

Barstow Area Consortium for Adult Education - Consortium Governance Plan – Revised April 2018

Consortium Name:

Barstow Area Consortium for Adult Education (BACAE)

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

Barstow Unified School District

Consortium Point Person (or person submitting this document):

Name:

Mitch Rosin

Consortium Role:

Consultant

E-Mail:

Mitch.Rosin2@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?

In accordance with AB104, all eligible organizations within the boundaries of the community college district have been allowed to join the Barstow Area Consortium for Adult Education (BACAE) as members. The Consortium is comprised of the following members: Barstow Unified School District, Baker Valley Unified School District, Silver City Unified School District, and Barstow Community College District.

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?

The reporting of available funds will be collected at the Consortium level. Official, designated members will submit their data to BACAE, and the Consortium staff will compile and submit the regional data to the state. The Consortium will identify funding sources to be reported annually in compliance to the Adult Education Block Grant. Official-designated members will certify the data annually to validate and check for accuracy. All Consortium members have agreed to the reporting of funds and to complying with this reporting process.

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 Consortium shall keep track of the date each Members' voting representative(s) was officially designated by their local Board of Education and keep copies of the local Board minutes as archived evidence. If an official designation is a Consent Item that is voted on, a copy of the Board Agenda that shows the designation as a Consent Item, as well as the minutes, will be provided and kept on file by BACAE and shared with the State AEBG office. Each member must have ~~one~~ two officially-designated members. The officially designated Member representatives will represent the interests of their member agency and vote in BACAE Board decisions on behalf of the member agency. BACAE Board meeting attendance and vote participation of the official designee will be recorded and archived by BACAE. Alternate or proxy designees may not be assigned.

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

The Consortium recognizes the benefits of full and active participation by all members in the decision-making process and implementation of BACAE Plans. Therefore, a calendar of meetings and each meeting agenda will be sent to members in advance. Agendas will be posted on the Consortium website. Email notifications and reminders will be sent to all members. Minutes from meetings will be distributed to members and posted to the Consortium website. Agencies participating in the BACAE have agreed to act in accordance with applicable AEBG law, the BACAE Annual Plans, and BACAE Three-Year Plan. BACAE Members participate annually in shared, or peer-to-peer monitoring for member effectiveness, adherence to BACAE Plans, and AEBG performance measured outcomes.

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)

Each member's Board of Education will designate, via agenda item, a voting representative(s) to the Consortium Board and ensure attendance at and participation at regular Consortium meetings. Alternate voting members may be designated by each member district. Each member district shall have one (1) vote. A simple majority of members present constitutes a quorum. In the case of a vacated position by a voting member, the "Interim" or "Acting" individual in the vacated position would be allowed to vote in their place. If a voting member or alternate is not able to attend a Board vote in person, votes may be cast either in writing or via telephone and documented in the minutes, in accordance with the Brown Act. The vote of each officially designated member shall be recorded when cast. The names of the members making and seconding each motion shall be recorded in the Consortium minutes.

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

All Consortium meetings shall be conducted in accordance with AB104 Adult Education Block Grant (AEBG), the BACAE Governance Plan, and all applicable laws. Decisions will be made by consensus of members of the Consortium.

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

BACAE decisions have been arrived at by those processes described in this governance document. The decision-making model described above was used to choose the model.

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 Barstow Area Consortium for Adult Education encourages all interested persons to attend monthly Board meetings and to address the Consortium Board concerning any item on the agenda or within the Consortium's jurisdiction.

The BACAE Board will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code.

The following rules are intended to facilitate a presentation to the BACAE Board:

A. For matters not listed on the agenda:

I. Any individual who wishes to address the Consortium on any item of interest to the public that is within the subject matter jurisdiction of the Consortium and not listed on the agenda may do so under the agenda item entitled "Public Comments."

II. Without taking action, Consortium members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda.

III. In keeping with its right to determine the length of time to be allotted to agenda items, the Consortium Board has determined that the overall time to be allowed for the agenda item entitled "Public Comments" shall not exceed three (3) minutes per person, and a total time of 20 minutes, unless there are extenuating circumstances, in which case the Consortium Board may extend the overall time limit.

B. For matters listed on the agenda, a person who wishes to address the Consortium may do so by completing a brief form (including name, address, and agenda item). Upon recognition,

the person should state his or her name and may address the Consortium. The order of public comments on the agenda item will be determined by the order received. Individuals shall be allowed up to three (3) minutes to address the Consortium Board on each agenda item during the general public comments section of the agenda, unless there are extenuating circumstances, in which case the Consortium may extend the time limit for individual remarks.

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?

