraCosta)	$109,959	$1,462,474	$1,462,474
33 Monterey Peninsula Consortium	$234,053	$3,112,949	$3,112,949
34 Mt. San Antonio Regional Consortium for Adult Education	$3,219,618	$42,821,505	$42,821,505
35 Southwest Riverside County Adult Education Regional Consortium	$446,182	$5,934,308	$5,934,308
36 Napa Valley Adult Education Consortium	$262,178	$3,487,020	$3,487,020
37 North Orange County Regional Consortium for Adult Education (NOCRC)	$354,772	$4,718,533	$4,718,533
38 Southern Alameda County Consortium (Ohlone)	$381,896	$5,079,286	$5,079,286
39 Palo Verde Consortium	$75,055	$998,248	$998,248
40 Education to Career Network of North San Diego County (Palomar/Vista)	$723,920	$9,628,275	$9,628,275
41 Pasadena Area Consortium	$172,063	$2,288,473	$2,288,473
42 Northern Alameda Consortium for Adult Education	$739,325	$9,833,162	$9,833,162
43 Rancho Santiago Adult Education Consortium	$427,518	$5,686,062	$5,686,062
44 North Coast Adult Education Consortium (Redwoods)	$102,949	$1,369,246	$1,369,246
45 Rio Hondo Region Adult Education Consortium	$1,326,734	$17,645,808	$17,645,808
46 About Students Regional Consortium (Riverside)	$762,347	$10,139,355	$10,139,355
47 Inland Adult Education Consortium (San Bernardino)	$967,201	$12,863,955	$12,863,955
48 San Diego Adult Education Regional Consortium	$431,590	$5,740,222	$5,740,222
49 San Francisco Adult Education Consortium	$355,855	$4,732,940	$4,732,940

50 Delta Sierra Regional Alliance (San Joaquin)	$770,950	$10,253,776	$10,253,776
51 South Bay Consortium for Adult Education (San Jose)	$1,607,709	$21,382,819	$21,382,819
52 San Luis Obispo County Adult Education Consortium	$129,131	$1,717,465	$1,717,465
53 ACCEL San Mateo County	$884,845	$11,768,606	$11,768,606
54 Santa Barbara AEBG Consortium	$75,055	$998,248	$998,248
55 Santa Clarita Valley Adult Education Consortium	$119,152	$1,584,749	$1,584,749
56 Santa Monica Regional Consortium for Adult Education	$104,586	$1,391,014	$1,391,014
57 Sequoias Adult Education Consortium (SAEC)	$886,425	$11,789,618	$11,789,618
58 Shasta-Tehama-Trinity Adult Education Consortium	$102,987	$1,369,749	$1,369,749
59 Sierra Joint Consortium	$309,413	$4,115,247	$4,115,247
60 Solano Adult Education Consortium	$362,570	$4,822,242	$4,822,242
61 Sonoma County Adult Education Consortium	$233,921	$3,111,198	$3,111,198
62 South Orange County Regional Consortium (SOCRC)	$444,610	$5,913,395	$5,913,395
63 South Bay Adult Education Consortium (Southwestern)	$1,332,997	$17,729,107	$17,729,107
64 State Center Adult Education Consortium	$1,386,769	$18,444,287	$18,444,287
65 Ventura County Adult Education Consortium	$1,397,286	$18,584,164	$18,584,164
66 Victor Valley Adult Education Regional Consortium	$200,918	$2,672,247	$2,672,247
67 West Hills College Consortium	$102,753	$1,366,629	$1,366,629
68 West Kern Consortium	$75,055	$998,248	$998,248
69 Yosemite (Stanislaus Mother Lode) Consortium	$402,611	$5,354,799	$5,354,799
70 North Central Adult Education Consortium (Yuba)	$291,063	$3,871,196	$3,871,196
71 Adult Education Pathways (Siskiyous)	$87,474	$1,163,415	$1,163,415
Total:	**$48,547,000**	**$645,684,000**	**$645,684,000**

Coastal North County Adult Education Consortium

(CNCAEC)

Bylaws

April 2023

CALIFORNIA
ADULT EDUCATION
PROGRAM

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ARTICLE 1: Name

Section 1. Name
The name of the consortium shall be the Coastal North County Adult Education Consortium (referred herein as the "CNCAEC" or "the Consortium").

