

DATE: April 2, 2025
TO: Mark Jenson, Superintendent and Board of Education
FROM: Jason Kuehn, Director of Finance & Operations
SUBJECT: **Adult Education (AE) Agreements**

Attached are the agreements for the Adult Education (AE) Literacy Consortium program. Each location enters into an agreement to provide funds in partial support of area AE programming through base funding available for the program year 2025-26. The locations are as follows:

Ada-Borup-West School District
Frazee-Vergas School District
Lake Park-Audubon School District
New York Mills School District
Norman County East School District
Pelican Rapids School District
Perham School District
Rothsay School District
Ulen-Hitterdal School District

Administration recommends approval of these agreements.

cc: Jennifer Hellekson
Andrew Lesch

**DETROIT LAKES ADULT BASIC EDUCATION – SCHOOL DISTRICT #22
COMMUNITY EDUCATION**

THIS AGREEMENT by and between Frazee-Vergas ISD #23, 305 North Lake St. Frazee, MN 56544 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2025 to June 30th, 2026.

WHEREAS ISD #23 wishes to enter into an agreement to provide funds in partial support of area Adult Basic Education (ABE) programming through base funding available for the program year 2025-2026.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved ABE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide ABE programming in the ISD's area. This will accommodate ISD #23 and Detroit Lakes' obligation to provide the community with local ABE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #23 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Basic Education consortium. These funds will be used to supplement ABE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2025-2026 program year.
2. Publicize the ABE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the ABE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the ABE staff. Detroit Lakes will be responsible for providing fringe benefits(TRA) to the ABE staff through the Agency's in-place plans.
2. Collect and compile student data from MARCS forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state ABE aid under Section 124.531 for Adult Basic Education programming delivered by the consortium.
5. Allocate Distribute state ABE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Basic Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #23 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #23 and Detroit Lakes have executed this agreement this 1st day of July, 2025.

ISD #23
Frazee-Vergas
305 North Lake St.
Frazee MN 56544

Terry Karger
305 North Lake St
Frazee MN 56544

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY EDUCATION

THIS AGREEMENT by and between New York Mills ISD #553, 209 Hayes Ave, New York Mills, MN 56567 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2025 to June 30th, 2026.

WHEREAS ISD #553 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2025-2026.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #553 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #553 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2025-2026 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits(TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate Distribute state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #553 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #553 and Detroit Lakes have executed this agreement this 1st day of July, 2025.

ISD #553
New York Mills
209 Hayes Ave
New York Mills, MN 56567

Adam Johnson - Superintendent
209 Hayes Ave
New York Mills MN 56567

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

**DETROIT LAKES ADULT BASIC EDUCATION – SCHOOL DISTRICT #22
COMMUNITY EDUCATION**

THIS AGREEMENT by and between Rothsay ISD #850, 2040 Co. Rd. 52, Rothsay, MN 56579 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2025 to June 30th, 2026.

WHEREAS ISD #850 wishes to enter into an agreement to provide funds in partial support of area Adult Basic Education (ABE) programming through base funding available for the program year 2025-2026.

WHERE AS, Detroit Lakes Literacy Consortium, the State-approved ABE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide ABE programming in the ISD's area. This will accommodate ISD #850 and Detroit Lakes' obligation to provide the community with local ABE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #850 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Basic Education consortium. These funds will be used to supplement ABE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2025-2026 program year.
2. Publicize the ABE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the ABE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the ABE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the ABE staff through the Agency's in-place plans.
2. Collect and compile student data from MARCS forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state ABE aid under Section 124.531 for Adult Basic Education programming delivered by the consortium.
5. Allocate state ABE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Basic Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #850 or Detroit Lakes by providing the other party with a thirty(30) day written notice.

IN WITNESS WHERE OF ISD #850 and Detroit Lakes have executed this agreement this 1st day of July, 2025.

ISD #850
David Oehrlein
Superintendent
2040 Co. Rd. 52
Rothsay, MN 56579

ISD #22
Mark Jenson
Superintendent
702 Lake Ave
Detroit Lakes MN 56501

**DETROIT LAKES ADULT BASIC EDUCATION – SCHOOL DISTRICT #22
COMMUNITY EDUCATION**

THIS AGREEMENT by and between Ada-Borup-West School ISD #2854, 604 West Thorpe Ave, Ada MN 56510 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2025 to June 30th, 2026.

