

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 November 2, 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. All of the Superintendents of the High School Districts, the Superintendent of the Sonoma County Office of Education, and the Vice President of Academic Affairs attended a meeting on July 27, 2015 regarding requirements and obligations for membership in the Sonoma County Adult Education Consortium. The following agencies were eligible for membership:

- Cotati-Rohnert Park Unified School District
- Cloverdale Unified School District
- Healdsburg Unified School District
- Petaluma City Schools District
- Santa Rosa City Schools District
- Sonoma County Community College District
- Sonoma County Office of Education

- Sonoma Valley Unified School District
- West Sonoma County Unified High School District
- Windsor Unified School District

The following organizations have committed to being a member of the Sonoma 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.

- Petaluma City Schools District
- Santa Rosa City Schools District
- Sonoma County Community College District
- Sonoma County Office of Education
- Sonoma Valley Unified School District
- Windsor Unified School District

The other school districts will participate in Stakeholder's Meetings as partners of the Consortium throughout the year.

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 passed by their Board of Education.

The Santa Rosa Junior College, 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?

Each member organization will provide a copy of their governing board's approved resolution.

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

Superintendents were notified of the participation requirement at the meeting in July 2015 and again during the approval process of the Board of Trustees resolution. Each member agency was to identify a representative and an alternate in the event that the representative was unavailable for a

governance committee meeting. Members are sent a doodle poll to identify dates and times that everyone is available for participation.

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

The Oversight Committee for the Sonoma County Consortium agreed at their meeting on October 22, 2015, that each agency with current adult education services will get two votes and each new agency will get one vote. The voting power is as follows:

Two votes – Petaluma City Schools, Santa Rosa Junior College, Sonoma County Office of Education

One vote - Santa Rosa City Schools, Sonoma Valley Unified School District, Windsor Unified School District

6. How will decisions be approved?

The Oversight Committee for the Sonoma County Consortium agreed at their meeting on October 22, 2015, that decisions will be approved by a majority vote, plus one.

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

Governance structure was included in the superintendent presentation and discussion on July 27, 2015.

After Oversight Committee members were appointed by their respective districts, the members discussed and approved the decision-making model for Sonoma County.

The following agencies were present:

- Petaluma City Schools District
- Sonoma County Community College District
- Sonoma Valley Unified School District
- Windsor Unified School District

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

Meeting agendas and reports will be emailed to each member district no later than 72 hours prior to the start of the Oversight Committee meetings and shall be posted at the district offices. In addition, the agendas and reports will be emailed to all participants of the Stakeholder Meetings.

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

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 members and agencies who have participated in Stakeholders' meeting and posted to www.sonomacountyadulthoodeducation.org at least seventy-two hours prior to the start of the Oversight Committee meeting.

Members of the public can use the email on the website, eboschen@santarosa.edu at any time to submit comments.

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

All comments will be printed and read at the Oversight Meeting and included as part of the record of the meeting. Public comments will also be posted to www.sonomacountyadulthoodeducation.org

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 will be welcomed through the website, www.sonomacountyadulthoodeducation.org and by email.

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 Oversight Committee.

A draft distribution schedule will be created based on the approved regional plan and requested revisions to the regional plan. Oversight 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 Santa Rosa Junior College 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 Consortium Director no later than March 31 of any year. The request will be placed on the next Oversight Committee agenda and a decision will be made by the member no later than 30 days following the agenda request.

Consortium Members may be dismissed for the following reasons:

- Lack of participation in Oversight Committee meetings which is considered to be absent from fifty percent or more meetings in a fiscal year, or three consecutive meetings regardless of fiscal year
- Funds are not used in accordance with grant requirements in the seven program areas
- Oversight Committee member may decide to add or eliminate reasons for dismissal at future meetings

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

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

Consortium Member Signature Block

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

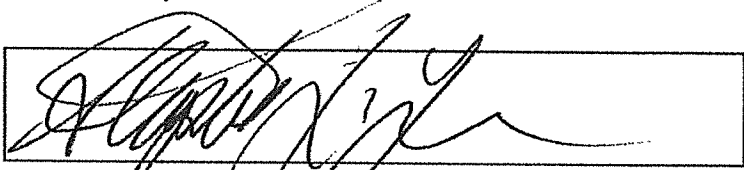
Signature Box:

Name: Stephen Jackson

Consortia Member: Sonoma County Office of Education

Email: sjackson@scoe.org

Date: 11/26/15

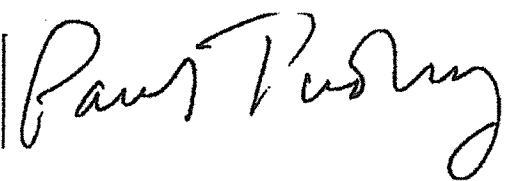

Signature Box: 

Name: Paul Tuohy

Consortia Member: Sonoma Valley Unified School District

Email: ptuohy@sonoma-schools.org

Date: 10/27/15

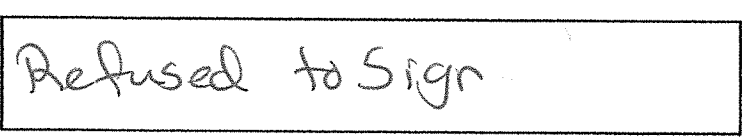
Signature Box:  

Name: Socorro Shiels

Consortia Member: Santa Rosa City Schools

Email: sshiels@srcs.k12.ca.us

Date: 11/2/15

Signature Box: 

Name:

Lisa Saxon

Consortia Member:

Windsor Unified School District

Email:

lsaxon@wusd.org

Date:

10/23/15

Signature Box:

