

Consortium Council Guidelines for Carl Perkins

November 2014

Establishing a Carl Perkins Consortium

- School districts that do not meet the \$15,001 minimum allocation amount are required to join a consortium.
- One of the school districts or a CESA is designated as the fiscal agent for the consortium. The consortium operates for the benefit of all participating school districts.
- School districts must enter into a consortium agreement through a *Contract for a CESA Services Agreement* or a *Contract for a 66.03 Agreement*. If the local contract includes the same language as the DPI contract, it may be used instead of the DPI contract, but review the language carefully to ensure that the provisions covered in the local contract do not conflict with the language in the DPI contract. Information regarding these agreements and samples are found at http://sfs.dpi.wi.gov/sfs_coop_agree. The actual forms are found on the Carl Perkins application page at http://cte.dpi.wi.gov/cte_cpapps15.
- A completed contract for **one** of the participating school districts is included as part of the 2015-16 *Carl Perkins Basic Grant Application*. Depending on the local situation, the contract may be for one, two, three, or four years in duration. **By signature**, the fiscal agent administrator will certify that signed contracts are on file with the fiscal agent administrator.

Requirements of serving as a fiscal agent for the consortium

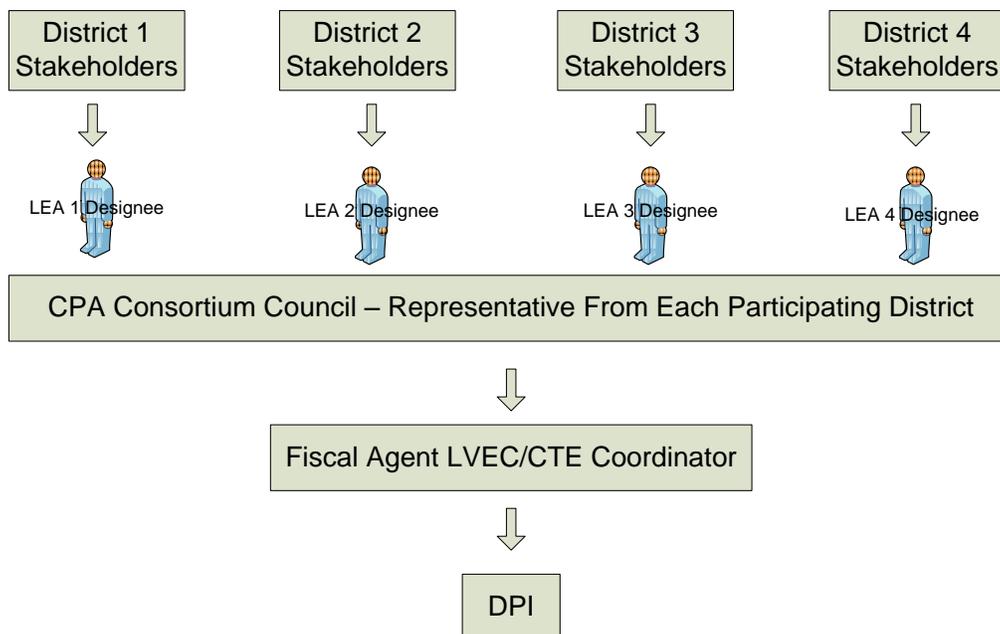
- You must follow the DPI Fiscal Agent Requirements for all Consortiums as established by the School Financial Services team found at http://sfs.dpi.wi.gov/sfs_coop_agree.
- Each consortium's fiscal agent must employ a **certified** Local Vocational Education Coordinator (LVEC/CTE Coordinator) and this individual must provide leadership in the planning and implementing of the Carl Perkins Application for all the participating school districts they represent.
- The certified LVEC/CTE Coordinator employed by the consortium's fiscal agent will be the direct liaison person with the assigned DPI consultant.
- The fiscal agent LVEC/CTE Coordinator will inform participating school districts of the required data and reports and will compile and submit materials to DPI.
- Equipment (capital outlay) must be purchased by the fiscal agent and remains the property of the consortium. Non-capital items that carry value and that other participating school districts in the consortium could benefit from should also be treated as such (i.e. computers). The fiscal agent will develop a plan for final disposition of equipment, facilities, and materials. This fiscal agent can lease a piece of equipment that is housed/used at one of the participating districts. Similar to final disposition of equipment, the fiscal agent will develop a plan for termination of leases for the consortium. Guidelines for equipment related to Carl Perkins can be found at http://cte.dpi.wi.gov/cpa_fiscalinfo.