WHEREAS ISD # 2854 wishes to enter into an agreement to provide funds in partial support of area Adult Basic Education (ABE) programming through base funding available for the program year 2025-2026.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved ABE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide ABE programming in the ISD's area. This will accommodate ISD #2854 and Detroit Lakes' obligation to provide the community with local ABE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #2854 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Basic Education consortium. These funds will be used to supplement ABE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2025-2026 program year.
2. Publicize the ABE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the ABE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the ABE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the ABE staff through the Agency's in-place plans.
2. Collect and compile student data from MARCS forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state ABE aid under Section 124.531 for Adult Basic Education programming delivered by the consortium.
5. Allocate state ABE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Basic Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #2854 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #2854 and Detroit Lakes have executed this agreement this 1st day of July 2025.

ISD #2854
604 West Thorpe Ave
Ada MN 56510

Aaron Cook - Superintendent
Ada-Borup-West School District
604 West Thorpe Ave
Ada MN 56510

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY EDUCATION

THIS AGREEMENT by and between Lake Park Audubon School District ISD #2889, 611 Vigen Lane, PO box 479, Lake Park, MN 56554 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2025 to June 30th, 2026.

WHEREAS ISD # 2889 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2025-2026.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #2889 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #2889 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2025-2026 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #2889 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #2889 and Detroit Lakes have executed this agreement this 1st day of July 2025.

ISD #2889
PO Box 479
611 Vigen Lane
Lake Park, MN 56554

Dr. Tim Godfrey - Superintendent
Lake Park Audubon School District
PO Box 479 611 Vigen Lane
Lake Park, MN 56554

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

**LAKES AREA ADULT EDUCATION – SCHOOL DISTRICT #22 COMMUNITY
EDUCATION**

THIS AGREEMENT by and between Norman County East ISD #2215, 408 West Main, Twin Valley, MN 56584 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2025 to June 30th, 2026.

WHEREAS ISD #2215 wishes to enter into an agreement to provide funds in partial support of Lakes Area Adult Education (LAAE) programming through base funding available for the program year 2025-2026.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved LAAE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide LAAE programming in the ISD's area. This will accommodate ISD #2215 and Detroit Lakes' obligation to provide the community with local LAAE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #2215 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Education consortium. These funds will be used to supplement LAAE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2025-2026 program year.
2. Publicize the LAAE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the LAAE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the LAAE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the LAAE staff through the Agency's in-place plans.
2. Collect and compile student data from SID forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state LAAE aid under Section 124.531 for Adult Education programming delivered by the consortium.
5. Allocate state LAAE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #2215 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHEREOF ISD #2215 and Detroit Lakes have executed this agreement this 1st day of July, 2025.

ISD #2215
Norman County East
PO Box 420
408 West Main
Twin Valley, MN 56584

Rob Nudell
408 West Main
Twin Valley, MN 56584

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

**DETROIT LAKES ADULT BASIC EDUCATION – SCHOOL DISTRICT #22
COMMUNITY EDUCATION**

THIS AGREEMENT by and between Pelican Rapids ISD #548, PO Box 642, 310 S. Broadway, Pelican Rapids, MN 56572 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2025 to June 30th, 2026.

WHEREAS ISD #548 wishes to enter into an agreement to provide funds in partial support of area Adult Basic Education (ABE) programming through base funding available for the program year 2025-2026.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved ABE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide ABE programming in the ISD's area. This will accommodate ISD #548 and Detroit Lakes' obligation to provide the community with local ABE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #548 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Basic Education consortium. These funds will be used to supplement ABE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2025-2026 program year.
2. Publicize the ABE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the ABE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the ABE staff. Detroit Lakes will be responsible for providing fringe benefits(TRA) to the ABE staff through the Agency's in-place plans.
2. Collect and compile student data from MARCS forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state ABE aid under Section 124.531 for Adult Basic Education programming delivered by the consortium.
5. Allocate Distribute state ABE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Basic Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #548 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD#548 and Detroit Lakes have executed this agreement this 1st day of July, 2025.

