

## 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:

Solano Adult Education Consortium

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

Fairfield-Suisun Unified School District

Consortium Point Person (or person submitting this document):

Name:

Kay Hartley

Consortium Role: E-

Program Manager

Mail:

Kay.ab86solano@gmail.com

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?

The Solano Adult Education Consortium is comprised of the following members: the Solano County Office of Education, Solano Community College, Benicia Unified School District, Fairfield-Suisun Unified School District, Vacaville Unified School District and Vallejo City Unified School District.

The other school districts in the county, Dixon Unified School District, Travis Unified School District, Rio Vista Unified School District and Winters Unified School District were not interested in establishing programs for adult education.

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 consortium members have agreed to report any funds that they have available for providing education services to adults. Members will report funds, and their usage to the program manager who will complete any required reporting of the funds and their usage.

The program manager will share the information regarding the amount of funds for providing educational services for adults and their usage to all consortium members for evaluation prior to decisions being made on expenditure of supplemental consortium funds.

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?

The Solano County Superintendent of Schools has submitted to the consortium a letter confirming that Ms. Janet Harden, Assistant Superintendent of Human Resources, will be the voting member representing Solano County Office of Education. The governing board of the Benicia Unified School District, on xxx, has designated Ms. June Regis to be the voting representative for Benicia Unified School District. The governing board of the Fairfield-Suisun Unified School District, on xxx, has designated Mr. James Woods as the voting representative of Fairfield-Suisun Unified School District. The governing board of the Vacaville Unified School District, on xxx, designated Mr. Mark Frazier as the voting representative for Vacaville Unified School District. The governing board of Vallejo City Unified School District, on xxx, designated Mr. Tom Reid as the voting representative for Vallejo City Unified School District. Mr. Reid is no longer employed by the district. The superintendent has asked Ms. Cheri Summers to be the temporary voting member. The Solano Community College board has designated Ms. Kelly Penwell as the voting representative for Solano Community College.

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

The consortium will calendar regular meetings for the 2015-16 school year. Members will be notified by email, with RSVP requested, when meetings are scheduled so that they can plan to attend. The program manager will use multiple methods of communication if members do not respond to emails. The meeting calendar will be posted on the consortium web site. Reminder email messages will be sent for each meeting. Agendas will be sent to members for comments and/or additions prior to meetings.

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)

The voting power of each consortium member will be one member one 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 approved by a majority vote of a quorum.

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

Prior to the meeting to determine governance structure, the program manager sent voting options to members and asked them to consider their preference for voting structure. Members came to the meeting prepared to choose the voting structure.

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 Solano Adult Education Consortium has an established network of community partners that meet regularly in collaboration with the Workforce Investment Board community collaboration. The calendar of Solano Adult Education Consortium meetings will be emailed to community partners inviting them to attend any consortium meeting of interest to them. Additionally, the agenda of each consortium meeting will be posted on the Solano Adult Education Consortium website. This will allow partners the opportunity to attend meetings in which they are interested. There will be a public comment item on each consortium agenda. The consortium will continue to receive notices of planned activities from partners and will notify all partners of planned activities.

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?

Proposed decisions will be posted on the Solano Adult Education Consortium website for review by the public. The public will be invited to submit comments on agenda items through the website. Notice of meetings and pending decisions will also be sent to the Benicia Herald, Fairfield Daily Republic, Vallejo Times Herald and Vacaville Reporter.

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

The Solano Adult Education Consortium website will provide a means for members of the public to comment on any consortium agenda item. Public comments, in writing, to an agenda item will be reviewed by members at the regularly scheduled consortium meeting, thus giving members an opportunity to respond to the public comment. Responses will be posted on the website.

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.

The Solano Adult Education Consortium has met with the Solano County Department of Health and Social Services, the Solano County Court, the Solano County Library Literacy program, North Bay Hospital, Kaiser Permanente Hospital, Sutter Solano Hospital, the Center for Global Success (Vallejo), the KROC Center (Suisun), the Fairfield-Suisun Unified School District governing board, PACE Solano, the Apprenticeship Training Council of Solano County, Sparkpoint Solano, the Solano County Workforce Investment Board, Legal Services of Solano County, Opportunity House (Vacaville) and other social service agencies that are a part of the Workforce Investment Board network of services. All of these agencies will be regularly informed of consortium meetings. The program manager will continue to seek out other agencies that may be interested in being part of the adult education process. Those agencies will be made aware of the consortium website, posted meeting agendas and the opportunity to comment in writing via the website or to attend consortium meetings.

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

The Solano Adult Education Consortium members will review the elements of the AB 86 Regional Plan for Solano County and develop a prioritized list of consortium services for adult learners. The budget for services will be developed and members responsible for delivering services will be decided. This budget will be submitted to the fiscal agent, Fairfield-Suisun Unified School District. Agencies will invoice the consortium quarterly for services delivered, following the planned budget. The program manager will submit the invoices to Fairfield-Suisun Unified School District for payment.

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, in June 2015, voted to have Kay Hartley work as program manager for the 2015-16 year and to have Fairfield-Suisun Unified School District serve as fiscal agent. Agencies will invoice the consortium quarterly for services delivered, following the planned budget. The program manager will submit the invoices to Fairfield-Suisun Unified School District for payment.

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

If a member wishes to no longer participate in the Solano Adult Education Consortium, they will submit a written statement to the consortium asking that they no longer be a member of the consortium. The consortium will accept the letter and the member will no longer participate in the consortium.

If another district in Solano County wishes to join the consortium, they will send a written request to the consortium expressing their desire to become a member. In the letter, they will state what educational services to adults they wish to provide. Members will review the request and determine if it is aligned with the AB86 2015 Solano Plan. If it is aligned, members will vote on whether or not to add the district as a voting member of the consortium.

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

At this time, the Consortium relies on MOUs that have been voted on by each member's Board of Education. Otherwise, the Consortium does not have a formal document detailing its work beyond this questionnaire. Development of an ongoing governance document will be a consortium agenda item in 2015 -16.

Consortium Member Signature Block

Name:

James Woods

Consortia Member:

Fairfield-Suisun AS

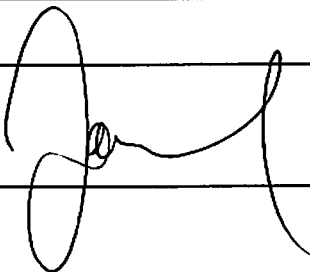
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Date:

9/11/15

Signature Box:



Name:

JUNE REGIS

Consortia Member:

BENICIA UNIFIED SD

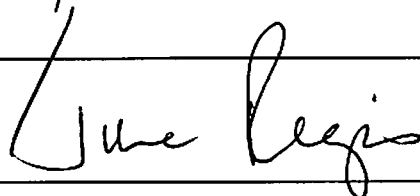
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Name:

Mark Frazier

Consortia Member:

Vacaville Unified

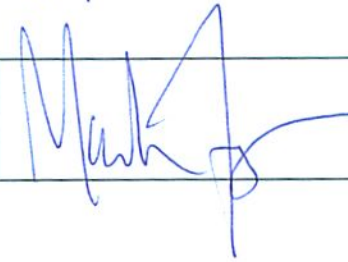
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