

## BYLAWS

Commented [A1]: Items in blue are new additions. Items in yellow may be modified. Items with strikethrough are being removed.

### ARTICLE I. NAME

The name of this consortium shall be the **Better Jobs** Northern California Adult Education Planning Consortium.

### ARTICLE II. PURPOSE

The purpose of this consortium is to identify strengths and gaps in adult education programming and services across the region, leverage resources, and offer professional development opportunities that lead to coordinated approaches that accelerate a student's progress towards his or her academic and career goals. The consortium shall accomplish this through shared leadership, collaboration and the development of a regional adult education plan. **The region encompasses Shasta, Tehama and Trinity counties, which include the K-12 Districts, County Office of Education and Community College.** ~~is defined as the California Community College district boundaries for Shasta-Tehama-Trinity Joint Community College District and the Siskiyou Joint Community College District.~~

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### ARTICLE III. DUTIES

The duties of the consortium shall include planning to improve the delivery of adult education in the following areas and addressing existing gaps in programs and services, in accordance with AB 86, Section 76, Article 3:

- 1) Elementary and secondary basic skills, including classes required for a high school diploma or high school equivalency certificate (**GED or HiSET**).
- 2) Classes and courses for immigrants eligible for educational services in citizenship and English as a second language, and workforce preparation classes in basic skills.
- 3) Education programs for adults with disabilities.
- 4) Entry/Re-Entry into the workforce.
- 5) Short-term career technical education programs with high employment potential.
- 6) Programs for apprentices.

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7) Programs to help adults help K-12 students to succeed academically.

These duties will be accomplished by collaborative and joint planning efforts that address the following primary objectives of the consortium:

- Evaluation of current levels and types of adult education programs within the region, including education for adults in correctional facilities; credit, noncredit, and enhanced noncredit adult education coursework; and programs funded through Title II of the federal Workforce Investment Act, known as the Adult Education and Family Literacy Act (Public Law 05-220).
- Evaluation of current needs for adult education programs within the region.
- Integration of existing programs and creation of seamless transitions into postsecondary education or the workforce.
- Development of plans that address the gaps identified pursuant to paragraphs (1) and (2).
- Development of plans that address identified needs and gaps and employ approaches that are proven to accelerate a student's progress toward his or her academic or career goals, such as contextualized basic skills and career technical education, and other joint programming strategies between adult education and career technical education.
- Collaboration towards ongoing professional development opportunities for faculty and other staff to achieve greater program integration and improve student outcomes.
- Leveraging of existing regional structures, including, but not limited to, local workforce investment areas.

#### ARTICLE IV. MEMBERSHIP

##### Section I. Members:

Per AB-86 AB 104 guidelines which govern this consortium, a member is defined as a public school district or community college district within the geographical boundaries of the Shasta-Tehama-Trinity Joint Community College District and/or the Siskiyou Joint Community College District. Voting rights shall be bestowed on the Superintendent or his or her designee. All members should have an assigned designee. Each members and designee must be approved by their local sites governing board and notify the fiscal agent of any updated information per fiscal year. Members will be responsible for attending quarterly meetings, providing district or local data regarding needs, gaps, and existing programs, working collaboratively to create a plan to address adult education needs and integrate existing services and programs, participating in public

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forums, making decisions regarding allocation of planning funds, and meeting all requirements of the AB-86 AB 104 Adult Education Consortium Planning grant.

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The following districts have committed to serving as members of this planning consortium:

- Shasta-Tehama-Trinity Joint Community College District
- ~~Siskiyou Joint Community College District~~
- Anderson Union High School District
- ~~Butte Valley Unified School District~~
- Coming Union High School District
- ~~Dunsmuir Joint Union High School District~~
- Gateway Unified School District
- Los Molinos Unified School District
- Mountain Valley Unified School District (no signature for Debbie)
- Red Bluff Joint Union High School District
- ~~Scott Valley Unified School District~~
- Shasta Union High School District
- ~~Siskiyou Union High School District~~
- Southern Trinity Joint Unified School District
- Trinity Alps Union High School District
- ~~Tulelake Basin Joint Unified School District~~
- Yreka High School District
- Tehama County Department of Education
- Trinity County Office of Education

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**Section II. Partners:**

A partner is any entity, organization, or individual that does not qualify as a defined member of the consortium. Partners must be approved by the voting membership of the Northern California Adult Education Planning Consortium. Partners will be responsible for attending quarterly meetings, participating in public forums, and providing data and expertise to assist the process and development of a regional implementation plan. The consortium will provide a foundation for multi-agency collaborative work and relationship building in the area of adult education. This will allow the consortium to pursue additional complementary funding opportunities, such as the Career Pathways grant or other career technical or adult basic skills programs.

