



## Solano County Adult Education Consortium (SAEC) Consortium Bylaws

February 28, 2020

### Introduction

Established by the AB86 Legislation of June, 2013, the four adult schools (Benicia Adult Education; Fairfield-Suisun Adult School; Vacaville Adult School; and the Vallejo Regional Education Center), the Solano County Community College District, and the Solano County Office of Education joined to form the Solano County Adult Education Consortium. The Consortium is funded through a California Adult Education Program, or CAEP (formerly the Adult Education Block Grant) allocation (hereafter referred to as "Allocation"). The Consortium is dedicated to working collectively to use these funds in the interest of its adult education students.

### Article I. Name

The name of this organization shall be the Solano Adult Education Consortium (SAEC or The Consortium).

### Article II. Purpose

#### Section I: Primary Functions

The Consortium, serving Solano County in California, is committed to leveraging the strengths of members and partners to deliver outstanding adult education programs and services with seamless transitions into the workforce or postsecondary education. The Consortium accomplishes this mission by working closely with member and partner organizations to address regional gaps in adult education programs, provide seamless transitions for students, accelerate student progress towards goals, and provide professional development for faculty and staff.

The Consortium coordinates and implements regional-level program development, writes program plans, files required reports, ensures compliance with relevant laws and regulations, and carries out management duties. The Consortium will create and implement an Annual Plan (hereafter referred to as "Plan") each program year to better provide adults in its region with all of the following as specified by current legislation:

- i. Programs for elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate.
- ii. Programs for immigrants in citizenship and English as a second language and workforce preparation classes.
- iii. Programs for adults including, but not limited to, older adults, that are primarily related to entry or reentry into the workforce.

- iv. 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.
- v. Education programs for adults with disabilities.
- vi. Short-term career technical education programs with high employment potential.
- vii. Programs offering pre-apprenticeship training conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards.

## **Section II: Decision-making Responsibilities**

### A. Approving Allocations

The Consortium is responsible for approving the Allocation awarded by the state to the region served by the members institutions. The Consortium will assure that funded activities align with the Plan's objectives and include decisions such as:

- Prioritization of activity objectives and outcomes as identified in the Plan, and required by the state;
- Developing and approving an annual fund distribution schedule determining funding amounts and reporting responsibilities for each member for annual activities;
- Receiving and certifying deliverables as identified in the annual activities and the Plan, and as required by the state;
- Determining the need to amend either the annual activities or the Plan itself and approving such amendments.

### B. Consortium Meetings

**Board Meetings.** The Consortium will meet monthly in formal meetings in which six representatives (primary or alternate) will represent their member institutions. These meetings will be referred to as Executive Board meetings, or Board meetings. At these meetings, the Consortium will receive reports on the activities of members in relation to the Plan, discuss and vote on items as appropriate. Each member will participate in the discussion, decision-making, and voting process at Board meetings.

Formal meetings of the Consortium are public and adhere to Brown Act requirements for public meetings in the State of California. These meetings will adhere to the following procedural steps:

- Meeting agenda and supporting materials will be disseminated to members in advance;
- Meeting agenda will be posted to the SAEC website at least 72 hours in advance;
- Location, date, and time of all Board meetings will be posted to the SAEC website;
- Meetings will follow public meeting protocols regarding motions and discussion;
- Public comment, written in advance or received in person, will be sought and carefully reviewed;
- Meetings will be open to the public.

**Informal Meetings.** The Consortium may also meet informally more regularly as required to monitor progress toward, and other issues relating to, the Plan's implementation. At informal meetings members' alternate representatives and other critical staff and stakeholders may attend and participate. The Consortium may also delegate some oversight responsibilities to other staff and groups, including but not limited to workgroups, community-based partners, and others, all of whom may confer in *ad hoc* meetings. Workgroups and other groups may be responsible for operational-level program plan development, coordination, and implementation, and are responsible for sharing program plan information with the Consortium.

**Special Meetings.** Special meetings may be called by a simple majority of Consortium members.

## Article III. Membership

### Section I: SAEC Members

The members of the SAEC include the following institutions:

- Benicia Unified School District (BUSD)
- Fairfield-Suisun Unified School District (FSUSD)
- Solano Community College (SCC)
- Solano County Office of Education (SCOE)
- Vacaville Unified School District (VUSD)
- Vallejo City Unified School District (VCUSD)

Each member of the Consortium is represented by one primary representative and one alternate. The primary representative is endowed with voting privileges and votes on behalf of the member institution, except in cases where the primary representative, for any reason, is not present for a vote. In such cases the alternate will vote on behalf of the member institution. The designation of primary representatives and alternates shall be in writing and formally approved by the governing board of each institution. Each member's district is solely responsible for who represents it. Current member representatives and their alternates are listed in the Addendum to this document.

Any organization or institution receiving funding from the State of California for delivery of adult education as described in Assembly Bill 104, Section 39, Article 9, Section 84900, shall be added as a member. Such organizations must provide in writing to the Consortium the names of the primary representative and the alternate of the organization.

