

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:

Northern Alameda Consortium for Adult Education (NACAE)

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

Piedmont Unified School District

Consortium Point Person (or person submitting this document):

Name:

Michael Brady

Consortium Role:

Program Director

E-Mail:

mbrady@piedmont.k12.ca.us

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?

Yes. Funds will be reported by way of Consortium communications mechanisms (NACAE website, shared district/college drive, publicly noticed agendas) and via direct representation by members. Funding will be evaluated by consensus of the Executive Cabinet, comprised of member representatives approved by member Boards. Fund reports will be submitted to the fiscal agent who will report to CDE and the Chancellor's Office.

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?

Individual member districts and colleges will forward copies of Board action (and/or resolutions) confirming the appointment of the official designated by the Governing Board at a regularly scheduled public meeting.

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

The Consortium has established a structure that affords full participation by all members: This includes access to all materials, agendas, and minutes, and documents related to the operations of the Consortium. A majority of representatives from both K-12 districts and community colleges must be in attendance for a decision to be made.

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 made by consensus; absent consensus, by $\frac{2}{3}$ majority of voting members

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

The NACAE Working Group (comprised of representatives from each member district) developed the decision-making model and forwarded for approval by the Executive Cabinet.

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

All agendas will be posted online through the California School Boards Association (CSBA) Agenda Online website (<http://www.csbaagendaonline.net>)

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?

Roles and responsibilities of the NACAE Working Group include the proper noticing of public agendas at each of the member district's place of business. Members of the public are invited to speak to any item that is not on the posted agenda, although Executive Cabinet members or staff may not discuss or take action on any item that does not appear on the posted agenda. Members and staff may briefly respond to statements or answer questions.

Persons wishing to speak to any item on the agenda may do so during the regularly scheduled meeting. The Consortium welcomes comments submitted by member of the public, and can be sent by email to nacae@piedmont.k12.ca.us. Members of the public will be advised that any communication sent to Executive Cabinet is subject to the Freedom of Information Act and can be viewed by the public.

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

Comments submitted by members of the public will be reported on and agendized under "Executive Cabinet Correspondence" during Consortium meetings, and will be summarized in meeting minutes.

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.

Opportunities will be provided for community-based organizations, workforce development boards, and regional faculty to participate in open sessions held at least once each semester, to engage and align work for the current and subsequent semesters. NACAE is committed to engaging partners and leveraging and aligning resources with them.

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

Funds will be allocated and distributed in accordance with the objectives and approval of the Executive Cabinet. The schedule of distribution pursuant to Section 84913 will include resources in support of the following programs: elementary and secondary basic skills (including programs leading to a high school diploma); programs for immigrants eligible for services in English as a second language and workforce preparation; programs for adults related to reentry into the workforce; programs for adults with disabilities; and programs in career technical education that are short term in nature and have high employment potential.

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 Consortium has chosen to have funds flow directly to the member districts based on up an approved distribution schedule.

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

Members within the boundaries as outlined in Section 84903 may join or leave the consortium at any time through a resolution as approved by their local Board. No members will be dismissed from the consortium.

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

The Northern Alameda Consortium for Adult Education maintains a website detailing the work of the consortium. It can be located at www.nacae.net

Consortium Member Signature Block

Name:

Randall Booker

Consortia Member:

Piedmont USD

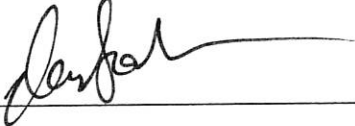
Email:

rBooker@piedmont-k12-ca.us

Date:

10/23/15

Signature Box:



Name:

Sean McPhetridge

Consortia Member:

Alameda USD

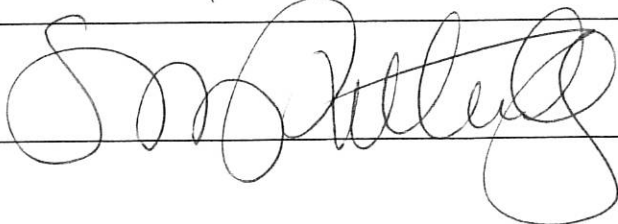
Email:

smcphetridge@alameda.k12.ca.us

Date:

10/23/15

Signature Box:



Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box: