Perkins consortium membership and goals should be evaluated annually. In the event a school district or college would like to join or leave the consortium, the following steps should be taken before February 1st to be included in the following fiscal years award:

1. Written documentation which may consist of a letter, email or fax, from the agency head of the joining/departing recipient to the agency head of the consortium wanting to join/leave.
2. An updated consortium agreement signed by all members.
3. A letter from the consortium agency head to Laura Foley, State Director of CTE for the state of Oregon, explaining the changes in the consortium.

Send all documents to the following:

|  |  |  |
| --- | --- | --- |
| Mailing Address:  Barbara O’Neill Oregon Department of Education 255 Capitol St. NE Salem, OR 97310 | Fax:  503-378-5156 | Email:  [Jennell.Ives@state.or.us](mailto:Jennell.Ives@state.or.us)  [Barbara.Oneill@state.or.us](mailto:Barbara.Oneill@state.or.us) |

Sample Excerpts:

…After reviewing the Y Consortium Agreement, the X School District would like to formally request to be part of the Consortium beginning in the 2014-2015 school year.

…We understand by joining the Y Consortium that the consortium accepts the fiscal responsibility for the Perkins Basic/Reserve grant.

…We understand that Y Consortium will oversee all aspects of the grant process and include X School District CTE programs from district high schools in the planning partnership.

…We look forward to this partnership with the other 123 school districts and with Y Consortium.

…Y Consortium is pleased to welcome X School District to our Perkins consortium beginning 2014-2015.

…Y Consortium will add X School District to the districts already established in the consortium, and continue our fiscal responsibility for the Perkins Basic/Reserve Grant.

…By our signature, we approve X School District’s CTE POS and all instructors associated with those approved programs to join our consortium.

…We understand that consortium business will be conducted in the same manner for the good of the consortium, the region, and all CTE programs.