

**GOVERNANCE CHARTER**

**Purpose of the Education to Career Network of North San Diego County**

The Education to Career Network of North San Diego County (ETCN) will promote student achievement and preparation for employment by providing relevant educational programs that allow adults to contribute productively to their communities. In collaboration with our community partners, we will create pathways and seamless transitions to post- secondary education and/or the workforce. We will ensure students have the support services to accommodate their diverse needs.

The Education to Career Network of North San Diego County members have engaged in a thoughtful and strategic process to examine adult education in our region.  With extensive involvement from our community, the Partnership members have considered data, testimony and feedback from faculty, staff, students, partner organizations, and other key stakeholders.  As a result, the ETCN has established the following priorities, in order of importance, for future investment in our adult education programs.

Priority 1:  Maintenance of Current Capacity

Priority 2:  Improved Transition and Acceleration Systems

Priority 3:  Regional Infrastructure and Collaboration

Priority 4:  Expanded Capacity

Priority 5:  Promising Practices Research and Development

These priorities were established to do two things:  first, to better address the current level of need for adult education in our region, and second, to improve the quality and adequacy of the adult education services provided.

Careful review of the ETCN findings, from research, summit meetings and surveys of stakeholders, led to the identification of six themes for the work to be undertaken.  These themes are:

1. Maintain capacity to serve adult learners (in identified program areas and in alignment with demonstrated need);

2. Curriculum alignment among courses and programs and development of new programs;

3. Marketing and access;

4. Successful transitions;

5. Student support; and

6. Data collection and analysis.

Further, the Education to Career Network of North San Diego County members have adopted Guiding Principles as we work together to implement the ETCN plan for Adult Education in the region.  Those guiding principles are:

* focus on the **needs of adult education students** first
* work with **transparency and inclusion** with all stakeholders
* embrace **collaboration and partnership** to have a positive collective impact on our region
* explore **expansion and innovation** in adult education services in the region
* seek other **community partnerships and connections** to leverage resources and achieve better outcomes
* commit to ideas, decisions and practices that **anticipate the future needs** for adult learners in our region
* maintain a **balanced approach** to serving the region.

**Governance Rules and Procedures**

The members of the Education to Career Network of North San Diego County are committed to shared governance.  The Leadership Council is the body that will assume the responsibility for the business matters of the San Diego North Adult Education Partnership.  The governing board of each member district will designate a representative (and an alternate) to serve on the Leadership Council. The Leadership Council members report to their respective district superintendents, presidents, or designees.  The ETCN plan and progress on the plan from prior year(s) will shared with each member district’s governing body at least once annually.

**Purpose of the Leadership Council**

The primary function of ETCN Leadership Council is, on an annual basis, to develop and approve the annual priorities, (hereinafter called annual activities) the related fund distribution schedule for the funding awarded to the region from the state’s Adult Education Block Grant (AEBG).

The Leadership Council is the body that takes responsibility for the implementation of the services and activities, and the achievement of the outcomes, listed in the ETCN’s AB86 Adult Education Regional Comprehensive Plan, March 1, 2015 (hereinafter referred to as the Plan). The Leadership Council will monitor and review the Plan’s implementation, as well as provide oversight and certification of the Adult Education Block Grant (AEBG) deliverables as defined by the AB104 Legislation, the Chancellor’s Office of the California Community Colleges and the California Department of Education.

In addition to the development of the annual activities and outcomes aligned to the Plan, the Leadership Council, (and its Chair as directed by the Leadership Council) responds to the critical need for expansion and innovation in adult education in the region by seeking other partnerships and resources to leverage. The Leadership Council provides insight on long-term strategies in support of other legislative mandates. Members of the Leadership Council ensure the needs and objectives of the Plan are being adequately addressed.

In practice these responsibilities are carried out by performing the following functions:

* Monitor and review the objectives of the annual activities at regular Leadership Council meetings;
* Give direction to the ETCN’s Chair;
* Provide guidance and assistance to the members and their staffs when required;
* Review the annual activities’ scope as data and evaluation suggest possible changes, ensuring that scope aligns with the Plan;
* Determine how the Plan is to be amended as relevant new information emerges;
* Assure there is timely and appropriate contribution of ETCN’s community partners and key stakeholder groups to review decisions;
* Resolve possible member conflicts, reconciling differences of opinion and approach through the agreed upon consensus decision-making process;
* Evaluate and provide formal acceptance of ETCN deliverables as defined by the state.
* Evaluate progress annually toward the Plan’s objectives and determine the need for additions or amendments.

