



IMPERIAL COUNTY ADULT EDUCATION CONSORTIUM

AEBG Block Grant

Enroll, Educate and Employ!

GOVERNANCE PLAN & OPERATIONAL GUIDELINES

Drafted: October 13, 2015

I. The Imperial County Adult Education Consortium is:

The governance structure for the Imperial County Adult Education Block Grant (AEBG) Consortium is established by agreement with the school boards of the local participating districts. It consists of a designee from each of the participating member agencies who are responsible to set policy and carry out the activities and duties as assigned by the Governance Board.

The AEBG Consortium was established in the spring of 2015, to develop and implement a comprehensive plan to better serve the educational needs of adults in our County. The consortium membership is comprised of the Brawley Union High School District, Calexico Unified School District, Calipatria Unified School District, Central Union High School District, Holtville Unified School District, Imperial County Office of Education, Imperial Unified School District, Imperial Valley Community College District, and San Pasqual Unified School District.

The goal of the Consortium is to better provide adults with education in the following program areas:

- Elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate
- Classes and courses for immigrants eligible for education services in citizenship and English as a Second Language and workforce preparation classes in basic skills
- Education programs for adults with disabilities
- Short-term career technical education programs with high employment potential
- Programs for adults with disabilities

II. Consortium:

Pursuant to E.C. 84905: Consortium Rules and Procedures

The California Community College Chancellor and State Superintendent, with the advice of the Executive Director of the State Board of Education, shall approve rules and procedures for each consortium:

Governance Board Membership:

To be a member of the consortium, one must be formally designated by the participating District's governing board. Official board approval must happen prior to becoming a member. Furthermore, as a condition of joining the consortium, a member shall commit to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds. An official Memorandum of Understanding must be signed and approved.

Each Governing Board member may designate one representative from their District who may represent them as a voting member of the consortium.

Voluntary Departure or Dismissal of Members:

If at any time a member decides to no longer participate in the consortium as a contributing member, they must present their case and formally petition in writing to the board. Reasons when a petition should be submitted are the following:

1. The member no longer wishes to provide services consistent with the adult education plan.
2. The member cannot provide services that address the needs identified in the adult education plan.
3. Members must fulfill their reporting duties to the consortium for that current year prior to being dismissed from the consortium. The member will be required to submit any reporting and data required of them for the current year before being formally dismissed or removed from the consortium.
4. A member may be dismissed from the consortium by a majority rule of the governing board if the member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements. The member will be required to submit any reporting and data required of them for the current year before being formally dismissed or removed from the consortium.

Decision Making Procedures and Public Notice Requirements:

Establishes the process for public notice and decision-making by a consortium. Specifies that a decision includes, but is not limited to, the approval of a plan pursuant to E.C. 84906 and approval of a distribution schedule pursuant to E.C. 84913. All consortium meetings will follow the Brown Act thereby ensuring these requirements.

III. Consortium Governance Structure:

A. Fiscal Agent: Imperial County Office of Education

- i. Role Description: A designated member to serve as the fund administrator to receive and distribute funds from the program. Appointed by the consortium to lead the consortium and is responsible for receiving and distributing funds from the program. Also responsible for all budget reports and management of grant funds.

B. Consortium Lead Coordinator: Imperial County Office of Education

- i. Role Description: Single point of contact that the state will contact for information over the course of the funding period. The individual who will be responsible for the fiscal management of the grant funding and reporting. The individual who will facilitate consortium meetings and collaboration responsible for report submission, data collection and communication between consortium and state. Not a voting member unless they are also a regular consortium member.

C. Consortium Members:

- i. Role Description: Individuals who have been identified and officially approved by District Governing Board to be Consortium Members for their District.

Participants:

1. Brawley Union High School District
2. Calexico Unified School District
3. Calipatria Unified School District
4. Central Union High School District
5. Holtville Unified School District
6. Imperial County Office of Education
7. Imperial Unified School District
8. Imperial Valley Community College District
9. San Pasqual Valley Unified School District

E. Consortium Partners:

- i. Role Description: Non-voting community partners who work collaboratively towards the consortium's goals and objectives.
- i. Consortium Partners
 - a. Imperial County Sherriff's Office; service provider
 - b. Imperial County CalWORKs Department; guidance/input provider
 - c. Imperial County Workforce Development Board; guidance/input provider
 - d. Imperial County Library, Literacy Coalition; service provider

e. Imperial Valley Regional Occupational Provider (IVROP)

IV. Procedures for Operation of the Consortium:

- A. All meetings are public and adhere to Brown Act requirements.
 - i. All action items are taken to vote, including approvals of agendas, minutes of meetings, and budgets.
- B. Consortium member meetings will be held every other month on the first Wednesday of the month and as needed throughout the course of each funded year.
- C. All meetings are convened by the Imperial County Office of Education, AEBG Coordinator.
- D. Each consortium member has an equal vote. Each participating consortium district (consortia member) will be 1 member = 1 vote.
- E. Decisions will be reached by majority vote.
- F. Decisions are final upon voting.
- G. All action items are identified as such on the agenda, which is distributed at least 72 hours prior to the meetings and posted at the meeting site for public review. Meeting Agenda, Minutes, and other information regarding the consortium will be posted on the established website (March 2016.)
- H. Proposed decisions will be considered open and members of the public may comment.

V. Officers:

- A. There shall be the following officers: Chairperson; Vice-Chairperson; Recording Secretary, Corresponding Secretary/Treasurer. These officers comprise the Executive Committee.
- B. The term of office is one year. No person may service more than two consecutive terms in one office. The major duties of the officers are:
 - i. Chairperson: Develop meeting agenda, in collaboration with the Adult Education Coordinator, and lead meetings of the consortium Governance Board.
 - ii. Vice-Chairperson: Assist the Chairperson, and in his/her absence serve as the Chairperson.
 - iii. Recording-Secretary/Treasurer: Receive and transmit correspondence and materials designated by the members, including public notification of members prior to the meetings. Maintain accurate budget to include income, expenditures, reporting current status at each meeting. Working with the Fiscal Manager will monitor all fiscal activities of the Adult Education Block Grant (AEBG) and report to the AEBG Coordinator and Governance Board.