WRITTEN CONSORTIUM AGREEMENT
2008-2009

This is a written consortium agreement between the fiscal agent, Independent School District and the member districts of the Adult Education Cooperative. The purpose of this written agreement is to address the responsibilities of each member and the fiscal agent of the consortium.

The Independent School District, Fiscal Agent will:
$ Receive the federal/state funds from the grantor and manages the funds.
$ Employ and assign an administrator (100%) to oversee implementation and administration of the Adult Education Program for the consortium.
$ Apply for the federal/state funds to the Texas Education Agency on behalf of the consortium.
$ Ensure that all member districts abide by TEA regulations for professional development as stated in TEC 89.25.
$ Provide technical support such as training in student registration, curriculum, testing and TEAMS (management information) input.
$ Make and file appropriate reports including fiscal and management information (TEAMS) for the consortium.
$ Employ, train, and oversee all personnel for the fiscal agent’s organization, Adult Learning Center.
$ Request documentation on expenditures for reimbursement from member districts.
$ Provide professional development opportunities for all adult education personnel in the consortium.
$ Establish an advisory committee made up of consortium members and convene the committee at least twice a year.
$ Abide by the statutory requirements stated in Schedule 2 of the Adult Basic Education application.

The Independent School District will:
$ Employ and oversee all personnel hired for their respective adult education courses.
$ Submit expenditures for reimbursement from the fiscal agent as scheduled by the fiscal agent on a bi-monthly basis.
$ Participate in professional development sessions as scheduled by the fiscal agent.
$ Enter demographic, enrollment, and contact hour data for adult students in to TEAMS on a monthly basis.
$ Offer adult education classes that meet the needs of the community within the member district area.
$ Abide by the statutory requirements stated in Schedule 2 of the Adult Basic Education application.
$ Actively participate in the advisory committee meetings as scheduled by the consortium administrator.
$ Administer state-mandated tests to all adult students enrolled in adult education classes.

Fiscal Agent Superintendent Signature 3/17/08

Member District Superintendent Signature 3/14/08