

Minneapolis AE Consortium
2013-14 Partnership Service Agreement

This Partnership Service Agreement is between MPS Adult Education and **Communication Services for the Deaf**

Date Partnership Agreement began: August 1, 2014

Mid-year review available if requested.

Date Partnership Agreement ends: July 31, 2015

Name of MPS-AE Partnership Liaison: CARLYE PETERSON

Name of Community Partner (CP) staff authorized to approve changes to this agreement:

Title: Manager Adult Education

Telephone: 612-668-3802

Email: Carlye.Peterson@mpls.k12.mn.us

CP contact person who directly supervises the AE program: Aaron Gutzke

Title: CSD Director of MN

Telephone: (651) 964 – 2052

Email: agutzke@c-s-d.org

Address (where AE services are provided) Rooms 124 and 218 at 2225 East Lake Street, Minneapolis MN 55407

Each Minneapolis AE Consortium member brings different resources (materials, funding and in-kind services) to the partnership in an effort to provided quality services to AE learners. Please indicate which of these best describes your program:

- Classes are held at a Community Based Organization site with licensed teaching staff provided by MPS AE
- Classes are held at a Community Based Organization site with teaching staff provided by the Community Based Organization partner
- Classes held at a MPS District building site with AE instruction provided by a Community Based Organization partner (**NOTE:** MPS Facility Use Permit must be applied for and approved)

* Where boxes are not checked, the AE or Community Partner will not be responsible for providing those services or strategies.

Program Services Provided* (Funded through AE learner contact hours):

<input checked="" type="checkbox"/> ELL	<input checked="" type="checkbox"/> Distance Learning	<input type="checkbox"/> Conditional Work Referral
<input type="checkbox"/> ELL Transitions to GED	<input checked="" type="checkbox"/> Math	<input type="checkbox"/> Transitions to Post-Secondary
<input checked="" type="checkbox"/> Citizenship	<input checked="" type="checkbox"/> AE/GED	<input type="checkbox"/> National Work Readiness
<input type="checkbox"/> Essential Skills Certificate	<input type="checkbox"/> Adult Diploma	<input type="checkbox"/> Workplace Education
<input checked="" type="checkbox"/> Computer classes	<input type="checkbox"/> Work-Based Project	<input checked="" type="checkbox"/> Other: Drivers Ed

*NOTE: All programs listed above align with the Minnesota Department of Education Adult Education criteria for core and conditional AE content.

Please attach a schedule of the class days and the times the class starts and ends, including the days/holidays your program is open and closed.

Please make sure your class plans align with the MPS AE school year calendar and building closure days.

CSD follows the MPS AE schedule for instructional dates.

Each AE partner is expected to meet or exceed the annual National Reporting Systems (NRS) target goals for the AE program year. Please list specific strategies your program will employ to reach or exceed the NRS target goals:

Strategy #1- CSD is not a Minneapolis AE Consortium member so this is non-applicable

Minneapolis Public Schools-Adult Education Program will:

- Provide an administrative liaison to act as a resource to the Community Partner (CP) site regarding AE issues.
- Provide initial AE training to the CP liaison for new members to the consortium.
- Provide group CASAS and TABE training and certification to consortium staff once per year.
- Provide initial training in the use of the MABE data management system to the CP liaison or representative.

- Coordinate two Minneapolis AE Consortium meetings annually.
- Share AE newsletters and other important updates with the consortium member liaison.
- Invite Minneapolis AE Consortium members to attend, non-program specific, MPS Staff Development opportunities.
- Include CP in MPS-AE publications intended to increase community awareness and learner recruitment.
- Submit all required documentation to MDE-AE unit to secure AE funding for the Minneapolis AE Consortium and determine the AE budget based on prior year funding.

The Community Partner will:

- Provide a representative to act as the CP liaison to MPS.
- Agree to not enter into any agreements with other CBO's to provide additional AE services in the community without MPS-AE and the Minneapolis AE Consortium-Community Advisory Board's prior approval.
- Include information regarding the partnership with Minneapolis AE Consortium in all AE marketing materials.
- Read Consortium Updates, MPS-AE newsletters, emails, etc. and share pertinent AE information with staff.
- Provide a locked area to secure all assessment materials and AE records (a minimum of six years).
- Provide updated computer/s and internet connections to support communication and the MABE data management system.
- Surrender all AE records obtained during the partnership to the fiscal agent should the community partner leave the Minneapolis AE Consortium for any reason.
- Actively recruit learners to maintain a minimum hourly attendance of 15 learners per class hour if MPS is providing the teachers. **NOTE:** Should attendance fall below the minimum level, a plan and timeline to achieve the minimum attendance will be developed by MPS-AE and the CBO. If this issue persists it may be necessary to seek additional funding or close the program.

Additional Clarification of Partnership Responsibilities:

= *Provided by*

MPS or CBO

- Provide adequate: space for learners and staff (classroom), furniture, ventilation, lighting (for study and safety), heat, electricity, water, regular maintenance and custodial services. Identify space/s used for AE purposes: Room 126 at 2225 East Lake Street.
- Provide paid or unpaid teachers who provide quality instruction to AE learners and staff to oversee daily AE program operations. (Recruit, screen*, hire, train**and supervise)
- Provide trained staff to enroll and assess the skills of AE eligible learners.
- Provide quality volunteers as a support to classroom teachers. (Recruit, screen*, train** and supervise)
- Provide clear behavioral expectations for learners and instructors and monitor to assure adherence.
- Assure all staff (paid and unpaid) maintain confidentiality of all learner information.
- Assure staff is knowledgeable of and abides by all MN AE laws plus MDE, MPS, Minneapolis AE Consortium and MPS Community Partner policies and guidelines.
- Assume responsibility for acquiring all necessary parental permission, releases, communication, and a K-12 withdrawal slip for any learner less than 18 years of age. *Might happen once per year*
- Develop, implement and provide written documentation of the processes and procedures for the individual AE site that follow MN AE law, MDE, and Consortium guidelines and policies. *Needs to be updated*
- Annually evaluate the partnership using MDE NRS negotiated target EFL completions and MPS criteria.
- Use MPS-AE authorized software and attend all MPS AE data management and reporting meetings.
- Keep attendance information up-to-date in the MARCS data management system, at minimum sites should have all attendance completely entered by Friday of each week.
- Monitor all program information being entered into the MARCS data management system to assure accuracy and rectify problems as necessary.
- Provide phone, fax, copy machine use, etc. Include details: _____
- Procure, pay for, store, etc. office supplies. Specify: _____
- Provide text books, assessments, and other instructional materials. Provide details: _____
- Additional issues specific to this partnership: (Could include paying for parking, office set-up specifics, etc.)
_____ Will provide appropriate referrals to the CSD classes at South Campus. _____
- Additional issues specific to this partnership:

_____ Will negotiate a fair agreement with regard to space usage so that providing space to this program is **expense neutral** to the MPS Adult Education program. _____

Additional issues specific to this partnership:

*Screening includes a comprehensive Criminal Background Check prior to staff having one to one contact with AE learners.

**Required AE training/orientation is outlined in the MDE online policies.

Both parties agree to the parameters outlined in this agreement. Failure to comply could result in the agreement being dissolved.



president

Date: 9/2/2014

Signature and Title of Community-Based Organization Representative

Date: _____

Signature and Title of Minneapolis Public Schools-Adult Education Representative

Rev. 7/12