The Barstow Area Consortium for Adult Education recognizes the benefits that are derived when input from the public is included as part of a transparent decision-making process, and will act in accordance with the Brown Act of 1953 as contained in section 54950 et seq. of the California Government Code. The Members will include the public in Consortium activities and programs whenever appropriate. The Consortium will provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. Monthly meetings will include a designated time for public comment. Agendas will be posted on the Consortium website, and emailed in advance to Consortium members and partners. Consortium members are encouraged to post the agendas at their individual web sites.

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

A summary of comments submitted by members of the public will be recorded in the meeting minutes and distributed publicly on the Consortium 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.

Community partners and other entities are invited and encouraged to participate in all Consortium meetings. BACAE's founding partners include the San Bernardino County Workforce Investment Board. Community agencies not benefiting from formal partnership with BACAE with an interest in adult education are encouraged to engage BACAE and its Members to benefit the region as appropriate until a formal partnership can be established.

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

The Barstow Area Consortium for Adult Education will annually approve the distribution schedule pursuant to Section 84913 with a simple majority vote. In accordance with the Adult Education Block

Grant (AEBG) and the BACAE Governance Plan, a simple majority vote will be needed for the passage of any motion. The vote(s) of each official designated member shall be recorded as cast. The names of the members making and seconding each motion shall be recorded in the Consortium minutes. The distribution schedule will follow the funding priorities as specified in the BACAE Comprehensive Regional Plan (Three-Year Plan) and applicable law.

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 Barstow Area Consortium for Adult Education (BACAE) has designated Barstow Community College to serve as the fiscal agent beginning with the 2018-19 FY to receive and distribute funds under AB104.

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

The Consortium will adhere to the membership guidelines as defined by AB104, education code, and the BACAE Memorandum of Understanding.

Considerations for dismissal from the Consortium include:

- The member no longer wishes to provide services consistent with the adult education plan;*
- The member cannot provide services that address the needs identified in the adult education plan; or*
- The member has been ineffective in providing services that address the needs identified in the adult education plan, and reasonable interventions have not resulted in improvement.*

In addition to the considerations specified in AB104:

- Regular attendance is expected at monthly Consortium meetings. Each designated Member representative is expected to attend every BACAE Board meeting. In the event that a Member designee is absent at four (4) or more consecutive BACAE Board meetings, the Member Agency will forfeit their participation and membership in the Consortium by default. Four (4) or more consecutive absences from BACAE Board meetings demonstrates that the Member Agency is not effective. Member effectiveness shall not be limited solely to BACAE Board meeting attendance. After the second (2nd) consecutive absence, the BACAE Coordinator shall notify the Member Designee, and the BACAE Board shall prepare a written notice detailing the BACAE governance rule regarding attendance, a record of the designee's attendance, and corrective action. At the meeting of the third (3rd) consecutive absence, the written notice shall be read into the official BACAE Board minutes as an information item and delivered via United States Postal Service to the Member Agency's Governing Board, with a Domestic Return Receipt. At the meeting of the fourth (4th) consecutive absence, the BACAE Board shall take official action to dismiss the Member Agency from the Consortium for Member ineffectiveness and failure to attend.*
- Dismissal from or admission to the Consortium shall be accomplished with a simple majority*

vote from the Consortium Board.

- *If the member initiates leaving the Consortium, BACAE will require the member's Governing Board approval.*
- *If the Consortium initiates dismissal, the Consortium will inform the member's Superintendent and Governing Board and follow due process.*
- *BACAE Members may be dismissed from BACAE for failure to demonstrate member effectiveness.*
- *A record of intervention steps and dismissal actions shall be kept in the official minutes of Consortium Board Meetings.*
- *If the Consortium dismisses a Member, the Consortium Coordinator shall notify the AEBG Project Monitor immediately.*

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

The Consortium is developing MOUs that outline basic governance rules and have been voted on by each member's Board of Education.

BACAE Member Signature Block

Name:

Scott Godfrey

Consortia Member:

Barstow Unified School District

Email:

scott-godfrey@busdk12.com

Date:

6.17.18

Signature Box:

minp.s.g

Name:

Ronda Tremblay

Consortia Member:

Baker Valley Unified School District

Email:

Date:

5/17/18

Signature Box:

Ronda Tremblay

Name:

Jeffrey Youskievicz

Consortia Member:

Silver City Unified School District


Email:

jyouskievicz@svusd.k12.nj.net

Date:

5/17/18

Signature Box:



Name:

Eva M. Bagg

Consortia Member:

Barstow Community College District

Email:

ebagg@barstow.edu

Date:

5/17/18

Signature Box:

