

2020-2021

Metro North Adult Basic Education Consortium Agreement

Purpose:

The purpose of the Metro North Adult Basic Education (ABE) consortium is to provide Adult Basic Education through the collaborative use of federal, state and local resources.

Membership:

The eight members of the Metro North ABE Consortium include:

Anoka Hennepin ISD #11 (fiscal agent)	Elk River ISD #728
Brooklyn Center ISD # 286	Fridley ISD #14
Centennial ISD #12	Spring Lake Park ISD #16
Columbia Heights ISD #13	St. Francis ISD #15

Metro North ABE Board Responsibilities:

1. The Metro North ABE Consortium is not a legal entity. All authority and liability rests with the school boards of the participating member school districts.
2. The Metro North ABE Consortium certifies that adult basic education services will be delivered in accordance with all applicable Federal and State laws, regulations, rules, policies, procedures and assurances.
3. The Metro North ABE Board further agrees to meet a minimum of four (4) times a year to approve a budget, and decide issues of common interest related to fulfilling the consortium purpose.

Member Responsibilities:

1. Provide a representative to the Metro North ABE Board who will attend at least 75% of the scheduled meetings annually.
2. Provide required fiscal and performance data to the Fiscal Agent staff by any stated deadlines.
3. Annually invoice the consortium for the amount of Federal and State aid for which they qualify and per agreement (see #6 and 7 below), as conveyed by the Fiscal Agent and for which they submit, prior to any disbursement, evidence of valid expenditures minus the previously agreed upon Central Service fee (#4 below). If a member is unable to show expenditures equal to that awarded by prior year contact hours and the State Formula they may be able to carry over an amount up to twenty percent of their total allocation to be used in the fifth quarter. The invoice is due to the fiscal agent within one month of the close of the fiscal year.
4. All members will contribute a percentage of their annual ABE State and Federal allocation to fund the services that are offered at the consortium level (see below). The budget for these central services will vary with the needs of the consortium and will be outlined each year as the budget is presented by the fiscal agent. This charge will be paid annually as a reduction of income prior to the aforementioned distributions.

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5. Provide a signature below as evidence that the member representative has read, understands and agrees to this Agreement and the annual Minnesota ABE Assurances.
6. The following consortia (Anoka Hennepin, Centennial, Elk River, St. Francis) supervise their own site programming and are responsible for providing appropriate instructional space, equipment, and support services for adult learners and for ensuring that their program is in compliance with all assurances and requirements of the state including those related to efficiency of programming and student progress. All funds earned by their site, based on Federal and State formulas, will go to the consortium member, minus the Central Services charge as determined by the Fiscal agent annually during the budgeting process (see #4 above).
7. All remaining consortium members (Brooklyn Center, Columbia Heights, Fridley and Spring Lake Park) cede management of staff and programming to the fiscal agent, while still maintaining close communication with the site manager of the site their funds are supporting. All State and Federal funds earned by programming at this site will be utilized for the programming and administration of that site minus a 5% administrative fee which goes back to the consortium member. Brooklyn Center and Anoka both have residents attending the site and so the Administration fee will be shared between the programs proportionally to the student breakdown and both contribute funds to support the site, per agreement.

Fiscal Agent Responsibilities:

1. Collect and maintain student and fiscal data from Metro North ABE members utilizing the state required database.
2. Submit required reports to the State of Minnesota, including those showing performance and fiscal management.
3. Develop the annual ABE grant application as well as any other applications involved with meeting Federal and State requirements, and attend any meetings/training required by MDE ABE.
4. Receive State and Federal Aid for adult basic education for the consortium.
5. Distribute State and Federal Aid for adult basic education to Metro North ABE consortium members per their district's agreement with Metro North and their prior year performance and state and federal funding formula allocations.
6. Management and operations of the Metro North ABE Central Services staff and funds. Services include:
 - Data collection per state and federal requirements
 - Report generation to assist with Director and supervisor program/site management
 - Development and submission of the State 5 Year Narrative and any Federal applications, including review and update of policies and procedures
 - Professional Development for teachers and other staff
 - Volunteer recruitment and coordination
 - Development of marketing materials and tracking of marketing impact
 - Referrals of students to appropriate sites and programs
 - Student surveys conducted and results shared

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- Site management for those Consortia who are not managing their own site with an eye towards quality student outcomes balanced with maximized contact hour revenue and efficient use of resources as well as coordination with college, nonprofit and workforce partners.
 - Collaboration and idea sharing, as appropriate
 - Management of donated funds through the Anoka Hennepin Educational Foundation
 - Act as fiscal agent
7. Management of all ABE staff whose consortia has ceded management to the fiscal agent (see above).
 8. Consortium meeting scheduling and facilitation.
 9. Keeping the Consortium Directors informed of all information and issues relevant to efficient and effective functioning of the consortium.
 10. Ascertaining the efficient and effective functioning of all Consortia sites and assisting all consortia members to meet state guidelines for functioning.
 11. Representation on the Workforce Development Board for Anoka County.
 12. Development of a proposed budget for the consortium which is presented annually to the board for approval.
 13. Coordinate annual signature of Consortium Agreement by members.

Aid Entitlement and Distribution:

The Metro North ABE Board will approve an annual budget. Member Aid entitlements will be based on current federal and state law and policies for calculation of funding eligibility. The Metro North ABE Board may choose to redistribute member entitlements based on consortium needs. The Fiscal Agent will distribute aid payment on an annual basis in accordance with the Metro North ABE budget and in relation to the aid received from state and federal sources and based upon invoices and documentation from members, as outlined above.

(Reviewer: Please note that each district signs individually and send it to the fiscal agent where they are all c file. This is the unsigned version that went to each of them).

Print Full Name of Community Education Director, District name

Signature

Date