**SE ABE Consortium - Section 5**

5.1 Describe the governance and decision-making processes in place between the consortium fiscal agent and its formal members. This section can include an organizational chart.

* Describe the purpose, frequency, invited attendees and required attendees at consortium-wide meetings. A consortium-wide meeting involves members discussing consortium governance and operational procedures. For additional detail, please refer to Minnesota State Statute 124D.521(a).
* Describe how and when the annual consortium agreement gets developed and signed by your consortium and its members.

The consortium is ruled by a governing board consisting of representatives from Albert Lea, Austin, Faribault, Pathways to Success, Owatonna, Triton and Winona. Owatonna serves as the fiscal host. The governing board adopts an operating agreement annually and meets regularly during the year as needed, but quarterly at a minimum. Operating documents and policies are shared electronically on a web based site for use by all partners.

Governing board members meet a minimum of 4 times a year. An annual meeting is held for all staff members of the consortium and targeted professional development is offered throughout the year to staff members of the member districts.

5.2 Describe your consortium’s marketing and outreach plans and/or strategies.

Each member district markets their program through their local school district. State and community partner organizations are utilized to connect potential clients to local programs. Common language and assessment practices are used to create continuity throughout the consortium. Partnerships with business, Workforce and local colleges are used extensively in addition to collaboration with local high schools to create a continuum of service for students in each local community.

A web site is being designed and developed for the consortium that will link local participants to local programming. That site is targeted to be implemented by the end of the FY15.