

Consortia Report on Governance Compliance of Rules and Procedures

Consortium Name:

Lassen-Modoc Adult Education Consortium

Planning Grant Fiscal Agent Name:

Lassen Community College District

Consortium Point Person (or person submitting this document): Name:

Consortium Role:

Carol Growdon

E-Mail:

CGrowdon@lassencollege.edu

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 providers of adult education within our boundaries were invited to join the Lassen-Modoc Adult Education Consortium (LMAEC). [These include:](#)

Lassen County:

- [Big Valley Joint Unified School District](#)
- [Fort Sage Unified School District](#)
- [Lassen Community College District](#)
- [Lassen County Office of Education](#)
- [Lassen Union High School District](#)
- [Ravendale-Termo Elementary School District](#)
- [Shaffer Union Elementary School District](#)
- [Susanville School District](#)
- [Westwood Unified School District](#)

Modoc County:

- [Modoc County Office of Education](#)
- [Modoc Joint Unified School District](#)
- [Surprise Valley Unified School 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?

Yes, all members have committed to reporting any funds available to that member, for the purposes of education and workforce services for adults. The request for reporting will include a narrative of the funds usage to evaluate and ensure they are aligned with the AB104 objectives. The consortium lead and staff will consolidate the required information to submit timely reports in accordance with the State Chancellor's Office requirements. Available funds will be reported by members in email correspondence, and via the NOVA portal. All allocations and expenditures will be certified by the Consortium Lead, and reviewed regularly at Consortium Board meetings.

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 school district, college, and county office of education voting Member will provide the Consortium with a copy of minutes from their respective board meeting that states they are the officially designated member representing their district.

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

The consortium will seek the consensus of all voting Member districts at consortium meeting in decisions on any action taken. However, when voting is necessary decisions will be reached by a majority vote of the members. All voting Members are encouraged to attend all meetings to participate in the decision-making process.

A calendar of meetings will be distributed annually to all voting Members. All meeting notices will be sent by email to every voting Member at least 72 hours in advance, with the Board agenda and Board packet. Also, reminder emails will be sent in advance of the scheduled meeting to encourage participation.

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

e.g. 1 member = 1 vote or e.g. 1 institution = 1 vote (thus giving districts with multiple institutions multiple votes) or e.g. Other (e.g., votes proportionate to adult students served)

1 member = 1 vote per the consortium bylaws.

Each member organization shall be entitled to one vote on each matter before the Consortium.

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. Each member district (K-12, County Office of Education, College) shall have one (1) vote. Five K-12 Member School Districts/County Offices of Education plus 1 Community College constitutes a quorum.

If a voting Member is not able to attend a Board vote in person, votes may be cast via telephone or video conference 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 2/3 of votes, e.g. by consensus

The consortium has agreed to seek the consensus of all members and partners in attendance at the consortium meetings, where decisions on any action taken are on the meeting agenda and noted in the meeting minutes.

A total of 4 School Districts, 1 County Office of Education, and 1 College will constitute a quorum, and all votes will be determined by majority rule.

Votes will be recorded in the meeting minutes by the number of voice votes stating yes or no to a motion made by an appointed voting member.

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

The original decision-making model was adopted by the Lassen-Modoc Adult Education Consortium at the February 7, 2014 meeting, during the AB86 planning grant, and updated at the March 26, 2020, Board Meeting. Discussion of this decision-making model was updated and voted on for the usage of the AB104 funds at the October 21, 2015 consortium meeting. The Consortium agrees to implement a collective impact 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?

LMAEC 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 LMAEC 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 LMAEC 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.

Consortium meeting times and agendas will be sent by email to all members, partners, and interested community members on the consortium email distribution list, at least 72 hours prior to a meeting. Consortium Board meetings will be advertised one week prior in the local newspaper and on the college and/or Consortium website.

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?

All consortium meeting times and locations will be advertised in the local newspaper one week prior to the meetings and list the coordinator's telephone and email address for contact. All meeting agendas will be distributed by email to all consortium members, partners, local schools, stakeholders, and agencies in our regional area involved with adult education. The Consortium will notify the public and provide current information about the consortium decision-making process. Member districts are encouraged to post the Consortium Board Agenda on their websites, in accordance with AB2257.

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

Public comments will be noted in the meeting minutes sent to all on the consortium email distribution list. Copies of the prior meeting minutes will be available at each meeting.

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.

Consortium Board meetings will follow the open-meeting guidelines outlined in the Brown Act and include all agencies and interested community members in meeting workgroup activities. Input from other entities that are locally involved in adult education will be allotted time to speak publicly for three minutes on a proposed decision before the consortium.

