

## Consortia Report on Governance Compliance of Rules and Procedures

*Download and save this Word document, open it and fill in the various fields, print the completed form, sign, scan and email to the AB86 inbox: ab86@cccco.edu. Due by October 31, 2015 or sooner so that we can accept your 15-16 annual plan, consortium allocation schedule, budget, and 1<sup>st</sup> Quarter expenditure report.*

Consortium Name:

Planning Grant Fiscal Agent Name (for tracking purposes only):

Consortium Point Person (or person submitting this document):

Name:

Consortium Role: E-

Mail:

1. Have all community college districts, school districts, or county offices 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 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? How will the available funds be reported and evaluated?

All members have signed an MOU agreeing to participate and report as an active consortium member. Eight of the nine participating member districts have obtained board approval from their districts to represent their district as a consortium member. The district member still pending board approval is expected to obtain board approval on or about November 9, 2015. It has not been determined how funds will be reported or evaluated. The Consortium is working on establishing an appropriate procedure for reporting and evaluation of funds. Once established, this procedure will be agreed upon and determined in the coming months.

3. 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 member institution has designated a representative to the leadership workgroup. It has been agreed upon that each member and/or designee will attend each meeting.

4. How will you assure that all members of the consortium shall participate in any decision made by the consortium?

A governance structure plan has been created for all members to reference that specifically states the following decision making model:

- a. All meetings are public and adhere to Brown Act requirements.
  - i. All action items are taken to vote, including approvals of agendas, minutes of meetings, and budgets.
- b. Consortium member meetings will be held as needed throughout the course of each funded year.
- c. All consortium members and governing board appointees will be required to either attend or send their designated member to attend.
- d. All meetings are convened by the Imperial County Office of Education, Consortium Lead and are guided by Roberts Rules of Order.
- e. Each consortium member has an equal vote.
- f. Each participating consortium district (consortia member) will be equivalent to 1 member = 1 vote.
- g. Decisions will be reached by majority vote
- h. Decisions are final upon voting
- i. All action items are identified as such on the agenda, which is distributed at least 72 hours prior to the meetings and posted at the meeting site for public review.
- j. Proposed decisions will be considered open and members of the public may comment
- k. A website will be designed in the near future for public review and the following will be posted:
  - i. Meeting Agendas
  - ii. Meeting Minutes
  - iii. Public comments

5. What will be the relative voting power of each member?

e.g. 1 member = 1 vote

e.g. 1 institution = 1 vote (thus giving districts with multiple institutions multiple votes)

e.g. Other (e.g., votes proportionate to adult students served)

1 member = 1 vote

6. How will decisions be approved?

e.g. by majority vote of 51%, or 50% +1 vote, or  $\frac{2}{3}$  of votes

e.g. by consensus

Decisions will be reached by majority vote and decisions are final upon voting.

7. How did you arrive at that decision-making model?

In a meeting on Wednesday September 9, 2015 all consortium members present agreed to model our decision making process after the Brown Act.

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

The structure of Brown Act meetings allows for and encourages public comments and participation.

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

This will be done in the spirit of the Brown Act.

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

Comments will be acknowledged by consortium members in public meetings. In the spirit of the Brown Act all comments will be included in the minutes and posted at the meeting site as well as online.

11. 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. Such entities will include but not necessarily be limited to, local public agencies, departments, and offices, particularly those with responsibility for local public safety and social services; workforce investment boards; libraries; and community-based organizations.

All participating entities and community partners will be invited to attend consortium meetings.

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

Imperial County Office of Education, the appointed Fiscal Agent, will present and distribute information as decided by the governing board at every meeting.

13. 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?

Yes, the Consortium Lead and Fiscal Agent is Imperial County Office of Education.

14. How will members join, leave, or be dismissed from the consortium?

Taken from our Governance Plan and Operational Guidelines, membership and dismissal will be conducted in the following manner.

**Governance Board Membership:**

To be a member of the consortium, one must be formally designated by the participating District's governing board. Official board approval must happen prior to becoming a member. Furthermore, as a condition of joining the consortium, a member shall commit to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds. An official Memorandum of Understanding must be signed and approved.

Each Governing Board member may designate one representative from their District who may represent them as a voting member of the consortium.

