

## 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:

Victor Valley Adult Education Regional Consortium (VVAERC)

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

Victor Valley Community College

Consortium Point Person (or person submitting this document):

Name:

Martha Mendez

Consortium Role: E-

Consortium Project Manager

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**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 AB 104, all eligible organizations within the boundaries of the region have been allowed to join the Victor Valley Adult Education Regional Consortium (VVAERC) as members. The Consortium is comprised of the following members: Apply Valley Unified School District, Hesperia Unified School District, Lucerne Valley Unified School District, Snowline Joint Unified School District, Victor Valley Union High School District, and Victor Valley 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 regional level. Official designated members will submit their data to VVAERC, 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 (AEBG). 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 its members were officially designated by their local Board of Education or Community College Board of Trustees and keep copies of the local board minutes as evidence, which will be archived. If an official designation is a Consent Item that is not 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 VVAERC. Each member must have a minimum of one official-designated member. Members have the option of having more than one official-designated member approved by their governing board to serve as alternate representatives.

**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 from full and active participation by all members in the decision-making process. 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 notification and reminders will be sent to all members. Minutes from meetings will be distributed to members and posted to the Consortium website.

**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 Consortium recognizes the importance of collaboration and representation for its members. With this in mind, each K-12 district member has one vote. Victor Valley Community College has 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

All Consortium meetings shall be conducted in accordance with AB 104 Adult Education Block Grant (AEBG) and the VVAERC Governance Plan. Two-thirds of the Consortium constitute a quorum and a majority. Decisions will be made by consensus. If a consensus cannot be reached, a minimum of two-thirds vote will be needed for the passage of a given motion. The vote 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.

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

During the AB 86 planning year (FY 2014-2015), the Consortium adhered to the VVAERC decisions making model and leadership structure utilized to manage the planning phase. This decision-making model has proven to be effective and efficient for the Consortium work. The Consortium members have agreed to adopt the decision making model used in the planning year for the future regional work in adult education.

This decision-making model includes the following:

Decisions will be made by consensus. If consensus cannot be reached, the consortium will vote, adhering to the following process:

- Each K-12 district member has one vote.
- A minimum of two-thirds vote will be needed for the passage of any motion.

**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 Consortium encourages all interested persons to attend monthly meetings and to address the Consortium concerning any item on the agenda or within the Consortium's jurisdiction.

The following rules are intended to facilitate a presentation to the Consortium:

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 item on the agenda 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 has determined that the overall time to be allowed for the agenda item entitled "Public Comments" shall not exceed 30 minutes, unless there are extenuating circumstances, in which case the Consortium Board may extend the overall time limit. Individual comments shall not exceed 3 minutes.

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 two minutes to address the Consortium on each agenda item or during the general public comments, 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 VVAERC recognizes the benefits that are derived when input from the public is included as part of the decision-making process. The VVAERC Board will include the public in Consortium activities and programs whenever appropriate. The Consortium Board will provide the public with adequate notice of a proposed

decision and consider any comments submitted by members of the public. Monthly Board meetings will include a designated time for public comment. Agendas will be posted on the building of the fiscal agent, on the Consortium website, and emailed in advance to Consortium Board members.

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

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. VVAERC's partners include, but are not limited to: California Department of Corrections and Rehabilitation, California Department of Developmental Services, San Bernardino County Workforce Development Department, Goodwill Southern California, The Lewis Center for Educational Research, Victor Valley Community Support Services.

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

The VVAERC will approve the distribution schedule pursuant to Section 84913 by Consortium Board consensus and/or vote, in accordance with the Adult Education Block Grant (AEBG) and the VVAERC Governance Plan. In the event that a consensus cannot be reached, the consortium will be required to vote. A minimum of two-thirds vote will be needed for the passage of any motion. The vote 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 VVAERC AB86 Comprehensive Regional Plan, March 2015.

**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 VVAERC has designated Victor Valley Community College to serve as the fund administrator to receive and distribute funds to Consortium members.

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

The Consortium will adhere to the membership guidelines as defined by AB104.

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 Board meetings. Issues regarding lack of attendance will be addressed by the Consortium Board.
- Dismissal from the Consortium would be accomplished with a two-thirds majority vote by the Consortium Board based on non-compliance with legal statutory requirements.
- If the member initiates leaving the Consortium, VVAERC will require the member district's Superintendent's approval.
- If the Consortium Board initiates dismissal, the Consortium will inform the member's Superintendent and follow due process.
- State leadership will be informed if these processes are initiated.

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

At this time, the Consortium does not have a formal document detailing its work beyond this questionnaire.

## Consortium Member Signature Block

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Victor Valley Union HSD

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Date:

October 26, 2015

Signature Box:



Name:

Adele McClain

Consortia Member:

Apple Valley USD

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Date:

October 26, 2015

Signature Box:




Name: Kim Walker

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Date: October 26, 2015

Signature Box: 

Name: Matt Wells

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Date: October 26, 2015

Signature Box: 

Name: Peter Maphumulo

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