

2.1 Describe the governance and decision-making processes in place between the consortium fiscal agent and its members. Address the following:

- **Indicate the fiscal agent and all additional members of the consortium.**
- **Which members are ABE providers? (ABE providers are members, including the fiscal agent, that receive funding to run ABE programming.)**
- **Describe consortium meetings, including: frequency, typical agenda items, and invited/required participants with expectations for their attendance.**
- **How and when is the annual consortium agreement developed and signed by the consortium and its members?**

Fiscal Agent and Consortium Members

The Duluth Adult Education Consortium exists within Duluth Public Schools ISD 709 as the fiscal agent with consortium partners Proctor Public Schools ISD 704 and Hermantown Public Schools ISD 700.

ABE Providers

Duluth Adult Education is the only provider receiving funds to run ABE programming.

Consortium Meetings

Consortium meetings are called typically twice per year: mid-summer and early winter. Each of these meetings are held between the Manager of Duluth Adult Education and the Proctor/Hermantown Community Education Director and is scheduled solely on the joint availability of each partner.

The summer meeting (typically June or July) consists of

- A review of the consortium agreement and request for signatures.
- A discussion around joint classes, locations, instructors, and marketing for fall programming.
- A plan for marketing and recruitment for classes
- Updates are provided in ABE federal and state law, practice, and policy as well as local procedures to ensure adherence (class qualifications and reporting procedures, assessments, programming options, educational standards adoptions, etc).

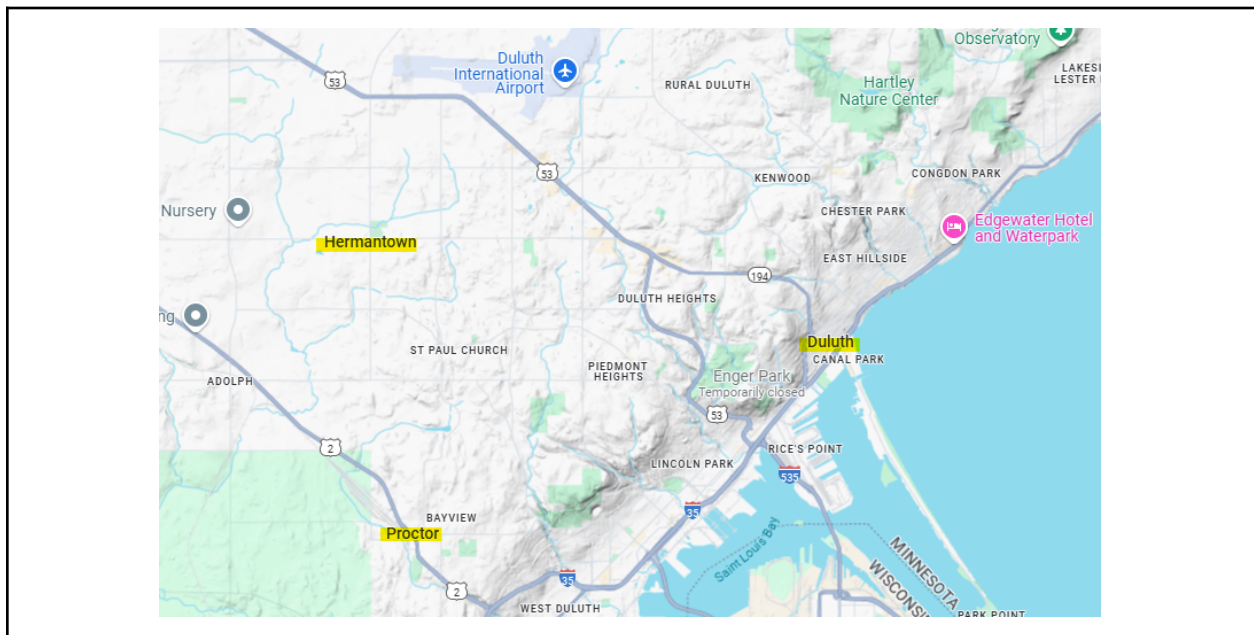
The winter meeting (typically late November or early December) consists of

- A discussion around joint classes, locations, instructors, and marketing for spring programming.
- A plan for marketing and recruitment for classes
- Updates are provided in ABE federal and state law, practice, and policy as well as local procedures to ensure adherence (class qualifications and reporting procedures, assessments, programming options, educational standards adoptions, etc).

Consortium Agreement

The Consortium Agreement and any financial obligations contained within are overseen by ISD 709's Executive Director of Business Services. Proctor and Hermantown School Districts finance a joint Community Education Program and Duluth Adult Education interfaces with the Proctor Hermantown Community Education Director who manages that joint program. The Consortium Agreement is developed by the Duluth Adult Education Manager and then reviewed by the ISD 709 Manager of Finance prior to presenting to the Consortium members. The Consortium Agreement is typically signed in the summer.

In FY 2019, Duluth Adult Education became the sole ABE provider, and the Consortium Agreement was amended to reflect that change. Due to the ongoing challenges of creating classes that are sustainable in the Proctor and Hermantown areas, it was determined that it was most effective to centralize course offerings. Duluth, Hermantown, and Proctor are adjacent to each other, geographically close, and share a public transit system.



However, the Duluth Adult Education Manager and the Proctor Hermantown Community Education Director continue discussion on bringing class offerings to the Proctor Hermantown Community based on specific identified needs. In the fall of 2021 the Proctor Hermantown school districts were in need of paraprofessionals and Duluth Adult Education offered paraprofessional training at the St. Luke's Sport and Recreation Center in Proctor. Most recent discussions have explored piloting a family literacy model between the Proctor Hermantown Early Childhood Family Education program and Duluth Adult Education.