**Voluntary Departure or Dismissal of Members:**

If at any time a member decides to no longer participate in the consortium as a contributing member, they must present their case and formally petition in writing to the board. Reasons when a petition should be submitted are the following:

1. The member no longer wishes to provide services consistent with the adult education plan.
2. The member cannot provide services that address the needs identified in the adult education plan.
3. Members must fulfill their reporting duties to the consortium for that current year prior to being dismissed from the consortium. The member will be required to submit any reporting and data required of them for the current year before being formally dismissed or removed from the consortium.
4. A member may be dismissed from the consortium by a majority rule of the governing board if the member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements. The member will be required to submit any reporting and data required of them for the current year before being formally dismissed or removed from the consortium.

15. Does the consortium have a formal document detailing its working beyond the questionnaire?  
(Please provide a link)

Yes, please see attached Imperial County Adult Consortium Governance Plan and Operational Guidelines document.



## IMPERIAL COUNTY ADULT EDUCATION CONSORTIUM

### AEBG Block Grant

*Enroll, Educate and Employ!*

### GOVERNANCE PLAN & OPERATIONAL GUIDELINES

Drafted: October 13, 2015

**I. The Imperial County Adult Education Consortium is:**

The governance structure for the Imperial County Adult Education Block Grant (AEBG) Consortium is established by agreement with the school boards of the local participating districts. It consists of a designee from each of the participating member agencies who are responsible to set policy and carry out the activities and duties as assigned by the Governance Board.

The AEBG Consortium was established in the spring of 2015, to develop and implement a comprehensive plan to better serve the educational needs of adults in our County. The consortium membership is comprised of the Brawley Union High School District, Calexico Unified School District, Calipatria Unified School District, Central Union High School District, Holtville Unified School District, Imperial County Office of Education, Imperial Unified School District, Imperial Valley Community College District, and San Pasqual Unified School District.

The goal of the Consortium is to better provide adults with education in the following program areas:

- Elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate
- Classes and courses for immigrants eligible for education services in citizenship and English as a Second Language and workforce preparation classes in basic skills
- Education programs for adults with disabilities
- Short-term career technical education programs with high employment potential
- Programs for adults with disabilities

**II. Consortium:**

**Pursuant to E.C. 84905: Consortium Rules and Procedures**

The California Community College Chancellor and State Superintendent, with the advice of the Executive Director of the State Board of Education, shall approve rules and procedures for each consortium:

**Governance Board Membership:**

To be a member of the consortium, one must be formally designated by the participating District’s governing board. Official board approval must happen prior to becoming a member. Furthermore, as a condition of joining the consortium, a member shall commit to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds. An official Memorandum of Understanding must be signed and approved.

Each Governing Board member may designate one representative from their District who may represent them as a voting member of the consortium.

**Voluntary Departure or Dismissal of Members:**

If at any time a member decides to no longer participate in the consortium as a contributing member, they must present their case and formally petition in writing to the board. Reasons when a petition should be submitted are the following:

1. The member no longer wishes to provide services consistent with the adult education plan.
2. The member cannot provide services that address the needs identified in the adult education plan.
3. Members must fulfill their reporting duties to the consortium for that current year prior to being dismissed from the consortium. The member will be required to submit any reporting and data required of them for the current year before being formally dismissed or removed from the consortium.
4. A member may be dismissed from the consortium by a majority rule of the governing board if the member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements. The member will be required to submit any reporting and data required of them for the current year before being formally dismissed or removed from the consortium.

**Decision Making Procedures and Public Notice Requirements:**

Establishes the process for public notice and decision-making by a consortium. Specifies that a decision includes, but is not limited to, the approval of a plan pursuant to E.C. 84906 and approval of a distribution schedule pursuant to E.C. 84913. All consortium meetings will follow the Brown Act thereby ensuring these requirements.

**III. Consortium Governance Structure:**

**A. Fiscal Agent:** Imperial County Office of Education

- i. Role Description: A designated member to serve as the fund administrator to receive and distribute funds from the program. Appointed by the consortium to lead the consortium and is responsible for receiving and distributing funds from the program. Also responsible for all budget reports and management of grant funds.

**B. Consortium Lead Coordinator:** Imperial County Office of Education

- i. Role Description: Single point of contact that the state will contact for information over the course of the funding period. The individual who will be responsible for the fiscal management of the grant funding and reporting. The individual who will facilitate consortium meetings and collaboration responsible for report submission, data collection and communication between consortium and state. Not a voting member unless they are also a regular consortium member.

