

# Bylaws for Greater Opportunities through Learning (GOAL)

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## 2 CONSORTIUM NAME & PURPOSE:

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The name of the organization shall be Greater Opportunities through Adult Learning (GOAL).

The purpose of the GOAL is to support adult education in its Santa Cruz County region.

- 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.

## 3 BOARD PURPOSE

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### 3.1 PRIMARY FUNCTIONS OF THE GOAL BOARD

The primary function of the GOAL board is, on an annual basis, to develop and approve the annual priorities, (hereinafter called **annual activities**) the related funding allocation schedule (CFAD) for the region from the state’s Adult Education Block Grant (AEBG). The GOAL Board takes responsibility for the implementation of the services and activities, and the achievement of the outcomes, listed in the Santa Cruz County Adult Education Consortium Final Regional Comprehensive Plan, *March 1, 2015* (herein after referred to as **the Plan**). The Board will monitor and review the Plan’s implementation, as well as provide oversight and certification of the Adult Education Block Grant (AEBG) deliverables as defined by the AB104 Legislation, the Chancellor’s Office of the California Community Colleges and the California Department of Education.

In addition to the development of the *annual activities* and outcomes aligned to the Plan, the Board, responds to the critical need for expansion and innovation in adult education in the region by seeking other partnerships and resources to leverage. The Board provides insight on long-term strategies in support of other legislative mandates. Members of the Board ensure the needs and objectives of the Plan are being adequately addressed.

In practice, these responsibilities are carried out by performing the following functions:

- i. Monitor and review the objectives of the *annual activities* at regular Board meetings;
- ii. Give direction to the Consortia Director;
- iii. Provide guidance and assistance to the members and their staffs when required;

- iv. Review the *annual activities'* scope as data and evaluation suggest possible changes, ensuring that scope aligns with the Plan;
  - v. Determine how the Plan is to be amended as relevant new information emerges;
  - vi. Assure there is timely and appropriate contribution of GOAL's community partners and key stakeholder groups to review decisions;
  - vii. Resolve possible member conflicts, reconciling differences of opinion and approach through the agreed upon consensus decision-making process;
- Evaluate and provide formal acceptance of GOAL's deliverables as defined by the state.
- viii. Evaluate progress annually toward the Plan's objectives and determine the need for additions or amendments.
  - ix. Meet formally

### **3.2 DECISION-MAKING RESPONSIBILITIES**

The BOARD is responsible for approving the use of the Adult Education Block Grant funds awarded by the state to the region served by one community college district, two adult schools, and one county office of education

The Board, in deliberation with the Consortia Director, will assure that funded activities align with the Plan's objectives and include decisions such as:

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

The Board will assure that all meetings where the above listed decisions are discussed and approved will follow the guiding principles below:

- i. Public meetings with public comment solicited, both written and in person;
- ii. Decision-making meeting notices and agendas posted on GOAL's website and disseminated to established lists of community partners, stakeholders and interested public;
- iii. Announcing meetings, and inviting public comment, through the members' own communication channels and protocols, and
- iv. Posting meeting minutes and other supporting documents on GOAL's website.

## **4 GUIDING PRINCIPLES**

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The alignment and integration of services that we seek is best achieved by focusing on pathways that serve the primary objectives of adult learners:

- i. Basic Skills: serving students acquiring basic skills, often with the intention of obtaining a high school diploma or GED, or preparing for entry into higher education;
- ii. ESL: serving immigrants learning English for a variety of reasons including to increase employability, enable career advancement, pursue higher education, or increase the ability to support school age children;
- iii. CTE: serving students who wish to enter a career, advance in their career, or prepare for higher education within a CTE pathway.

Our Guiding Principles:

- i. GOAL places the highest value on students achieving their goals.