**Section III. At Large:** Non-voting persons representing institutions, agencies (public and private) and community groups and individuals are welcome to attend all meetings of the consortium.

## ARTICLE V. EXECUTIVE COMMITTEE AND VOTING STATUS

In order to establish shared leadership across a large geographic region, an elected Executive Committee will provide administrative oversight to the consortium activities and provide guidance to staff, members, and partners between regular consortium meetings, conduct outreach and communications to stakeholders, and consider additional partnership or funding opportunities to support adult education. The inaugural Executive Committee members, as elected during the January 2014 planning meeting, are:

~~Dr. Joe Wyse, Superintendent/President (Chairperson) (should Jim be added to this)~~  
~~Shasta Tehama Trinity Joint Community College District~~

~~Jim Cloney, Superintendent (Chairperson)~~  
~~Shasta Union High School District~~

~~John Burch, Superintendent~~  
~~Corning Union High School District~~

~~Mr. Scotty Thomason, Interim President~~  
~~Siskiyou Joint Community College District~~

~~Randy Baker, Principal of Educational Options~~  
~~Yreka Union High School District~~

This structure represents balanced and shared leadership across geographic regions, and community college and K-12 school districts. The Executive Committee will serve for a one-year term of the AB 86 Adult Education Consortium Planning Grant and may be reelected. Should any member of the Executive Committee wish to resign, he or she may do so upon provision of written 30 days written notice and a special election among interested and available representatives from the same sector and region shall be held at the next earliest consortium meeting. A list of the current voting representatives and their designees shall be kept on file with the current Chair

## ARTICLE VI. VOTING

**Section I.** All member districts of the consortium shall be entitled to one (1) vote per district. The Superintendent of the district shall be the primary voting member; however, he/she may appoint a designee to act on his/her behalf.

**Section II.** All County Offices of Education located within the region shall by default be designated as voting partners. All other partners are non-voting.

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**Section III.** Voting membership term is open-ended, unless one or more of the following conditions occur:

- The voting member or partner provides written notification of his/her resignation from the consortium.
- A majority of the voting membership terminates voting privileges for due cause.
- The voting member or partner fails to attend at least 50% of the regularly scheduled meetings during a 12 month period.

**Section IV.** A quorum shall consist of a simple majority of the voting members and partners, or their alternates. Any action of the consortium requires a majority vote of the quorum present to pass. In the event of a tie, a second vote will be held. If the tie is not broken after the second vote, the action item is defeated as it did not receive majority vote.

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**Section V.** All action taken by the consortium shall be by majority vote. Members and voting partners may cast votes during the meeting via video or teleconference. Written votes will not be accepted from members or voting partners in absentia.

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#### ARTICLE VII. MEETINGS

**Section I.** The meetings of the consortium are open to the public. Opportunities will be provided to members of the public to discuss issues of interest to the community that are related to the purview and purpose of the consortium. Public comments are limited to three minutes per person, on a first come-first served basis. A maximum time allotment of no more than 20 minutes for the entire public comment period will be offered at each meeting.

**Section II.** The regular meetings of the consortium shall be held quarterly. If needed, additional meetings can be scheduled. Special meetings may be called by the Chair as needed. Meetings will be accessible via teleconference when and where technology is available.

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**Section III.** The **Executive Committee** is authorized to take emergency action on behalf of the consortium as necessary during the interim between regular and/or special meetings when convened by the Chair. Any action taken by the Executive Committee shall be



communicated in writing to all voting members and partners within two work days.

**Section IV.** A simple majority of the voting members (or their designees) must be present to constitute a quorum necessary to conduct the business of the consortium.

#### **ARTICLE VIII. RECORDS**

Records for the consortium will be maintained by the agency represented by the Chair. That agency will be responsible for the meeting logistics, mailing list, and the preparation of the agendas and minutes of the meetings.

#### **ARTICLE IX. FISCAL AGENT**

The consortium recognizes the need for one member to function as the Fiscal Agent on behalf of all members. Resource allocation will be based on expenditures by any and all members that are incurred as part of the planning process. MOUs will be established between the fiscal agent and member(s) as needed to provide for the potential of incurred expenditures.

The role and responsibilities of the fiscal agent are:

- Ensure adherence to the Standard Legal Terms and Conditions of the grant
- Implement budget developed by the Executive Committee and approved by the California Community College Chancellor's Office
- Submit timely expenditure reports, per schedule provided in Certificate of Eligibility, approved by the Project Director and the Chief Business Official of the fiscal agent
- Process timely expenditure reimbursement requests for all consortium participants incurring expenditures related to the planning process.
- Provide the consortium with updated budget reports.