**C. Consortium Members:**

- i. Role Description: Individuals who have been identified and officially approved by District Governing Board to be Consortium Members for their District.

Participants:

1. Brawley Union High School District
2. Calexico Unified School District
3. Calipatria Unified School District
4. Central Union High School District
5. Holtville Unified School District
6. Imperial County Office of Education
7. Imperial Unified School District
8. Imperial Valley Community College District
9. San Pasqual Valley Unified School District

**E. Consortium Partners:**

- i. Role Description: Non-voting community partners who work collaboratively towards the consortium's goals and objectives.
- i. Consortium Partners
  - a. Imperial County Sherriff's Office; service provider
  - b. Imperial County CalWORKs Department; guidance/input provider
  - c. Imperial County Workforce Development Board; guidance/input provider
  - d. Imperial County Library, Literacy Coalition; service provider

e. Imperial Valley Regional Occupational Provider (IVROP)

**IV. Procedures for Operation of the Consortium:**

- A. All meetings are public and adhere to Brown Act requirements.
  - i. All action items are taken to vote, including approvals of agendas, minutes of meetings, and budgets.
- B. Consortium member meetings will be held every other month on the first Wednesday of the month and as needed throughout the course of each funded year.
- C. All meetings are convened by the Imperial County Office of Education, AEBG Coordinator.
- D. Each consortium member has an equal vote. Each participating consortium district (consortia member) will be 1 member = 1 vote.
- E. Decisions will be reached by majority vote.
- F. Decisions are final upon voting.
- G. All action items are identified as such on the agenda, which is distributed at least 72 hours prior to the meetings and posted at the meeting site for public review. Meeting Agenda, Minutes, and other information regarding the consortium will be posted on the established website (March 2016.)
- H. Proposed decisions will be considered open and members of the public may comment.

**V. Officers:**

- A. There shall be the following officers: Chairperson; Vice-Chairperson; Recording Secretary, Corresponding Secretary/Treasurer. These officers comprise the Executive Committee.
- B. The term of office is one year. No person may service more than two consecutive terms in one office. The major duties of the officers are:
  - i. Chairperson: Develop meeting agenda, in collaboration with the Adult Education Coordinator, and lead meetings of the consortium Governance Board.
  - ii. Vice-Chairperson: Assist the Chairperson, and in his/her absence serve as the Chairperson.
  - iii. Recording-Secretary/Treasurer: Receive and transmit correspondence and materials designated by the members, including public notification of members prior to the meetings. Maintain accurate budget to include income, expenditures, reporting current status at each meeting. Working with the Fiscal Manager will monitor all fiscal activities of the Adult Education Block Grant (AEBG) and report to the AEBG Coordinator and Governance Board.



## Consortium Member Signature Block

Name:

Brawley Union High School

Consortia Member:

Simon Canalez

Email:

scanalez@brawley high.org

Date:

10/14/15

Signature Box:



Name:

Calexico Unified School District

Consortia Member:

Maria Ambriz

Email:

mambriz@calexico.k12.ca.us

Date:

10/13/2015

Signature Box:

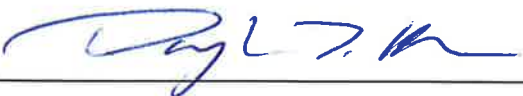


Name: Calipatria Unified School District

Consortia Member: Doug Kline

Email: dtkline@ivnet.org

Date: 10-21-15


Signature Box: 

Name: Central Union High School District

Consortia Member: Renato Montano

Email: rmontano@cuhsd.net

Date: 10-13-15


Signature Box: 

Name: Holtville Unified School District

Consortia Member: Celso Ruiz

Email: celso@husd.net

Date: 10/13/15

Signature Box: 

Name: Imperial Community College District

Consortia Member: Victor Jaime

Email: victor.jaime@imperial.edu

Date: 10/23/15

Signature Box: 

Name: Imperial County Office of Education

Consortia Member: Amanda Brooke

Email: amanda.brooke@icoe.org

Date: 10.20.15


Signature Box: 

Name: Imperial Unified School District

Consortia Member: Roger Ruvalcaba

Email: rruvalcaba@imperialusd.org

Date: 10/13/2015

Signature Box: 

Name:

Consortia Member:

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