



## 2012-2013 Consortium Agreement

### Clackamas Career and Technical Education Consortium (C-TEC)

The Clackamas Career and Technical Education Consortium (C-TEC) works together to provide support for schools in the implementation and improvement of quality Career and Technical Education programs. This voluntary Consortium of 8 school districts in Clackamas County, Clackamas Education Service District and Clackamas Community College has been in place for over 25 years. Each school district Superintendent and Community College president elects to maintain membership in the Consortium through its annual Consolidated Improvement Plan, which requires each district to identify how supplemental federal funds will be spent to support the attainment of the districts improvement goals. This agreement outlines the goals and the working relationship of the consortium.

#### 1. Membership

The partners in the C-TEC Consortium, will be:

- Canby School District, Canby High School
- Clackamas Community College
- Clackamas Education Service District (ESD)
- Colton School District, Colton High School
- Estacada School District, Estacada High School
- Gladstone School District, Gladstone High School
- Molalla River School District, Molalla High School
- North Clackamas School District, Sabin-Schellenberg Professional Technical Center
- Oregon City School District, Oregon City High School
- West Linn-Wilsonville School District, West Linn High School and Wilsonville High School

Membership in this Consortium is voluntary. Member may withdraw from the Consortium by submitting a written request to the Fiscal Agent prior to February 1<sup>st</sup> for the following academic year providing the individual Member follows all Carl Perkins guidelines to establish itself as a separate, individual, funding entity with the Oregon Department of Education, Office of Educational Innovation & Improvement.

- a. **Consortium Membership:** Any and all representatives from the member schools are encouraged to attend Consortium meetings and provide input when appropriate. Voting only occurs at Steering Committee meetings.
- b. **Steering Committee (Voting) Membership:** Member schools will appoint one person per school (administrator, teacher, or staff member) to represent and vote for them on the C-TEC Steering Committee (herein after referred to as "Steering Committee Member"). Clackamas Community College is allowed two voting members. Member schools are allowed to vote when they have an approved CTE Program of Study. Other school and interested parties may attend steering committee meetings. However, when a vote is necessary, the Members will be limited to the number of votes allocated to them. Votes will be limited to those present.
- c. **Consortium Chairperson:** Clackamas Community College's Dean of Technology, Health Occupations and Workforce will be the ex-officio head of the Consortium
- d. **Consortium Coordinator (Manager):** Clackamas ESD's Regional Coordinator or his/her representative will establish a meeting schedule and provide a venue for sharing information
- e. **Quorum:** In order to have a quorum necessary to make decisions, at least 50% of the Consortium's voting members must be present.
- f. **Majority Vote:** Decisions will be based on finding a mutually acceptable solution/group consensus whenever possible; however, it is agreed that if an issue must be determined by a

division of the house, a simple majority of the votes possible for the number of members/proxies present will be binding on all parties.

- g. **Removal/Changes in Governance:** Any planned removal of a Member for failure to follow Perkins assurances and/or any planned change in the rules of governance of this Consortium must be presented in writing for a first reading and discussion at a regular Steering Committee meeting or a special one called in compliance with the procedure outlined in this document. The Regional Coordinator will present the written copy of this plan/change to all Steering Committee Members at least one week before the next meeting, at which time action may be taken on the measure. A simple majority of members/proxies of the quorum will be required to pass a removal or change in governance.
- h. **Assurances Requirement:** All decisions must be in conformance with the assurances, standards, and or/mandated guidelines set forth by the Federal Government pertaining to Carl D. Perkins Career & Technical Education Act of 2006, No Child Left Behind of 2002, the Oregon Department of Education and/or state and federal laws.
- i. **Meeting Dates:** Meeting dates will be prescheduled and Members will be reminded of the meeting by e-mail at least one week prior to the date. Should an emergency situation arise, a special meeting may be called by the Regional Coordinator.
- j. **Renewal:** This document must be reviewed and renewed by each member annually.
- k. **New Members:** New Members will be added to this Consortium only when the Steering Committee reaches an agreement to allow another school/district to become a Member.
- l. **Administrative Costs and Services:** C-TEC manages the Perkins resources that are received by the eligible institutions within the consortium at the direction of the C-TEC Steering Committee. There are no additional membership fees or costs
- m. **Access to Data** – Consortium Member schools grant the fiscal agent access to confidential and personally identifiable student data relating to the implementation of career and technical education programs