ARTICLE 2: Offices

Section 1. Principal Location
MiraCosta Community College located at 1831 Mission Avenue, Oceanside, CA 92058 serves as the fiscal agent and provides a primary office for Consortium communication at the Community Learning Center.

Section 2. Other Offices
The Consortium may also have offices or conduct business at such other places within the boundaries of its jurisdiction as its business and activities may require, and as the Consortium members may, from time to time, designate.

ARTICLE 3: Consortium Purposes

Section 1. Purpose
The CNCAEC is a legislatively created consortium under the State of California's Community College Apportionment Act to implement the provisions of Article 9 governing the Adult Education Program (AEP) established by Ed. Code § 84900.

Section 2. Specific Objectives and Purposes
The purpose of the Consortium is to expand and improve the provision of adult education and pathways to enable adult populations targeted by Ed Code section 84913 of Article 9 of the Community College Apportionment Act to access better jobs and/or higher education, and to bridge workforce gaps. Specifically, the goal is to accelerate a student's progress towards his or her academic or career goals, maintain the current capacity of instruction, improve transition and acceleration systems, strengthen regional infrastructure and collaboration, expand capacity, and using research-based practices in instruction and instructional delivery.

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ARTICLE 4: Powers and Responsibilities

Section 1. Governance

A. Voting members – The "Board": Consortium decisions and actions shall be determined by votes of the official representatives of each Consortium member and one representative from a local workforce agency, approved per Article 5 (Members) and subject to Article 6 (Meetings) of these bylaws. The official representatives of each Consortium member shall be referred to collectively as the Board. Decisions made in accordance with Ed Code § 84905 and Brown Act shall be final. Board members are responsible for making sure their current contact information is on file with the Consortium.

B. Workgroups: The Chair may establish advisory workgroups/committees as deemed necessary to assist the Chair in the performance of the Chair's responsibilities. The Chair shall receive and consider reports from workgroups established under Article 7 to help guide decisions, prioritization of funding, reporting and other requirements; however, workgroup recommendations are advisory only and not binding on the Consortium or the Chair.

C. Steering Committee – The Board may invite community stakeholders and partners to participate in a steering committee to provide community input regarding employer and organizational needs, workforce trends and other community input. However, the Steering Committee recommendations are advisory only and not binding on the Consortium.

Section 2. Legislative Responsibilities

The Board shall perform the duties and responsibilities set forth by Article 9 of the California Community College Apportionment Act, the Brown Act (CA Gov't Code section 54950, et seq.), and as directed by the State's AEBG office, including, but not limited to, the following:

a. approve an adult education plan at least once every three years. The plan shall be updated at least once each year based upon available data. Ed Code § 84906(c);
b. approve an adult education plan consistent with these Bylaws, especially Article 8 (Funding);
c. approve a distribution schedule that includes the amount of funding to be distributed to each member of the consortium for each fiscal year and a narrative justifying how the planned allocations are consistent with the adult education plan. Ed Code § 84914(a);
d. report any funds available to the members for the purposes of education and workforce services for adults and the uses of those funds. Ed Code § 84905(b);
e. follow the public meeting requirements set forth in Education Code section 84905 and the Brown Act, including, but not limited to, the following:

    i. participate in any decision made by the Consortium;

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ii. hold open; publicly noticed meetings at which members of the public may comment;
iii. provide the public with adequate notice of a proposed decision before considering a decision at an open, publicly noticed meeting;
iv. consider any comments by members of the public, and distribute publicly any comments submitted by members of the public;
v. consider any comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults;
vi. consider input from pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the districts before making a decision.