**Decision-making Responsibilities**

The Leadership Council is responsible for approving the use of the Adult Education Block Grant funds awarded by the state to the region served by Palomar College.

The Leadership Council will assure that funded activities align with the Plan’s objectives and include decisions such as:

* Prioritization of activity objectives and outcomes as identified in the Plan, and required by the state;
* Developing and approving an annual fund distribution schedule determining funding amounts and reporting responsibilities for each member for annual activities;
* Receiving and certifying deliverables as identified in the annual activities and the Plan, and as required by the state;
* Determining the need to amend either the annual activities or the Plan itself and approving such amendments.
* The Leadership Council will assure that all meetings where the above listed decisions are discussed and approved will follow the guiding principles below:
* Public meetings with public comment solicited, both written and in person;
* Decision-making meeting notices and agendas posted on the ETCN website and disseminated to established lists of community partners, stakeholders and interested public;
* Announcing meetings, and inviting public comment, through the members’ own communication channels and protocols, and
* Posting meeting minutes and other supporting documents on the ETCN website.

The Leadership Council will appoint a Chair person, who will serve a two-year term.  The role of Chair will rotate among member districts.

The Leadership Council will also select a Fiscal Agent. The term of the Fiscal Agent will be one year, though, if willing, the Fiscal Agent may serve consecutive terms without limit upon Leadership Council approval.  (Please see Attachment 1, Fiscal Agent Protocol.)

**Membership**

Each of the member school districts is represented by one representative and one alternate.  The Leadership Council will meet three times per year in Formal Meetings in which designated representatives (primary or alternate) will represent their member institutions.

Member districts will select representatives through locally established processes, but all representatives are formally appointed to the Leadership Council by the governing boards of their districts.  Each member’s district is solely responsible for who represents it.  The current year’s member representatives are listed on page 7 of this document.  Current members have signed the Memorandum of Agreement (MOA) for Participation in the Education to Career Network of North San Diego County (Attachment 2), have met the Maintenance of Effort requirement and have received MOE funds, and have participated in the Planning Process.

Upon approval of its governing board, a district may provide written notification of a change in its appointed representative or alternate, if needed, during the year to account for the unexpected.

**Members are required to attend all of the formal meetings and informal meetings.** The Leadership Council may invoke the right to remove the voting rights of a member if they fail to fulfill the duties of a member of ETCN and/or fail to attend three Leadership Council meetings (either formal or informal) during the fiscal year.  To be reinstated as a member the following year, the member must follow the process of a new member.

Any of the local education agencies in the ETCN are eligible to become consortium members.  New members will be required to submit a letter of intent to become a member, a written needs analysis, and plan for serving the adult education needs in their community in alignment with the Regional Plan.   These items must be submitted to the Leadership Council chair prior to December 31, so that they can be incorporated in the Formal Meeting in which priorities and plans for the subsequent year are established and voted upon.  The fiscal year for the ETCN runs from July 1 through June 30.

The governing boards of each member district must approve annually the MOA for Participation in the Education to Career Network of North San Diego County, which will outline the members’ budget allocation and planned activities.

**Role of a Leadership Council Member**

It is intended that the Leadership Council members leverage their experiences, expertise, and insight as representatives of their respective member districts. Leadership Council members are not directly responsible for managing annual activities, but provide support and guidance for those who do. Thus, individually, Leadership Council members should:

* Have a comprehensive understanding of the strategic implications and outcomes of the Plan and the annual activities;
* Appreciate the significance of the project for some or all major stakeholders and represent their interests;
* Act as an advocate for broad regional support for the outcomes of the Plan;
* Have a deep understanding of the region and its adult education, immigrant integration, and workforce development needs; and
* Have the authority to make programmatic decisions involving adult education on behalf of their district.
* In practice, this means that they will:
* Ensure regular attendance and participation in both the formal and informal Leadership Council meetings;
* Take appropriate effort regularly to review the status of the annual activities;
* Represent their member district’s interests, but act so that the region’s need for comprehensive adult education services takes priority;
* Ensure the annual activities meet the requirements of the state, the ETCN Plan, and key stakeholders;
* Help balance conflicting priorities and resources;
* Provide guidance to the ETCN Chair;
* Solicit and consider ideas and issues raised by community partners, faculty, students and other stakeholders;
* Check adherence of annual activities to standards of best practice both within their member districts and in a wider context;
* Foster positive communication outside of the Leadership Council regarding the annual activities and the Plan’s progress and outcomes;
* Report and evaluate member services whose outcomes may help achieve the Plan’s objectives.  Such service may include, but not be limited to, funding from WIOA Title II, Carl Perkins, CalWORKs, non-credit adult education and other grants.

**Meeting Protocols and Decision-Making Process**

The Leadership Council meets in **formal meetings** at least three times a year to: 1) develop the annual activities aligned to the Plan and the related funding distribution schedule, 2) monitor and/or amend the annual activities, and 3) to review outcomes and certify the deliverables required by the state.  **Formal meetings** are attended by the members’ designated representative, appointed by the member’s governance board.  In **formal meetings all members participate** in the decision-making process.

The Leadership Council may also meet **informally** more regularly as required to monitor progress toward, and other issues relating to, the Plan’s implementation.  At informal meetings members’ alternate representatives and other critical staff and stakeholders may attend and participate. The chair will facilitate the Leadership Council meetings, with agendas for all meetings posted publically on the ETCN website.  The Leadership Council may also delegate some oversight responsibilities to other staff and groups, including but not limited to faculty workgroups, counselors, community-based partners, and others, all of whom may confer in ad hoc meetings.

**Formal Meetings** will adhere to the public process described and agreed to in this Charter.  All members participate in all decisions regarding the Plan, the annual activities funding allocation schedule and the reception, evaluation and certification of required state deliverables. The Leadership Council meets in **formal meetings** to:

1. establish the annual activities’ funding distribution schedule,
2. make amendments to the Plan or the annual activities and funding distribution schedule,
3. receive formal reports on implementation in order to review and certify the deliverables as required by the state.

For these **formal meetings** the date, time and place, the agendas and supporting documents will be posted on the ETCN website no later than three days before the meeting date.  Meeting agendas and supporting documents will be disseminated to all interested parties with the explicit intention of eliciting public comment.  Public comment will be requested directly from the essential community-based partners, and other critical stakeholders including but not limited to the faculties of the consortium members.   In these **formal meetings** the Leadership Council will follow public meeting protocols in the conduct of meetings, motions, and discussion.  In these **formal meetings** public comment, written in advance or received in person, will be sought and carefully reviewed.

The Leadership Council has adopted a Funding Philosophy to help guide decisions related to funding allocations.  The funding philosophy is provided as Attachment 3.

All Leadership Council members commit to continue the **model of decision** making and negotiation that has been used through the AB86 process that produced the Plan.  **Decision making is through consensus.**  Discussion of issues continues until alI members are able to accept the decision.

If, for any reason, consensus cannot be reached:

a) A subgroup of Leadership Council Members will be charged to negotiate a solution.

b) The subgroup charged with negotiating a solution will bring back the resolution to the Leadership Council for consensus.

c) If there is still no consensus, the Leadership Council members will vote; a two-thirds majority vote is required on items when consensus cannot be reached.

d) The ETCN has adopted a “one member, one vote” policy.

**Partners**

ETCN actively encourages all districts, community-based organizations, agencies, and other stakeholders to partner with us.  A partnership pledge form is available on our website.

* Partners are key community stakeholders that will assist our efforts in creating education programs and services for adult learners.
* Partners are non-members and do not have the voting rights of members.

**2016-17 ETCN Members:**

Escondido Union High School District

Palomar Community College District

Poway Unified School District

Ramona Unified School District

San Marcos Unified School District

Vista Unified School District

***LEA’s Eligible to Become Members:***

Borrego Springs Unified School District

Fallbrook Unified School District

Julian Union High School District

Valley Center Pauma Unified School District