



South Suburban Adult Basic Education (SSABE) Consortium Agreement

1) **Purpose:**

The purpose of South Suburban ABE consortium is to provide Adult Basic Education opportunities to its adult residents 17 years of age and older who are not currently enrolled in public school regular classes through the collaborative use of federal, state, and local resources.

This agreement establishes the formal operational procedures used to facilitate the business of the consortium. This business includes management of the Consortium funding, expenditures, and reporting. It also includes the development of procedures necessary to promote efficient operation of the Consortium with regard to basic fiscal, program, and procedural responsibilities.

2) **Membership:**

This document constitutes an agreement between the member districts of the South Suburban Adult Basic Education Consortium. The membership includes the following districts: South St. Paul Public Schools #6, Inver Grove Heights ISD #199 and West St. Paul, Mendota Heights, Eagan ISD #197

3) **Period of Agreement:**

The length of this agreement is from July 1, 2026 to June 30, 2027 (once a year/annually)

4) **Member Districts Responsibilities:**

The participating consortium members include but are not limited to:

- Provide the services of their Community Education Director as a representative of ABE Team.
- Provide as needed: Space (classroom, computer access, copier/printer access, technology support, materials storage, etc.), equipment, evening building supervision, Community Education Catalog Advertising, child care, transportation.
- Promote SSABE programming
 - When inquiries occur, staff will provide a referral to SSABE Program Facilitator via phone call or email.
 - Promotion of SSSABE program options will be provided on each member district's and the TriDistrict website
 - Promotion of SSABE program options will be posted in the members district facilities
- Attend meeting (2X per year)(virtually or in-person)
- Provide signature below as evidence that the member representative has read, understands and agrees to this Agreement and the annual Minnesota ABE Assurances annually.
- Member districts may choose to leave the Consortium once the Consortium Agreement expires. Any district wishing to do so must give official notification of the change by February 1, with separation to occur July 1. The notification of the change needs to be sent to the MN Department of Education-ABE Director and the SSPPS Superintendent (SSPPS is the Fiscal Agent of SSABE)

5) Responsibilities of the fiscal agent (South St. Paul Public Schools#6)

South St. Paul, serving as fiscal agent, will:

Data/Finance

- Develop operational guidelines and procedures
- 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.
- Submit required reports to the State of Minnesota, including those showing performance and fiscal management.
- Data Collection per state and federal requirements.
- Development and submission of the State 5 Year Narrative and any federal applications, including review and update of policies and procedures.
- Receive and manage State and Federal Aid for adult basic education for the consortium.
- Develop and monitor budget for the consortium which is presented annually
- Include ABE budget as part of its yearly school district audit.
- Management of donated funds through the SSPPS Educational Foundation.

Staffing/Volunteers

- Hire staff or in cases of certain collaborative programming, recommend staff
- Provide space for Consortium Administration
- Professional development for teachers and other program staff
- Volunteer recruitment, training and coordination
- Development of marketing materials and tracking of market impact.

Public Relations/Collaboration

- Promote program activities utilizing a variety of outreach strategies
- Collaborate with Dakota County to facilitate workforce development and education
- Provide monthly reports to the 197 & 199 Community Education Directors to keep them informed of all information and issues relevant to efficient and effective functioning of the consortium.
- Student surveys conducted and results shared.
- Coordinate annual signature of the Consortium Agreement by members.

The undersigned understand and agree to items contained herein:

School board Chair, Special District 6

School board Clerk, Special District 6

Date: _____

Date: _____

School board Chair, ISD 199

School board Clerk, ISD 199

Date: _____

Date: _____

School board Chair, ISD 197

School board Clerk, ISD 197

Date: _____

Date: _____