Section 3. Other Board Responsibilities
The Board is responsible for all items set forth in section 1 of this Article, all statutory duties not otherwise set forth in these bylaws, and all responsibilities set forth by the State Adult Education Program office. In addition, the Board is responsible for the following:

a. Creation and updating of the Consortium's Bylaws;
b. Facilitation of communication among consortium members, partners, interested community members;
c. Joint and collaborative development of adult education 3-year and annual plans (Plan).
d. Prioritization of activity objectives of the Plan and outcomes;
e. Hiring of a Consortium Administrator and other staff to facilitate the implementation of the Consortium's responsibilities;
f. Designation of duties necessary for hired staff to successfully support the Consortium's purpose;
g. Convene, develop agendas and conduct meetings of the Consortium;
h. Provide leadership and accountability within the Consortium to ensure productive and efficient completion of tasks;
i. Ensure that each consortium member is represented by an official representative;
j. Each year, prior to the adoption of an annual plan, provide a budget overview that identifies the measures to be taken for each program area identified in its Plan, and the funding to be allocated;
k. Creation of a yearly calendar of regular Consortium meetings;
l. Election of a Chair and Vice-Chair;
m. Providing and posting of minutes of all regular and special Consortium meetings;

Section 4. Guiding Principles
The Consortium places the highest value on students achieving their academic and/or vocational goals;

a. The Consortium strives to help improve the community by providing adults with educational pathways to the workforce and higher education;
b. Adult education programs will be open to all without discrimination.

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c. The Consortium will make sure that its budgets and allocations are aligned with the measures identified in its Plan;
d. The Consortium will fairly allocate financial resources to the objectives and activities prioritized in its 3-year Plan;
e. The Consortium will adhere to a transparent process of open and collegial communication.

Section 5. The Adult Education Plan (Ed Code Section 84906)
The Board shall create a three-year consortium implementation plan known as the "Adult Education Plan (Plan)," or other plan as the State may require, to meet the goals and mission set forth in Article 9, Adult Education Program, of California Education Code Sections 84900-84920. Any plan created to implement Article 9 will address and incorporate the measures identified by the Chancellor of the California Community College and the State Department of Education as needed for the Plan (or other plan as the State may require), and will include, but not be limited to, the following which may be changed by the Board at any time by resolution in order to remain current with state law, directives and guidelines from the State Adult Education Program office:

(1) An evaluation of current levels and types of adult education programs within its region, including education for adults in correctional facilities; credit, noncredit, and enhanced noncredit adult education coursework; and programs funded through Title II of the federal Workforce Investment Act, known as the Adult Education and Family Literacy Act (Public Law 105-220).

(2) An evaluation of current needs for adult education programs within its region.

(3) Plans for parties that make up the consortium to integrate their existing programs and create seamless transitions into postsecondary education or the workforce.

(4) Plans to address the gaps identified pursuant to paragraphs (1) and (2).

(5) Plans to employ approaches proven to accelerate a student's progress toward his or her academic or career goals, such as contextualized basic skills and career technical education, and other joint programming strategies between adult education and career technical education.

(6) Plans to collaborate in the provision of ongoing professional development opportunities for faculty and other staff to help them achieve greater program integration and improve student outcomes.

(7) Plans to leverage existing regional structures, including, but not necessarily limited to, local workforce investment areas.

Section 6. Limitations on Activities
The Board shall not take any action or discussion on any item not appearing on a posted agenda, unless a majority of the Consortium members determine that an emergency situation exists (as defined by Brown Act section 54956.5) or the item was continued from

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a meeting occurring not more than five (5) days prior to the meeting and the matter was continued at the prior meeting. Brown Act § 54954.2.

Section 7. Prohibited Activities
A. The Board shall not hold informal, undisclosed discussions, meetings or workshops, or serial communications in person, in writing, or through electronic communications (e.g. emails, texts, etc.) at which a majority of the Board members attends or in which a majority participates to develop a concurrence among a majority of the Board regarding items within the subject matter jurisdiction of the Consortium.

B. Any use of direct communication, personal intermediaries, or technological devices used by a majority of the Board to develop a collective concurrence as to action to be taken on an item by any member of the Board is prohibited. Brown Act § 54952.2

Section 8. Reporting Requirements
The Consortium will follow all filing and reporting requirements set forth by statute and the state AEP office.

Section 9. Officers
At the last regular meeting for each fiscal year, the Board shall elect a Chair and Vice-chair of the Consortium to serve for a term of two-years. The role of Chair will rotate among member districts.