ISD #548
Pelican Rapids
P.O. Box 642
310 S. Broadway
Pelican Rapids MN 56572

Brian Korf
P.O. Box 642, 310 S. Broadway
Pelican Rapids MN 56572

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

**DETROIT LAKES ADULT BASIC EDUCATION – SCHOOL DISTRICT #22
COMMUNITY EDUCATION**

THIS AGREEMENT by and between Perham-Dent ISD #549, 800 Coney St. West, Perham MN 56573 and the Detroit Lakes Literacy Consortium, 900 Highway 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2025 to June 30th, 2026.

WHEREAS ISD #549 wishes to enter into an agreement to provide funds in partial support of area Adult Basic Education (ABE) programming through base funding available for the program year 2025-2026.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved ABE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide ABE programming in the ISD's area. This will accommodate ISD #549 and Detroit Lakes' obligation to provide the community with local ABE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #549 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Basic Education consortium. These funds will be used to supplement ABE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2025-2026 program year.
2. Publicize the ABE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the ABE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the ABE staff. Detroit Lakes will be responsible for providing fringe benefits(TRA) to the ABE staff through the Agency's in-place plans.
2. Collect and compile student data from MARCS forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state ABE aid under Section 124.531 for Adult Basic Education programming delivered by the consortium.
5. Allocate Distribute state ABE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Basic Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #549 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #549 and Detroit Lakes have executed this agreement this 1st day of July, 2025.

ISD #549
Perham-Dent
800 Coney St West
Perham MN 56573

Mitch Anderson
800 Coney St West
Perham MN 56573

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501

**DETROIT LAKES ADULT BASIC EDUCATION – SCHOOL DISTRICT #22
COMMUNITY EDUCATION**

THIS AGREEMENT by and between Ulen-Hitterdal ISD #914, 27 2nd Street NW, Ulen MN 56585 and the Detroit Lakes Literacy Consortium, 900 Hwy 34 East, Detroit Lakes, MN 56501 for the period of July 1st, 2025 to June 30th, 2026.

WHEREAS ISD #914 wishes to enter into an agreement to provide funds in partial support of area Adult Basic Education (ABE) programming through base funding available for the program year 2025-2026.

WHEREAS, Detroit Lakes Literacy Consortium, the State-approved ABE provider for this area, wishes to enter into an agreement to supplement these same aforementioned funds to provide ABE programming in the ISD's area. This will accommodate ISD #914 and Detroit Lakes' obligation to provide the community with local ABE which is accessible and appropriate for area needs.

NOW, THEREFORE, the parties agree as follows:

As a member of the consortium, ISD #914 agrees to:

1. Provide funding in accordance with base funding to be contributed towards the local area's Adult Basic Education consortium. These funds will be used to supplement ABE instructor wage and fringe, skills workshops, administrative costs, materials, supplies, printing/advertising, instructor training, mileage and participant supportive services. This contribution will meet obligation for the 2025-2026 program year.
2. Publicize the ABE program in school district and community education newsletters and assist with other effective program marketing.
3. Provide space for the ABE classes to be held.

As the consortium fiscal agent, Detroit Lakes agrees to:

1. Remain the employer of records for the ABE staff. Detroit Lakes will be responsible for providing fringe benefits (TRA) to the ABE staff through the Agency's in-place plans.
2. Collect and compile student data from MARCS forms.
3. Submit required performance reports and fiscal reports to MDE.
4. Receive state ABE aid under Section 124.531 for Adult Basic Education programming delivered by the consortium.
5. Allocate state ABE aid to members of the consortium according to this agreement.

This Agreement represents a collaborative effort to encourage the delivery of Adult Basic Education programs to local school districts by way of the consortium concept in a cost-effective manner. The agreement may be modified, revised or terminated by either ISD #914 or Detroit Lakes by providing the other party with a thirty (30) day written notice.

IN WITNESS WHERE OF ISD #914 and Detroit Lakes have executed this agreement this 1st day of July, 2025.

ISD #914
27 2nd Street Northwest
Ulen, MN 56585

Dustin Flaten
Ulen-Hitterdal School District
27 2nd Street NW
Ulen, MN 56585

Mark Jenson - Superintendent
ISD #22
702 Lake Ave
Detroit Lakes MN 56501