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

The consortium as a majority and with a quorum at a regularly scheduled meeting will approve a distribution schedule pursuant to Section 84913. The schedule will align with the Three-Year Plan and the Consortium Annual Plan. Funding will be distributed based on the seven AB104 objectives.

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?

Lassen Community College was chosen by the Consortium voting Members to be the fiscal agent, and receive and distribute AB104 funds.

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

Per AB104 Legislation section 84917 those entities listed shall become a participating member of the consortium pursuant to receiving funds from the listed areas. In addition, new members will need to agree to and sign this governance template indicating they are aware and will abide by the consortium governance structure. For members to leave or be dismissed, section 84914 outlines characteristics such as a member is no longer willing to provide services, a member cannot provide

services or a member is consistently ineffective in providing services as reasons for reduced funding, this consortium will use these measures to determine if a member needs to leave or be dismissed from the consortium

The Consortium will adhere to the membership guidelines as defined by AB104, Education Code, and the LMAEC Member contracts/MOUs.

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.
- 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, LMAEC 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.
- LMAEC Members may be dismissed from LMAEC 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 CAEP State Project Monitor immediately.

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

The consortium has Bylaws approved February 7, 2014; a Vision Statement and a Mission Statement agreed upon from the May 16, 2014 consortium meeting. The Bylaws were updated on March 26, 2020.

Bylaws of the Lassen-Modoc Adult Education Consortium

The Bylaws were amended on March 26, 2020, by the Consortium Board. The agreement for the purpose of this AB104 Consortium formation is: *“To engage in activities that provide direction to improve the delivery of adult education under AB104.”* They agreed to meet regularly and use this planning year to develop a long term strategic plan and agree upon goals for adult education.

Vision of the Lassen-Modoc Adult Education Consortium

“Providing preparation and skills needed for employment, career advancement, continuing education, and personal growth for our local residents.”

Mission Statement of the Lassen-Modoc Adult Education Consortium

“The Lassen-Modoc Adult Education Consortium is dedicated to meeting the needs of the community by providing adult educational opportunities in order to acquire and improve literacy skills, English Language development, and career readiness abilities. Adults will gain skills which allow them to obtain meaningful employment in order to participate effectively as productive workers, family members, and citizens in the community.”

**Bylaws of the Lassen-Modoc Adult Education Consortium
(Updated and Approved on March 26, 2020)**

Article I

Name: Lassen-Modoc Adult Education Consortium

Fiscal Agent: Lassen Community College District

Article II Purpose

The purpose for the formation of this Consortium is to engage in activities that provide direction to improve the delivery of adult education under AB104.

The areas addressed under AB104 include:

- (1) Programs in elementary and secondary basic skills, including programs leading to a high school diploma or high school equivalency certificate.
- (2) Programs for immigrants eligible for educational services in citizenship, English as a second language, and workforce preparation.
- (3) Programs for adults, including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce.
- (4) Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
- (5) Programs for adults with disabilities.
- (6) Programs in career technical education that are short term in nature and have high employment potential.
- (7) Programs offering pre-apprenticeship training activities conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards for the occupation and geographic area.

Article III

Participants

Consortium Members are K12 school districts, County Offices of Education and Community Colleges that are within the Lassen Community College District boundary.

The Consortium school district members are:

Lassen County:

- Big Valley Joint Unified School District
- FortSageUnified SchoolDistrict
- Lassen Community College District
- Lassen County Office of Education
- Lassen Union High SchoolDistrict
- Ravendale-Termo Elementary School District
- Shaffer UnionElementary SchoolDistrict
- Susanville School District
- Westwood Unified School District

Modoc County:

- Modoc County Office of Education
- Modoc Joint Unified School District
- Surprise Valley Unified School District

The Consortium will seek the consensus of all Member Districts in decisions on any action taken. However, when voting is necessary decisions will be reached by a majority vote of the voting Members. Each Member District shall be entitled to one vote on each matter before the Consortium.

Article IV

Meetings

The Consortium shall meet monthly.

Meetings shall be held at Lassen Community College or at a Member District's office at a time designated by a vote of the Consortium Board.

The length of the meetings should not exceed 90 minutes.

Notice of the date, time and place of meetings of the consortium shall be delivered to each member via electronic mail. Notice shall be sent out at least 72 hours prior to the meeting in accordance with the Brown Act.

Email shall be used to communicate and conduct consortium business as much as is practical.

A total of 4 School Districts, 1 County Office of Education, and 1 College will constitute a quorum, and all votes will be determined by majority rule.

Article V

Officers

The officers shall be a Chair, Co-chair, and a Secretary appointed or elected by the members of the consortium. Officers shall be appointed annually by vote of the Consortium Board.