ARTICLE 5: Membership

Section 1. Consortium Members Generally (Ed. Code § 84916)
Any community college district, school district, county office of education or any joint powers authority consisting of any of these or a combination of these, located within the boundaries of the adult education region that receives funds from any of the below programs or allocations shall be a member of the Consortium:

a. The Adults in Correctional Facilities program;
b. The federal Adult Education and Family Literacy Act (Title II of the federal Workforce Innovation and Opportunity Act);
c. The federal Carl D. Perkins Career and Technical Education Act (Public Law 109-270);
d. Local control funding formula apportionments received for students who are 19 years of age or older;
e. Community college apportionments received by providing instruction in courses in areas listed in subdivision of (a) of Section 84913.
f. State funds for remedial education and job training services for participants in the CalWORKs program.

Section 2. Consortium Members
Per Section 1 of this Article, the following educational districts are members of the Consortium, although additional parties eligible for membership per Section 1 of this Article and Ed. Code § 84916 may be added to the Consortium per consensus of the Board:

a. The MiraCosta Community College District;
b. Carlsbad Unified School District;
c. Oceanside Unified School District;
d. San Dieguito Union High School District.

Section 3. Representation of Members - Officials
The Consortium Board may consist of the members referenced in Section 2 of this Article and any additional parties added by Consortium consensus. Each member of the Consortium may be represented by an official and may have one alternate (proxy). The Consortium Board may also include representatives from local workforce or nongovernmental agencies. The Consortium Board does not receive compensation from the Consortium for their service.

Section 4. Removal of Member Officials
Each Board member (or their proxy) is required to attend all Board meetings, and workgroup meetings as decided by the Board.

The Board (excluding the vote of the member at issue) may remove a representative official of a Consortium member for failing to attend Consortium and workgroup meetings without good cause or for any other cause a majority of the Board deems appropriate. In the event a member's representative official is removed due to a failure to attend Consortium meetings without cause, the Consortium will notify the member of its representative's failure to attend Consortium meetings within thirty days of the removal, and request an appointment of a new representative.

Section 5. Removal of a Consortium Member
Consortium members may voluntarily leave the Consortium but must provide written notice thirty (30) days prior to vacating membership. Any member that voluntarily chooses to leave the Consortium must return any allocation provided for that year to the fiscal agent within 15 days of the effective date of leaving. The remaining Consortium members shall decide how to allocate any returned funds.

Section 6. New Members
The Consortium may add new members through a majority vote of the Board. Prior to a vote on the addition of a new member, the Consortium must receive written approval from the state AEP office.

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Section 7. Non-Voting Members
The Consortium shall have the authority to establish and define non-voting categories of memberships. Other organizations serving adults in the Consortium's region may be invited to participate in the Consortium as non-voting members.

ARTICLE 6: Meetings

Section 1. Meetings
A meeting is defined as a congregation of a majority of the Board members at the same time and location, including teleconference location as permitted, to hear, discuss or deliberate or take action upon any item that is within the subject matter jurisdiction of the Consortium. Brown Act § 54952.2

All Board meetings, including teleconferenced meetings if permitted by these bylaws, shall be governed by the publicly noticed meeting requirements set forth under Ed Code Section 84905 and Brown Act section 54953.

All votes, except for those cast in permissible closed sessions, must be cast in public. The Board shall publicly report any action taken and the vote or abstention on that action of each member present. Brown Act § 54953(2).

Section 2. Quorum
Each Consortium member is represented by a single official (or the member's alternate) to serve on the Consortium's Board, and each Consortium member official has a single vote. A majority of the Board must be present at a meeting before a vote can be taken. In the event a quorum is not present at a publicly noticed meeting, discussion without a vote may still occur on items set forth in the agenda for the meeting. Proxy voting through an alternate approved by the governing board of a Consortium member is permitted. Decision-making is made through consensus and efforts should be made to negotiate agenda items to reach a unanimous consensus.

Section 3. Frequency of Meetings
The Board shall hold at least three regular meetings per academic year. The Board may hold additional regular meetings, and call special meetings, as deemed necessary by the Board, subject to the notice requirements of Section 1 of this Article.

Section 4. Meetings Notice - Generally
The Board shall approve the scheduling of its regular meetings. The Consortium administrator shall post this information (including the location, room, address and time) on the Consortium website for public access. The meeting notice shall include:

a. a posting of the agenda, with a brief description of each matter (including items to be discussed in closed session) to be introduced as well as an indication as to which items seek action; and

b. all documents referenced by or listed on the agenda for action or consideration.