- ii. GOAL strives to help improve the community by providing adults with educational pathways to the workforce and higher education.
- iii. Seek other community partnerships and connections to leverage resources and achieve better outcomes.
- iv. Work with transparency and inclusion with all stakeholders.
- v. Embrace collaboration and partnership to have a positive collective impact on our region.
- vi. Explore expansion and innovation in adult education services in the region.
- vii. Commit to ideas, decisions and practices that anticipate the future needs for adult learners in our region.
- viii. GOAL adheres to a transparent process of open and collegial communication.

## 5 MEMBERSHIP & MEMBERSHIP REQUIREMENTS

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### 5.1 MEMBERSHIP COMPLIES WITH STATE LAW

GOAL membership is governed by and complies with all current California State legislation, specifically AB104 and AB86.

### 5.2 ROLE OF MEMBERS

It is intended that the members leverage their experiences, expertise, and insight as representatives of their respective member districts. Members are not directly responsible for managing *annual activities*, but provide support and guidance for those who do. Thus, individually, members should:

- i. Have a comprehensive understanding of the strategic implications and outcomes of the Plan and the *annual activities*;
- ii. Either validate member expenditures utilizing a peer review, staff review, or audit.
- iii. Appreciate the significance of the project for some or all major stakeholders and represent their interests;
- iv. Be an advocate for broad regional support for the outcomes of the Plan;
- v. Have a deep understanding of the region and its adult education, immigrant integration, and workforce development needs.

In practice, this means they:

- i. Take appropriate effort regularly to review the status of the *annual activities*;
- ii. Represent their member district's interests, but the region's need for comprehensive adult education services will take priority;
- iii. Ensure the *annual activities* meet the requirements of the state, the Santa Cruz Adult Education Comprehensive Plan, and key stakeholders;
- iv. Help balance conflicting priorities and resources;
- v. Provide guidance to the Consortium Director;
- vi. Check adherence of *annual activities* to standards of best practice both within their member districts and in a wider context;
- vii. Foster positive communication outside of the Board membership regarding the *annual activities* and the Plan's progress and outcomes;
- viii. Report and evaluate member services whose outcomes may help achieve the Plan's objectives. Such service may include, but not be limited to, funding from WIOA Title II, Carl Perkins, non-credit adult education and other grants.

### **5.3 MEMBER APPROVAL**

All members of the consortium are required to submit to their governing body an agenda item to allow the governing body to officially appoint the member as the representative of the body. The members will report to the Consortia Director the Agenda item and the minutes from the board showing approval and official designation of the member as a representative to serve on the Consortium.

### **5.4 APPOINTMENT TO THE BOARD AND TERMS**

Institutions participating in membership for GOAL (herein referred to as “member” or, in the plural, as “members”) are afforded all rights and responsibilities as outlined by California legislation. The members of GOAL include the following organizations:

Cabrillo College  
Pajaro Valley Unified School District  
Santa Cruz City School District  
Santa Cruz County Office of Education

Additional members may be added with a simple majority vote.

Members can voluntarily leave the consortium but must provide written notice thirty (30) days prior to vacating membership. Any member that voluntarily chooses to leave the consortium must return its Allocation within 60 days of the effective date of leaving, or as stipulated in Article IX, Section 1. The GOAL Board (described in Article III) will determine how to redistribute the Allocation returned by the departing member.

#### **5.4.1 Dismissal of Members**

Members may be dismissed from the Consortium for the following reasons:

- i. Failure to adhere to laws and regulations governing adult education programs and services.
- ii. Failure to submit annual plans.
- iii. Failure to adhere to reporting requirements for expenditures and student data.
- iv. Failure to designate at least one “official representative” (in writing and approved by the governing board) to serve on the Governing Board and represent the interests of the member organization.
- v. Failure to participate in the decision making process for development of regional adult education programs and services.
- vi. Failure to deliver adult education programs and services in accordance with standards established in AB 104, Section 39, Article 9, Section 84900

### **5.5 MEMBER RIGHTS AND RESPONSIBILITIES**

Rights

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

Responsibilities:

- iii. Members shall submit to the Director timely reports in accordance with the State Chancellor's Office reporting requirements. The expenditure of funds will be evaluated by the Consortium members to ensure alignment with the goals and outcome measures of the Consortium and the State.

- iv. Member institutions shall adhere to laws and regulations governing adult education programs and services, including submission of annual plans and reporting requirements for expenditures and student data.
- v. Members shall be familiar with and agree to abide by the current annual regional master work plan.
- vi. \*Members shall designate at least one "Official Designee" and an Alternate Representative to serve on the Board and represent the interests of the member organization designated by Superintendent/CEO of each institution.
- vii. Members shall actively participate in Consortium meetings, Consortium activities, and the decision-making process.
- viii. Members have the right to decisions and timelines that honor their organizations governance, bargaining unit, and employment agreements.
- ix. In the case a Representative is unable to be present for a Board vote the Representative may name an Alternate to vote on behalf of the member Representative. The member will notify the Consortia Director as soon as practically possible.

## **5.6 GENERAL ASSURANCES**

Consortia and their members must agree to adhere to the general assurances listed as part of the annual planning process. For the purposes of evaluating Consortia and Consortium Member effectiveness, the California Department of Education and California Community College Chancellor's Office establish annual indicators of compliance. Failure to meet the requirements listed in the 2017-18 AEBG General Assurances Document may result in a determination of non-compliance and lead to partial or complete loss of Consortium and/or Member funding. (See annual plan general assurances).

## **6 STAFF**

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### **6.1 CONSORTIUM DIRECTOR AS CLERK FOR THE BOARD**

The Board has the right to hire staff as needed to support GOAL. The Board must vote to determine how funding for Staff will be procured. The governing board designates duties as necessary for Staff to successfully support GOAL's purpose. The Consortium Director who will serve as Clerk to the Board and responsibilities will include to maintain and publish the record of the proceedings of the Board and assist in the preparation of the agenda for public meetings, including placing the agenda and minutes on the internet.

## **7 GOVERNANCE STRUCTURE**

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### **7.1 GOVERNING BOARD MEETINGS**

The GOAL Board will follow Brown Act Meeting requirements and is responsible for overall policy and direction of the consortium including the following tasks:

- i. Writing and implementing the Consortium Annual Plan (Plan) and submitting it to the state. Oversees the implementation of the services and activities, and the achievement of the outcomes, listed in the Plan.
- ii. Writing the Consortium Fiscal Administration Declaration (CFAD), which includes how to allocate member funds.
- iii. Budget
- iv. Consortium wide activities

### **7.1.1 Officers and Duties**

At the first Board meeting, and at every meeting one year after the first Board meeting, the Board will elect the Chair and Vice-chair.

Their duties are as follows:

- i. The Chair will preside over all Board meetings and will develop the Board meeting Agenda with input from member institutions and in collaboration with the Consortia Director. The Chair will perform other duties as assigned by the Board.
- ii. The Vice-chair will act as Chair in the Chair's absence and will perform other duties as temporarily assigned by the Board.

### **7.1.2 Reports**

The Board will receive reports on the activities of the consortium members in relation to the plan from Staff and members. Opportunities will be provided for public input.

### **7.1.3 Meetings**

All Board meetings will occur once a month unless the board decides otherwise. Meetings will be open to the public. The Board will develop a 6-month calendar of Board meetings that will contain location, dates, and times of all meetings. This calendar will be posted on the GOAL website.

At least 72 hours prior to a public board meeting, the agenda shall be posted at the hosting member's main office and on the consortium web site in a location easily accessible by the public.

### **7.1.4 Special Meetings**

Special meetings may be called by the Chair, or by a simple majority of the Board.

### **7.1.5 Board Minutes**

The Board is responsible for providing minutes for all regularly scheduled or special Board meetings. The Board can employ Staff to complete minutes for each meeting and have Staff include these minutes in the following meeting's agenda. Approved minutes will be posted on GOAL's website once approved

### **7.1.6 Public Input**

Comments submitted to the Consortia Director via email will be read as part of the comment agenda item. Discussion of all comments will be included in the minutes of the meeting and posted on the GOAL web site.

All proposed decisions will be considered in open by passing votes and making minutes available on the website. The website, which will allow public members to view the minutes and be allowed to ask proposed questions.

The Consortium will solicit and consider comments and input regarding the public agenda from other entities that provide education and workforce services for adults in the region by announcing its tentative decision in its regularly scheduled meetings and soliciting comment from these entities at the time of the meeting. The Consortia Director may limit comment time of each entity to 10 minutes or less in the interest of conducting a meeting in a timely manner. Members of the Consortium will consider comments and can make a final decision at the meeting, or defer a decision for further consideration.

### **7.1.7 Quorum**

For meetings of the GOAL Board, a quorum shall be the majority of the Board. 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.

### **7.1.8 Decisions or Voting**

It is suggested that whenever possible Board Representatives strive for unanimous decisions as a demonstration of consortium cohesion and collaboration. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote. Each member of the Consortium has one vote.

## **7.2 AD HOC COMMITTEE AND FUNCTION**

### **7.2.1 Purpose**

Ad hoc committees will have a defined purpose and a time frame to accomplish that purpose. Ad hoc committees have not been delegated any decision-making power. The specific purpose of each ad hoc committee may vary but will be project focused and short term in nature. Generally, the primary function of an ad hoc committee is to give specific expert advice and suggestions. The advice and suggestions should focus on the goals set by GOAL. It is the board's role to take action based on information received from the ad hoc committee and other sources.

### **7.2.2 Meetings**

Ad hoc committees will have a defined purpose and a time frame to accomplish that purpose. Attendees of ad hoc meetings will be relevant subject matter experts as recommended by either the Board, Consortia Director or both.

### **7.2.3 Reporting**

Ad Hoc Committee recommendations will be made by Board, Consortia Director, or both. Reports will be submitted to the board. Documents will include both suggested action and justification for suggestions. The board will respond/react to such recommendations/reports during consecutive Board Meetings.

## **8 FISCAL YEAR**

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GOAL and its members will follow the AEBG fiscal year of July 1 through June 30.

## **9 FUNDING**

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### **9.1 ALLOCATION**

As a condition of receipt of an apportionment from the program, a consortium shall approve a distribution schedule, Consortia Fiscal Administrative Declaration (CFAD) that includes both of the following: (1) The amount of funds to be distributed to each member of the consortium for that fiscal year. (2) A narrative (the AEBG annual plan) justifying how the planned allocations are consistent with the adult education plan. (84914 (a) (1) and (2)). CFAD allocation must have a unanimous vote by consortium members, who must sign the CFAD reflecting their approval. The prior year's formula will be used if a new formula is not approved. CFAD allocation may be adjusted and amended through the program year, except to direct funded members. The state disbursement schedule to direct-funded members cannot be altered during the months of August to June.

GOAL recognizes members and partners have multiple revenue streams that directly or indirectly support the Purpose and Plan of GOAL. All GOAL members will provide information on the total amount they are receiving to administer adult education and workforce development programs, programs offered and number of students served.

- i. The Board will approve the funding allocation of each consortium member annually.

- ii. The Board will distribute funding to address gaps in Adult Education services in Santa Cruz County as addressed in the Annual Plan.
- iii. The Board will approve base funding to each Adult Education member at the funding level of no less than the allocation provided the previous school year, unless the member relinquishes all or a portion of their funding. This annual approval is subject to funding provided by the state.

## **9.2 REPORTING**

All members have committed to reporting funds. All funded members will submit to the Consortium Director timely reports in accordance with the State Chancellor's Office program and fiscal reporting requirements. The expenditure of funds will be evaluated by the Consortium members to ensure alignment with the goals and outcome measures of the Consortium and the State. Fiscal expenditures will be validated by Consortia staff, fiscal consultant, or audit activities as necessary.

## **9.3 FISCAL STRUCTURE**

The Consortium has chosen a Direct Funding model at its April 10, 2017 GOAL Board meeting.