

BYLAWS OF LAKE SUPERIOR PERKINS CONSORTIUM

Article I: Purpose

The mission of the Lake Superior Perkins Consortium is to support Career and Technical Education (CTE) by utilizing consortium funds within the eleven narratives (Section 134) found in the Perkins V Grant.

Article 2: Governance Board

Member Schools:

Barnum High School	East High School	Proctor High School
Carlton High School	Esko High School	Silver Bay High School
Cloquet High School	Fond du Lac High School	Two Harbors High School
Cook County High School	Hermantown High School	Wrenshall High School
Cromwell-Wright High School	McGregor High School	Lake Superior College (LSC)
Denfeld High School	Moose Lake High School	

The sixteen high schools will select one voting member for representation at consortium meetings. Additionally, the Duluth Schools will select one administrative/at-large voting member. LSC will select three voting members—administrative/at-large. Voting members can be an administrator or CTE instructor from that school or institution. Only these representatives will be allowed to vote at consortium meetings; additional individuals can attend in a non-voting capacity. These twenty members will form the Lake Superior Perkins Consortium Governance Board. At the October meeting of the consortium each of the schools will provide the consortium the name(s) of their voting member(s). In addition, all schools will provide the names of proxy representatives who could represent their school in situations preventing their voting members from attending. By consensus the consortium will accept all twenty school representatives. No individual will have more than one vote.

At the October board meeting, the following positions will be appointed for the year.

- Board Chair
- Vice Board Chair
- Secretary

Article 3: Leadership Team

It is the responsibility of LSC to hire and supervise the Postsecondary Perkins Coordinator whose role is to serve as the college representative on the leadership team. The Postsecondary Perkins Coordinator will serve on all consortium committees and will be the primary contact person for all communications with the State of Minnesota at the postsecondary level and will be a non-voting member of the consortium. The sixteen consortium high schools shall supervise one secondary liaison who serves on the leadership team. Member high schools shall appoint one liaison to act as the Secondary Perkins Coordinator. This person will be the primary contact person for all communications with the State of Minnesota at the secondary level and will represent the northern consortium schools of Duluth East, Duluth Denfeld, Esko, Cook County, Hermantown, Proctor, Silver Bay and Two Harbors High School. One additional liaison will represent the southern consortium schools of Barnum, Carlton, Cloquet, Cromwell-Wright, Fond du Lac, McGregor, Moose Lake, and Wrenshall. The Secondary Perkins Coordinator and southern school liaison will be non-voting members of the consortium.

Article 4: Voting Procedure and Agenda

The individuals identified in *Article 2: Governance Board* will constitute the entire allowed voting bloc for the consortium with a simple majority of members in attendance required for passage of most agenda items. A quorum of consortium members—eleven—must be present to act on any agenda items. Any items tabled must be resolved at the next consortium meeting; providing a quorum is present.

All items to be considered for the agenda must be sent to the Postsecondary Perkins Coordinator five days in advance of the meeting. The Postsecondary Coordinator will send an agenda, with appropriate attachments including minutes from the previous meeting, to consortium members two days in advance of the meeting. Additions to the agenda brought by individual consortium members will be considered and will require a supermajority of 2/3 of the members present to be placed on agenda. Approval of the meeting agenda with a simple majority, if a quorum is present can then occur. Members can participate via telepresence if a situation arises preventing them from physically attending the consortium meeting or their proxy representative can attend in their place.

Article 5: Guidelines

Guidelines:

- Will follow the Perkins mandates, rules, directions and guidelines as established in Perkins V
- Will follow the Perkins V Required Uses of Funds:
 - Support integration of academic skills into career and technical education programs and programs of study.
 - Provide professional development for teachers, faculty, school leaders, administrators, specialized instructional support personnel, career guidance and academic counselors, or paraprofessionals.
 - Provide career exploration and career development activities through an organized, systematic framework designed to aid students, including in the middle grades.
 - Provide within career and technical education the skills necessary to pursue careers in high-skill, high-wage, or in-demand industry sectors or occupations.
 - Plan and carry out elements that support the implementation of career and technical education programs and programs of study and that result in increasing student achievement of the local levels of performance established.
 - Develop and implement evaluations of the activities carried out with funds, including evaluations necessary to complete the comprehensive needs assessment required.
- Perkins Grant Dollars must be fully encumbered by June 30th of each fiscal year. The consortia may not carry over any funds from fiscal year to fiscal year.
- The consortium will utilize input from high school and college faculty, counselors, administrators, and the program approval process to select programs to receive support
- The budget and all priorities will be decided by discussion and vote at consortium meeting
- The consortia must only provide funds in programs that have been approved by the Minnesota Department of Education, meeting all program approval requirements set forth in Minnesota Administrative Rule 3505.
- The six elements of state recognized program of study will serve as the guiding pathway for the consortiums' efforts in the evaluation of the POS process

Article 6: Standing Committees

In December individuals will be identified by the consortium for grant planning. These individuals may, but are not required, to be voting members of the consortium.

This grant writing committee will have representation from:

- Superintendent's selection
- One northern and one southern CTE instructor
- Duluth CTE instructor
- Three LSC representatives
- Secondary Perkins Coordinator
- Postsecondary Perkins Coordinator

Proposed budget will be presented to the consortium at the March meeting for discussion. Voting to approve the budget will occur at the April Meeting. Once approved by the Consortium School Superintendents and the Lake Superior College President the Postsecondary and Secondary Perkins Coordinators will submit a budget to the State of Minnesota.

In April individuals will be identified by the consortium to review bylaws. These individuals are required to be voting members of the consortium.

Bylaws committee for consortium:

- Administrator
- CTE instructor
- Secondary Perkins Coordinator
- Postsecondary Perkins Coordinator

Any proposed changes to bylaws will be presented at the October meeting of the consortium, discussed and voted on at the next scheduled consortium meeting. Any amendment to these bylaws must be approved by a super majority of two thirds of the entire nine-member consortium board.

Article 7: Budget

- Presentation to Consortium
 - At the October meeting of the consortium the leadership team will present all expenditures from the previous fiscal year's budget.
- Fiscal Host
 - Secondary - Proctor Public Schools
 - Post-Secondary – LSC
- Item Approval
 - Under \$1,000 – Leadership Team does not need board approval
 - \$1,000+ - Leadership Team needs board approval (in person or via email)

Article 8: Presentation to Consortium School Boards

Over the course of the school year the Postsecondary Perkins Coordinator and/or Secondary Perkins Coordinator will be collecting information to report or present to each consortium school board (except Duluth) in August or September.

Included in that report will be:

- How money was spent in their specific school that fiscal year
- Copy of grant for the next fiscal year for secondary schools

In addition, the Postsecondary Perkins Coordinator will encourage any CTE instructors from that specific school to attend that board meeting if a presentation is given.

The Lake Superior Carl Perkins Consortium adopted bylaws on December 17, 2014

Revised Lake Superior Carl Perkins Consortium bylaws on May 21, 2020

Revisions approved by the Lake Superior Carl Perkins Consortium Board on March 22, 2021

Revisions approved by the Lake Superior Perkins Consortium Board on October 11, 2022