## 2. Purpose of this Agreement

The purpose of the Consortium Agreement is to:

- a. Give an updated, legal structure to the Clackamas Career and Technical Education Consortium (C-TEC).
- b. Confirm each Members' willingness to continue the Consortium model of Carl Perkins funding using this document as a structural, governance guideline.
- c. Communicate structure, roles and responsibilities to member schools

## 3. Purpose of the Consortium

The Consortium is formed to:

- a. Provide professional development, curriculum, licensure support and researched-based program improvement for CTE teachers and CTE Programs of Study
- b. Leverage resources and knowledge of the collective whole to best improve Career and Technical Education for Member schools
- c. Provide a collective voice of schools to:
  - 1) Advocate for Career and Technical Education
  - 2) Represent the education community to business and industry
  - 3) Pursue additional funding and resources that support Consortium goals
- d. Consolidate the administration of funds and annual reports by having Clackamas Education Service District act as the fiscal agent and working together to establish and approve a yearly Consortium budget

- e. Provide a forum where all Members can have access to the latest change(s) in program guidelines and/or requirements from the State and Federal levels
- f. Use data driven decision making and to evaluate and consider student performance data when establishing consortium goals, strategies and activities.

## **4. Roles & Responsibilities**

### **A. Fiscal Agent**

The Fiscal Agent for 2011-2012 is identified as the Clackamas Education Service District (ESD)

1. Develop and submit all Perkins required planning and reporting documents to Oregon Department of Education on behalf of Member schools
2. Develop Consortium budget at the direction of the C-TEC Steering Committee
3. Maintain inventory of Consortium equipment
4. Provide leadership to connect systems and strategies that align CTE programs with the Oregon Department of Education requirements and best practices in instruction
5. Assist in development and approval of Programs of Study by aligning secondary and postsecondary instruction, curriculum, and assessment
6. Provide leadership for the Instructor Appraisal Committee process to obtain CTE licensure or endorsements for teachers
7. Research and communicate program performance based on the student performance data from Perkins Performance measures both at the aggregated consortium and individual school levels.
8. Provide technical assistance to CTE programs and teachers
9. Support teachers in development and improvement of CTE Programs of Study
10. Create and sustain ongoing relationships to support CTE Programs of Study
11. Plan and conduct professional and curriculum development events that improve CTE instruction and delivery
12. Pursue additional resources and projects as directed by the C-TEC Steering Committee
13. Ensure that Clackamas ESD does not exceed the 5% administrative or indirect cap allowed for Perkins funding

### **B. School Administrators**

1. Serve as the Steering Committee Member or designate representative in your building to perform that function.
2. Oversee the professional development of CTE Instructors in your building and ensure that they are meeting the requirements of the Act before expending funds on the programs.
3. Work with your designated Steering Committee Member to approve Perkins Requests. Ensure that funds are being allocated strategically according to your local Five Year Perkins plan and within the guidelines provided in the Act.
4. Comply with the federal, state and local assurances.

### **C. Steering Committee Members**

1. Serve as the primary point of contact for your school in the Consortium.
2. Attend Steering Committee Meetings and other pertinent meetings related to CTE programs.
3. Communicate information received at Consortium and Steering Committee meetings to administrative and CTE staff.
4. Provide guidance to CTE teachers in your schools that will help them understand what is developing within our region and around the state.
5. Coordinate and administer the appropriate expenditure of Carl Perkins funds and the tracking of equipment purchased with such funds, including
  - a. Prepare Five Year Plan updates for local Perkins dollars
  - b. Submit Annual Perkins Expenditure Report
  - c. Review Requests for Purchase Orders and Professional Development to insure they comply with Perkins requirements
  - d. Ensure a Carl Perkins equipment inventory is maintained

6. Complete and submit CTE required reports in a timely and accurate manner, including:
  - a. Complete Annual Program Review
  - b. Collect and submit year-end CTE data or assist designated staff person at your school.
7. Promote CTE regional activities to students and teachers in your schools, including dual credit, professional development and student events.
8. Assist with CTE Program Approval and CTE Teacher Certification issues within your school.
9. Provide the C-TEC Consortium with ideas that will improve CTE opportunities throughout the region.