Section 5. Regular Meetings
For all regular meetings, the Consortium administrator, or another staff member as the Board elects, shall post the meeting notice and agenda no later than seventy-two (72) hours before the regular meeting. This designated person shall also send written notice to the Board, all Consortium members (i.e. non-voting members or members without official representatives), workgroup members, and other persons the Board deems necessary. Brown Act 54954.2.

Section 6. Special Meetings
Special meetings may be called by the Consortium Chair or by two Consortium members. At least a twenty-four (24) hour written notice must be provided to the Board, posted on the Consortium website, and sent to media outlets that have requested notices of meetings in writing, including a brief general description of the matters and proposed action to be considered or discussed. Brown Act § 54956.

Section 7. Emergency Meetings
"Emergency meetings" are a limited class of meetings held when an agency must take prompt action due to an actual or threatened emergency. They require little notice. (Gov. Code, § 54956.5.) An emergency means a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body. (Gov. Code, § 54956.5 subd.

Section 8. Public Comment
Items on the agenda: Members of the audience may address the Board on any item listed on the agenda when that agenda item comes up for discussion and/or action. Comments will be limited to three (3) minutes per agenda item and a total of fifteen (15) minutes of public comment on an item, unless waived by the board. Consent items are considered routine and customary Consortium business, and are voted on in one vote; however, a board member or a member of the audience may request that an item listed on the consent items be removed and considered individually.

Items not on the agenda: Members of the audience may address the Board on any topic not on the agenda so long as the topic is within the jurisdiction of the Consortium. Under the Brown Act, the board is not permitted to engage in public discussion or take any action on an item not on the agenda, except that members of the board may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Government Code §54954.3. In addition, on their own initiative, or in response to questions posed by the public, a member of the board may ask a question for clarification. A member of the board or the board itself may provide a reference to staff or other resources for information, request staff to report back to the body at a

subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda. Comments from visitors shall not exceed three (3) minutes unless the board waives the time limit. The board may also limit the total amount of time for speakers on a particular topic to fifteen (15) minutes

Section 9. Closed Meeting Actions
At an open session following a closed session, the Board must report on final action taken in closed session under the circumstances defined under the Brown Act. Where final action is taken with respect to contracts, settlement agreements or other specified records, the public may receive copies of such records upon request. Brown Act, § 54957.1. Agenda for closed meetings shall conform with the model format for closed session agendas set forth in the Brown Act, section 54954.5.

Closed-session meetings are only permitted in limited circumstances to address personnel decisions, public security of buildings and services, pending litigation, labor negotiations and real property negotiations. Brown Act § 54956.9 and .8, 54957, 54957.6.

Section 10. Taping or Broadcasting
Meetings may be broadcast, audio-recorded or video-recorded so long as the activity does not constitute a disruption of the proceeding. Brown Act, section 54953.5 and 54953.6.

Any audio or video recording of an open and public meeting made for whatever purpose by or at the direction of the Consortium shall be subject to inspection per the CA Public Records Act, but may be erased or destroyed 30 days after the recording.

ARTICLE 7: Workgroups

Section 1. Purpose
The Consortium recognizes that input from stakeholders is a critical part of its accountability and AEP implementation process. Ad hoc workgroups consisting of appropriate stakeholders are essential to provide guidance to the Consortium to help it prioritize and implement its Plan, and to provide input for future planning needs. Ad hoc workgroups may be created by the Consortium Board.

Section 2. Composition
The Consortium will take measures to encourage stakeholders to participate in its ad hoc workgroups. It may be composed by the following:

a. one (1) official member of the Consortium (i.e., approved by the Consortium member's governing board);

b. representatives of the instructional departments or programs being targeted by a workgroup's discussions;
c. an administrator or manager from the educational institution for which the workgroup was formed;
d. district representatives who provide non-instructional support to students in the program areas targeted by the Consortium's Plan (e.g. DSPS, WIOA, SSSP, etc.); and
e. representatives of other agencies or institutions with a vested interest in the work being conducted by the workgroup if applicable.

