



Solano County Adult Education Consortium (SAEC) Consortium Bylaws

September 1, 2024

Introduction

Established by the AB86 Legislation of June 2013, the four adult schools (Benicia Adult Education; Fairfield-Suisun Adult School; Muzetta Thrower Adult Education Center, and the Vallejo Adult School), 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.
- Creating an amendment and dispersing cost of living funds (COLA, also known as the "May Revise") to consortium members in accordance with the current funding distribution percentages.

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.

Committee Meetings. The Consortium may also meet as required to monitor progress toward, and other issues relating to, the Plan's implementation. At these supplemental 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 (four voting members), and in accordance with Brown Act requirements. Special meetings shall be posted on the consortium website (including the agenda) and at the facility where the meeting shall be held.

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, a 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.
- Collaborate with Consortium members on planning new CTE classes including a labor market survey and an analysis of existing programs (ED 84906 (3)(A) and AB 104, Article 9). Based on this legislation, the following requirements must be met prior to developing, advertising, and implementing a new career education training (CTE) program:
 - (1) Each member (or the consortium as a whole) shall conduct a job market study of the labor market area in the proposed geographic region and/or utilize the most recent job market studies conducted by the Workforce Development Board of Solano County and/or local agency partners. This study shall use local labor market data and consider a supply of existing CTE training programs for adults offered by high school, community colleges, and other post-secondary institutions in the geographic area to ensure the anticipated employment demand justifies the establishment of the proposed courses of instruction.
 - (2) As indicated in this legislation, after completing the job market study the governing body of this consortium shall discuss the information at a public meeting and determine if the data justifies establishing this proposed program.
 - (3) The agency requesting this new CTE program must outline the anticipated costs for the program and indicate if there is sufficient funding within their allocation to support this new program.

C. Consortium Administrative Unit

Beginning in August 2023, Vallejo Adult School assumed responsibility from SCOE as the Administrative Unit (AU) for the Consortium which was finalized by a consensus vote during a public Board Meeting on August 21, 2023. The AU manages the common funds of the Consortium and performs other fiscal responsibilities. The consortium manager is now employed through the Vallejo City USD.

D. Member Effectiveness Criteria

Member effectiveness shall be defined as:

- (1) Regular attendance and participation at monthly Consortium Board Meetings. Voting members who are absent affect the ability of the consortium to establish a quorum and conduct business. Members missing more than two Board meetings in one Program Year without sending their alternate shall be considered not fulfilling their obligation of member effectiveness.
- (2) Participation in and contribution to the development of the Annual and Three-Year Plans.
- (3) Timely submission and approval of all CAEP and SAEC deliverables per the published CAEP calendar. Amendments pre-approved by the Board shall be approved within 7 calendar days of notification.
- (4) Meeting student success goals as defined by the consortium in the Annual and Three-Year Plans.
- (5) Aligning all fiscal expenditures to CAEP Funding Guidance and the Annual and Three-Year Plans.
- (6) Expending funds in a timely manner per AB 1491.
- (7) Allowing an annual carryover to exceed 18% of the total allocation shall be deemed as excessive carryover. This agency will be allowed to present extenuating circumstances to the Board and follow CAEP guidelines for making reports to the state as required.

Beginning with the 2024-25 program year, excessive carryover can occur when an agency is responsible for the Administrative Unit (AU) for the consortium common cost and the Consortium Manager fails to expend their allocated funds. In this case, the agency will not be held out of compliance, a revised plan to adjust the consortium spending shall be evaluated among the members, and the State Report will explain the carryover and describe the circumstances.

Members who are unable to meet at least one of the above criteria for member effectiveness shall be offered technical assistance and placed in a monitoring period of at least 12 months or until the areas of deficiency have been remediated. Technical assistance may include but is not limited to any of the following steps and supports:

- (a) Notice sent to agency representative and Superintendent outlining area(s) of non-compliance
- (b) Proactive steps to improve member effectiveness to address compliance issues shall be identified by Board members, including the advice from the three California program assistance teams, CASAS, CALPRO, and OTAN, as well as the CAEP Program Team, and the consortium manager.
- (c) Additional professional development, training, or other assistance to meeting the obligations of the SAEC Consortium and the CAEP grant funding requirements.

If a member completing 12 months of technical assistance is still unable to meet the requirements, additional actions may be taken by the Board including:

- (a) Extension of technical assistance monitoring period for an additional 12 months
- (b) Redistribution of funding not to exceed the amount of excessive carryover from the prior fiscal year.
- (c) Removal from being a service provider in the SAEC Consortium.

The decision to remove a member for non-performance may be recommended after at least 18 months of technical assistance without remediation in the deficient areas. The Board would send notification of potential action to the agency representative and governing Superintendent outlining the actions taken and the areas of non-compliance, and the date when the Board will address this situation. Removal of the member from service provision will require a 2/3 vote (four of six members) at a public meeting.

Capital Expenditures. While the determination of budget and expenditures is the responsibility of each funded agency, any single capital outlay exceeding \$100,000 requires CDE approval and notification of the Consortium Board at a public meeting.

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 (i.e., four voting members or their alternates are present). Meetings may still be held without a quorum for the 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 (i.e., five voting members or their alternates). If an 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, AB104, Section 39 and ED 84906.

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.

The Manager shall attend webinars and professional development sessions about CAEP initiatives,



proposed changes in legislation, revised guidelines for data reporting, and other compliance matters, and communicate those topics of interest back to the Consortium members.

Article V. Amendments

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

Adopted by the Consortium on April 19, 2024.



Addendum: 2024-2025 SAEC Members

| Member | Role | Member Represented |
|---|----------------|--|
| Erica Dudley Director, Child Development & Adult Education Programs <i>Alternate: Susan Reynolds</i> | Representative | Benicia Unified School District (BUSD) |
| Elizabeth Kolakoski, Principal, Fairfield-Suisun Adult School <i>Alternate: Kristin Witt</i> | Representative | Fairfield-Suisun Adult School (FSUSD) |
| Lisa Neeley, Vice President, Student Services <i>Alternate: Dr. Saki Cabrera</i> | Representative | Solano Community College (SCC) |
| Siobhan Dill, Executive Director of Specialized Services <i>Alternate: Kelley Birch</i> | Representative | Solano County Office of Education (SCOE) |
| Tiffany Donahue, Principal, Muzetta Thrower Adult Education Center <i>Alternate: Andrew Clark</i> | Representative | Vacaville Unified School District (VUSD) |
| Laura Dutch, Principal, Vallejo Adult School <i>Alternate: Dante Lapez</i> | Representative | Vallejo City Unified School District (VCUSD) |