#### **D. CTE Instructors**

1. Familiarize yourself with Perkins requirements and the changes in the Carl D. Perkins Career and Technical Education Act of 2006
2. Follow Perkins Fiscal Guidelines when requesting purchases or professional development funding
3. Participate in the professional development offered by the Consortium or otherwise beneficial to improving your program
4. Seek Perkins Eligible CTE Program of Study Approval for your program
5. Self-evaluate your program for the purpose of continuous improvement
6. Pay attention to your licensure requirements
7. Ask for help! Perkins requirements can be confusing. Steering Committee Members and the Regional Coordinator are available to assist.
8. Pursue opportunities for your students that will help them achieve their next steps: Dual Credit, Student Leadership Organizations, Career Pathways, Career-Related Learning, and the offering of Credit For Proficiency or Applied Academics in your program's coursework.

## **5. Asset Management**

#### **A. Fiscal Agent** - The Consortium Fiscal Agent will:

1. Develop and follow an Asset Accounting Procedure for assets purchased with Carl D. Perkins funds
2. Maintain an inventory of current assets in compliance with the Carl D Perkins Act
3. Provide technical assistance in matters related to Asset Accounting

#### **B. Consortium Members** - Consortium members will:

1. Follow the Asset Accounting Procedure
2. Report inventory in accordance with Carl D Perkins requirements
3. Follow the order of steps when an asset is no longer needed for the program for which it was acquired:
  - i. Transfer asset to another Approved CTE Program of Study within the same school or institution in which it was acquired. If no other CTE Program of Study at the school or institution can utilize the asset;
  - ii. Transfer asset to another Approved CTE Program of Study within another school or institution in the consortium and notify Consortium Fiscal Agent of the transfer. If no other school or institution can utilize the asset;
  - iii. Notify the Consortium Fiscal Agent who will work with the school or institution to a) transfer the asset to another federally funded program (e.g. 21<sup>st</sup> Century Community Learning Centers, ESEA programs, or Charter School Program Grant recipients) or b) sell or dispose of the asset
  - iv. Any financial revenue resulting from the sale of the asset will be re-invested in the original CTE Program of Study in which the asset was acquired or other CTE Programs of Study within the consortium

I agree to participate as a Member in the C-TEC Consortium as outlined in this Consortium Agreement:



5/21/12

\_\_\_\_\_  
Milt Dennison, Superintendent  
Clackamas Education Service District

Date

\_\_\_\_\_  
Bob Stewart, Superintendent  
Gladstone School District

Date

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Joanne Truesdell, President  
Clackamas Community College

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Molalla River School District

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Canby School District

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North Clackamas School District

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Oregon City School District

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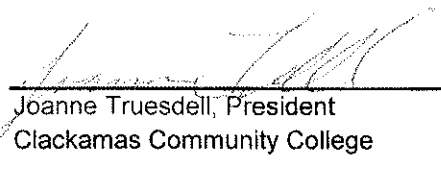
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Howard Fetz, Superintendent  
Estacada School District

Date

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William Rhoades, Superintendent  
West Linn/Wilsonville School District

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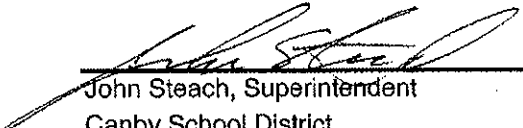
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Clackamas Community College		Molalla River School District	

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Linda Johnson, Superintendent	Date	Oregon City School District	
Colton School District			

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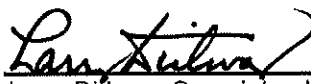
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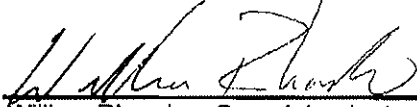
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