Section 3. Responsibilities
Each workgroup created by the Consortium Board will be assigned responsibilities, which may change from time to time per the Consortium Board's discretion.

ARTICLE 8: Funding

Section 1. Fiscal Agent
The MiraCosta Community College District currently serves as the sole fiscal agent to receive and distribute funds from the program, and shall develop a process to apportion funds to members of the consortium pursuant to the Consortium's adult education plan within forty-five (45) days of receiving funds appropriate for the program. The process shall not require a consortium member to be funded on a reimbursement basis. Ed. Code § 85905(e).

Section 2. Funding
As condition of receipt of an apportionment of funds from the state for a fiscal year, the members of the consortium shall approve an adult education plan that address that fiscal year, and the plan shall include all of the components as defined in Ed. Code §84906

Section 3. Funding Uses. Ed. Code § 84913 (a)
Funds apportioned for the program shall be used only for support of the following:

a. Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate;
b. Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation;
c. Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce;
d. Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school;
e. Programs for adults with disabilities;

f. Programs in career technical education that are short term in nature and have high employment potential;
g. Programs offering pre-apprenticeship training activities conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area.

The Consortium may choose which of these program areas to fund and support based upon the regional needs and local capacity.

Section 4. Administrative Costs (Ed. Code § 84912 (b))
The consortium may use no more than five (5) percent of funds allocated in a given fiscal year for the sum of the following:

a. The costs of administration of these programs;
b. The costs of the consortium.

Section 5. Distributions to School Districts
Program funds received by a participating school district shall be deposited in a separate fund of the school district to be known as the Adult Education Fund and shall be expended only for adult education purposes. Ed. Code § 84914.1.

Section 6. Fiscal Management Guide of State's AEP Office
From time to time, the AEP Administration for the State of California issues a Fiscal Management Guide or other guidelines to help the Consortium manage the public funds allocated to it by the State of California. The Consortium will follow those guidelines and will review them at least once annually to keep members and others informed of the State guidelines.

Section 7. Prohibited Uses
Funds may not be used for items not expressly allowed by Ed Code §84913 or for items the Consortium has not approved through an open, publicly noticed meeting under Ed Code §84905 or the Brown Act.

Section 8. Excessive Carryover
Excessive carryover refers to the percentage of allocated funds that a member has carried forward from one fiscal year to the next fiscal year beyond the percentage threshold. The percentage threshold for excessive carryover for the member of the Consortium is 20% of the member's annual allocation.

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Section 9. Excessive Carryover
Each member of the Consortium shall report their carryover amount to the Consortium at the end of each fiscal year.

The Consortium shall review the carryover amounts of each member annually and notify any member whose carryover exceeds the percentage threshold of 20%.

If a member's carryover exceeds the percentage threshold for one fiscal year, the Consortium may take action, such as requiring a written plan describing how the member will spend this carryover amount, including timelines, or how the member will reallocate excessive carryover funds to another member.

ARTICLE 9: Miscellaneous

Section 1. Public Records
Materials provided to a majority of the Consortium which are not exempt form disclosure under the Public Records Act must be provided, upon request, to members of the public without delay. Brown Act § 54957.5

Section 2. Amendment of Bylaws
These bylaws may be amended by a majority vote of the Consortium provided that notice of the proposed bylaws change was sent to each Consortium Member and representative, and placed on the agenda of a publicly noticed meeting.

Section 3. Fiscal Year
The fiscal year of the Consortium shall run July 1 of a given year, to June 30 of the following year.

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These bylaws were approved on April 24, 2023 by the following Consortium Board members via a publicly noticed meeting held on: April 24, 2023

MaryLynn McCorkle, Alliance for Regional Solutions	
John Makevich, MiraCosta Community College District	
Vicki Gravlin, Oceanside Unified School District	
Manuel Zapata, San Dieguito Union High School District	
Frank Pancucci San Diego Workforce Partnership	

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CALIFORNIA ADULT EDUCATION PROGRAM

Coastal North County Adult Education Consortium (CNCAEC)

2023-24 General Meeting Calendar

Tuesday, August 15, 2023 – 12:00 pm

Tuesday, December 19, 2023 – 12:00 pm

Tuesday, April 16, 2023 – 12:00 pm