Requirements of serving as a fiscal agent for the consortium (continued)

- Consortium agreements are assumed to be for the local planning period and are governed by the aforementioned contract.
- All transactions will be recorded in the project account established by the fiscal agent. Three levels of maintaining supporting documentation are allowable under this fiscal agent policy statement and can be found on the Fiscal Agent Requirements document at http://sfs.dpi.wi.gov/sfs_coop_agree. In accordance with the underlying principle of this policy statement, sufficient documentation must be maintained by the fiscal agent to allow the fiscal agent's external auditor to perform the fiscal and compliance audit of the grant award.
- *It is unacceptable for the fiscal agent to directly disburse grant funds to a participating organization prior to receiving supporting documentation for the disbursement of grant funds.*

Forming the Consortium Council

- Each school district is responsible to participate in planning and implementation of the project and to provide the required data and reports to the fiscal agent.
- Each school district must be involved in all activities being funded with the consortium's CPA funds.
- Each participating school district will assign a contact person to act as a liaison to the fiscal agent LVEC/CTE Coordinator. Both will be members of the CPA Consortium Council.
- The CPA Consortium Council identifies common needs, interests, and goals that can be addressed through a consortium Carl Perkins application.



Leaving a Consortium

In the event that a consortium determines that it is not in its best interests for a school district to remain in the consortium and/or a school district determines that it is not in its best interests to remain in the consortium, a school district may secede from the consortium by completing the following steps:

- The withdrawing school district must apply to the fiscal agent of the consortium to cease its membership in that consortium, including rationale for leaving the consortium.
- The fiscal agent of the consortium, in consultation with the remaining member districts, reviews the request to determine if the school district's withdrawal will adversely affect the remaining members.
- It is recommended that negotiations take place locally among the consortium members prior to the written response being sent to the withdrawing school district.
- The fiscal agent of the consortium would submit an application that reflects the withdrawal of the school district. It should be noted that the withdrawing school district's formula allocation goes **a)** with that school district to another consortium, or **b)** to that school district alone should it qualify for the minimum \$15,001, or **c)** is reallocated statewide to the school districts which applied for funding.
- If this cannot be resolved at the local level, the withdrawing school district may request a hearing with DPI within 30 days of giving the consortium notice. A formal appeal process is then followed.

The State Consortium Appeal Process

The withdrawing school district(s) may file an appeal with the State Superintendent.

The appeal process is as follows:

1. The withdrawing school district requests a hearing to review the decision of the consortium with the State Superintendent. The request must be in writing and submitted to the State Superintendent within thirty (30) days after the withdrawing school district(s) received notice of the action. The request must identify the action for which the hearing is desired.
2. Within thirty (30) days of receipt of a request for hearing, the State Superintendent will notify the withdrawing school district(s) in writing of the time and place of the hearing.
3. State Superintendent or designee will conduct the hearing. The hearing will be recorded and minutes or a transcript will be made. Within ten (10) days of the hearing, the withdrawing school district(s) will be informed in writing of the action taken on its appeal and the reasons therefore.

Plan ahead if allocation amount changes your situation

- If allocation amount is uncertain, participating LEA should make sure signed contract is based on required \$15,001 minimum allocation.
- Therefore if LEA's allocation is less than \$15,001 they have no choice but to stay with the consortium, but if they meet the \$15,001 minimum requirement they could request to be released from the consortium. (Assuming they are able to meet the CTE coordinator licensure requirement on their own.)
- The requirement should always be based on current year's data. Often contracts are signed in advance and based on last year's data.