Other eligible organizations that meet the above criteria may petition to be added as a member by the following process:

- Petition for membership shall be submitted in writing to the Consortium Manager.
- The petition shall include the name of the official representative and alternate, a description of the adult education programs and services provided by the organization and rationale for being added as a member.

- For inclusion in the fiscal year beginning July 1st, petition for membership must be submitted prior to February 28th of the prior calendar year.
- Petitions for membership will be reviewed and approved at the Consortium meeting held in April of each year and new members will be included in the budget for the upcoming fiscal year.
- Members may petition to leave the Consortium at any time by submitting a written request to the Consortium during a formal meeting.
- If the request of a member to leave the Consortium is approved, the plan for redistribution of the former member's Allocation will be discussed and approved by a vote of the Consortium members.

## **Section II: Member Rights and Responsibilities**

### A. Member Rights

Members have the right to participate in the decision-making process for development of regional adult education programs and services.

Members have the right to funding for staff, facilities, equipment, outreach, and professional development associated with the delivery of regional adult education programs and services.

### B. Member Responsibilities

It is intended that the Consortium members leverage their experiences, expertise, and insight as representatives of their respective member institutions. Members shall carry out the following responsibilities:

- Adhere to laws and regulations governing adult education programs and services, including submission of Plans and reporting requirements for expenditures and student data;
- Be familiar with and agree to abide by the current Plan;
- Be an advocate for broad regional support for the outcomes of the Plan;
- Ensure annual activities meet the requirements of the state and the goals, objectives, and strategies of the Consortium as outlined in the Plan;
- Foster positive communication outside of the Consortium meetings regarding the annual activities and the Plan's progress and outcomes, including good faith communication regarding program planning and potential program expansions or additions;
- Actively participate in Consortium meetings, Consortium activities, and the decision-making process for development of regional adult education programs and services.

### C. Consortium Administrative Unit

SCOE is memorialized as the Administrative Unit (AU) for the Consortium in a Memorandum of Understanding (MOU) finalized on February 20, 2020. The AU manages the common funds of the Consortium and performs other fiscal responsibilities as outlined in the MOU.

## Article IV. Governance

### Section I: Governing Structure

The Consortium Manager, as outlined in Section IV below, provides strategic advice and direction to the Consortium.

The Consortium coordinates and implements regional-level program development, writes program plans, files required reports, ensures compliance with relevant laws and regulations, and carries out management duties.

Workgroups and other *ad hoc* meeting participants, as outlined in Article II, Section II, are responsible for operational-level program and plan development, coordination, and implementation, and are responsible for sharing program plan information with the Consortium.

### Section II: Quorum

For meetings of the Consortium, a quorum shall be half of members plus one. Meetings may still be held without a quorum for purpose of presentation or discussion. However, no actions or voting may take place without a quorum.

### Section III: Voting

Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be reached, decisions shall be reached by a 80% majority vote. If a 80% majority is not present, the motion will be tabled, and members will gather more information and reconvene at the following Board meeting or at a special meeting if one is so convened.

Each member shall be entitled to one vote per motion. A member may be represented in a vote by either a primary representative or alternate.

### Section IV: Consortium Manager

The Consortium Manager (hereafter referred to as “Manager”) provides strategic direction and advice to the Consortium for its Plan development and for broader regional delivery of adult education programs and services in accordance with the laws and regulations of the State of California and AB104, Section 39.

The Manager reviews and provides input on all Consortium program plans and the related plans for allocation of funds for program development. The Manager is responsible for convening the Consortium meetings as outlined in Article II, Section II.

## Article V. Amendments

These by-laws will be reviewed annually, but may be amended as needed with a consensus vote by members.

Adopted by the Consortium on February 28, 2020.

**Addendum: 2020-2021 SAEC Members**

Member	Role	Member Represented
June Regis, Director, Child Development & Adult Education Programs <i>Alternate: Erica Dudley</i>	Representative	Benicia Unified School District (BUSD)
Elizabeth Kolakoski, Principal, Fairfield-Suisun Adult School <i>Alternate: Arron DeGracia</i>	Representative	Fairfield-Suisun Adult School (FSUSD)
Lisa Neeley, Dean, School of Applied Technology and Business at Solano Community College <i>Alternate: Sandy Lamba</i>	Representative	Solano Community College (SCC)
Victor Romualdi, Associate Superintendent – Student Programs and Services <i>Alternate: Susan Labrecque</i>	Representative	Solano County Office of Education (SCOE)
Tiffany Donahue, Principal, Vacaville Adult School <i>Alternate: Ed Santopadre</i>	Representative	Vacaville Unified School District (VUSD)
Laura Dutch, Principal, Vallejo Regional Education Center <i>Alternate: Dante Lapez</i>	Representative	Vallejo City Unified School District (VCUSD)