

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 1st 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.

Eligible member organizations in Marin County:

- Marin Community College District
- Marin County Office of Education
- Novato Unified School District
- San Rafael City Schools
- Shoreline Unified School District
- Tamalpais Unified High School District

The following organizations have committed to being a member in the Marin County Adult Education Consortium and will provide evidence of participation in the form of a Board Resolution identifying their organization's representative and a willingness to provide or report information required as a participant in this grant.

- Marin Community College District
- Marin County Office of Education
- Novato Unified School District
- San Rafael City Schools
- Tamalpais Unified High School District

Shoreline Unified School District currently has an interim superintendent; member inquiries will be made once a permanent superintendent is appointed.

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 educational institutions who will participate as members of the consortium have agreed to report funds as outlined in the AEBG materials. Evidence of this commitment is indicated in the resolution they will take to their Board of Education.

The College of Marin, who is the fiscal agent for the consortium, will request information from member organizations as it is required for reporting purposes. The consortium will design a rubric to evaluate effectiveness of grant fund expenditures.

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?

With the exception of the Marin County Office of Education, each member organization will provide a copy of their governing board's approval.

The Marin County Office of Education [will provide a letter of appointment from the elected County Superintendent of Schools.](#)

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

Consortium Members agree that decisions made by the governance board will be followed.

Before resolutions went to each member district's Board of Trustees, we discussed at length the importance of participation in the governance committee meetings. Each member agency was to identify a representative and a designee in the event that the representative was unavailable for a governance committee meeting.

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)

In Marin County, 1 member = 1 vote

6. How will decisions be approved?

e.g. by majority vote of 51%, or 50% +1 vote, or ⅔ of votes

e.g. by consensus

Majority vote.

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

Discussed and decided at the August 25, 2015 governance planning meeting. Present at the meeting:

- Marin Community College District
- Novato Unified School District
- Tamalpais Union High School District
- Marin County Office of Education

And again at the September 16, 2015 governance planning meeting. Present at the meeting:

- Marin Community College District
- Novato Unified School District
- San Rafael City Schools
- Tamalpais Union High School District
- Marin County Office of Education

And again at the October 14, 2015 governance planning meeting. Present at the meeting:

- Marin Community College District
- San Rafael City Schools
- Tamalpais Union High School District
- Marin County Office of Education

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

Proposed governance decisions will be emailed to agencies who have participated in Stakeholders' meetings and posted to www.marinadulthoodconsortium.com

Meeting agendas will be posted to the website prior to meeting dates.

Public comment will be an agenda item.

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

Proposed decisions will be emailed to all agencies who have participated in Stakeholders' meeting and posted to www.marinadulthoodconsortium.com at least seventy-two hours prior to the time of the governance meeting.

Members of the public can use the email on the website, ktakemoto@marin.edu at any time to submit

comments. The website has had this option since February 2015.

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

Public comments will be posted to www.marinadulthoodconsortium.com.

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 comments are welcomed through the website, www.marinadulthoodconsortium.com.

Governance Committee members will receive copies of all public comments prior to a vote on any item on the agenda. Committee members will be advised to consider comments delivered through electronic or written mail in addition to any public comments on an item that occur directly at the publicly noticed meetings.

Public comment cards will be provided at each governance meeting.

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

A distribution schedule will be determined by the governance committee.

A draft distribution schedule will be created based on the approved regional plan and requested revisions to the regional plan. Governance Committee members will discuss the distribution schedule in a publicly posted meeting and make a decision at the public 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:

The College of Marin has been selected as the fund administrator for the grant.

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

Eligible member designees may join or leave the governance committee and consortium by submitting a letter of intent to the designated governance committee chairperson no later than April 30 of any year. Having the April 30 deadline will give the member organization time to select another designee approved by their board.

15. Does the consortium have a formal document detailing its working beyond the questionnaire?

(Please provide a link)

Not at this time.

The Administrative team and consultant will provide a draft of operational rules to the Governance Committee for consideration. A formalized document beyond the details provided in the template does not currently exist.

Consortium Member Signature Block

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name: Tamalpais Union High School District

Consortia Member: Corbett Elsen

Email: celsen@tamdistrict.org

Date: 10/28/15

Signature Box: 

Name: Marin County Office of Education

Consortia Member: Ken Lippi

Email: klippi@marinschools.org

Date: 10/28/15


Signature Box: 

Name: San Rafael City Schools

Consortia Member: Harriet MacLean

Email: hmaclea@srcs.org

Date: 10/28/15

Signature Box: 

Name:

Novato Unified School District

Consortia Member:

Lynn Erikson

Email:

lerikson@nUSD.org

Date:

10/28/15

Signature Box:

