

Attachment 3
CTAP 11
Governance Rules and Policy

The proposed name of this council shall be the CTAP 11 Regional Governance Council (RGC), serving the public schools of the 80 districts in Los Angeles County. The RGC shall approve all activities and services provided in the region, provide oversight of operations and program delivery, and ensure that all schools, consortia, and districts have equitable access to regional services. Designated representatives will attend the CTAP 11 RGC meetings.

The responsibilities of the CTAP 11's Regional Governance Structure will be to oversee the implementation of the CTAP 11 RETS plan for 2005-08. RGC duties include:

- insure RLA's ability to provide the program(s) and service(s) described in the application.
- formulation and oversight of the plan, including the region's process for collaborative development of the 2005-2008 CTAP 11 grant application, how this plan is part of the larger regional planning effort, and how districts and consortia have agreed to work together in the regional planning.
- oversight of coordination of services and resources to be provided on a regional basis to ensure equitable access for all schools, consortia and districts, and county office of education.
- approval authority of program activities and services.
- assessment of the local needs annually.
- review expenditures of the RLA and ensure that funds will be spent in the year received.

Membership

The RGC membership will include representatives from each of the larger districts and representatives from consortia representing multi-district sub-regions of Los Angeles County.

Membership will also include regional or statewide program representatives from BTSA, RSDSS, AVID, CLRN (SETS Project), Ed Programs at the Los Angeles County Office of Education and the HSN. RGC members include teachers, county, district and school site administrators, technology directors, librarians, consultants, and representatives from higher education.

The county superintendent and the chief technology officer are kept informed of activities and are invited to meetings. At the local level, superintendents, assistant superintendents and directors have made diverse and active representation a high priority, so they continue to work to ensure that all stakeholders have a voice in CTAP governance. Generally, district superintendents designate representatives that will serve on the Regional Governance Council. Decisions made by this group are based on annual needs surveys, local evaluations of specific events and activities, and recommendations from a wide range of participants in CTAP 11 services. There will be representation from technology-underserved districts.

Terms of Membership

Each representative is approved and expected to serve a three-year term for RGC membership. However, each year there may be a membership adjustment based on local needs or staff changes. The meetings of the RGC shall be conducted in accordance with “Robert’s Rules of Order” (revised edition).

Meetings

Members are expected to attend four scheduled RGC Meetings per year. A member who is unable to attend may send a designated representative only if they notify the director prior to the meeting. A meeting shall only be held when a quorum is in attendance. A quorum is defined as 51 percent of the current appointed members of the RGC. Minutes shall be taken at all meetings and sent to the CDE Liaison one week after the meeting date. (See Attachment 4)

Decision Making of the RGC

The goal of the RGC is to have all decisions made by consensus; if consensus cannot be achieved, then a vote will be called and decisions will be approved agreed to by a majority of the members in attendance. Only official RGC representatives shall vote in governance meetings. Budget votes cannot be taken without a one-week notice to members. The RGC recognizes that as the RLA, LACOE reserves the right to make final decisions on fiscal matters.