



# 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 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

Membership in this Consortium is voluntary, and a Member may withdraw from the Consortium before the budget for the next year is approved by the Consortium, 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 the Technical Career Division will be the ex-officio head of the Consortium
- d. **Consortium Coordinator:** Clackamas ESD's Regional Coordinator or his/her representative will set meeting agendas, facilitate meetings, and call special meetings when needed.
- 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.

## 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. In June 2008, the C-TEC Consortium applied for Carl Perkins funding via the Perkins Five Year Plan under "The Carl D. Perkins Career and Technical Education Act of 2006," and each school and Clackamas Community College agreed to release 100% of their funds to the consortium.
- c. Communicate structure, roles and responsibilities to member schools

## 3. Purpose of the Consortium

The Consortium is formed to:

- a. Enable the members to more economically handle the administration of funds and yearly reports by Clackamas Education Service District acting as the fiscal agent for all and to ensure the budget and all monies spent by the Consortium conform to Perkins Section 135 "Allowable Fund Uses" and "State and Federal Assurances" from the Carl D. Perkins Career and Technical Education Act of 2006 Five Year Plan.
- b. Work together to establish and approve a yearly Consortium budget using the combined funds of the Members to best meet individual Member's needs, consortium needs, educational needs of local business and industry, and innovative program needs, as Consortium members deem appropriate.
- c. Leverage resources and knowledge of the collective whole to best improve Career and Technical Education for Member schools
- d. 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

- 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

## 4. Roles & Responsibilities

### A. Fiscal Agent

1. Develop and submit all Perkins required planning and reporting documents to Oregon Department of Education on behalf of Member schools
2. Act as a liaison with the Oregon Department of Education on behalf of CTE programs for the purpose of sharing relevant CTE and Perkins information to member schools
3. Develop Consortium budget at the direction of the C-TEC Steering Committee
4. Conduct Instructor Appraisal Committee process to obtain CTE licensure or endorsements for teachers
5. Conduct Program of Study Approval, Quality Assurance and Annual Program Updates for Perkins Eligible CTE Programs
6. Provide technical assistance to regional CTE programs and teachers
7. Set meeting schedules, develop agendas and materials, and facilitate C-TEC and C-TEC Steering Committee Meetings
8. Plan and conduct events, professional development, teacher meetings and other events at the direction of C-TEC
9. Pursue additional resources and projects as directed by the C-TEC Steering Committee
10. Maintain inventory of Consortium equipment

### B. 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 appointed 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. Certificate of Assurances must be signed annually before Perkins funds can be spent.

### C. Steering Committee Members

1. Serve as the primary point of contact for your school for 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. Evolve your existing approved program into a Perkins Eligible Program of Study.
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.

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

Milt Dennison, Superintendent Clackamas Education Service District	Date	Bob Stewart, Superintendent Gladstone School District	Date
Joanne Truesdell, President Clackamas Community College	Date	Wayne Kostur, Superintendent Molalla River School District	Date
Jeff Rose, Superintendent Canby School District	Date	Ron Naso, Superintendent North Clackamas School District	Date
Linda Johnson, Superintendent Colton School District	Date	Roger Rada, Superintendent Oregon City School District	Date
Howard Fetz, Superintendent Estacada School District	Date	Roger Woehl, Superintendent West Linn/Wilsonville School District	Date