

**Mendocino/Lake Adult and Career Education  
(ML ACE) Meeting**

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**Mendocino College**

1000 Hensley Creek Rd.

Ukiah CA 95482

Room 6610

**Friday January 11, 2019 9:00 AM to 12:00 PM**

**Attendees:** Tami Mee, Brian Figg, Stacey Caico, Erika Barrish, Andria Gonzalez, Judy Kanavle, Kym Daley, Pam Jensen, Dessu West, David Gengoux, Jeff Ritchley, Penny Lauseng, Maggie VonVogt, Eric Crawford, Noor Dawood, Monica Whipple, Christy Pedroncelli-Smith, Kalob Chauvin-Payne

**MINUTES**

- 1. Call to Order 9:06** (Action)
- 2. Roll Call of Voting Members** (Action)  
Kym Daley (RVUSD), Erika Barrish (LCOE), Tami Mee (MCOE), Joe Del Prete (KVUSD), Brian Figg (ULUSD), Jeff Ritchley (WUSD), Penny Lauseng (UUSD), Judy Kanavle (MC), Noor Dawood (AVAS) @ 9:45am
- 3. Changes/ Modifications to the Agenda** (Action)
  - a. Motion to accept agenda made by Judy Kanavle/Erika Barrish- Approved
- 4. Public Comments/ Correspondents** (Discussion)

*The MLACE welcomes public input. This agenda item is limited to matters that are under the jurisdiction of the MLACE and are not listed elsewhere on this agenda. Comments are limited to three minutes per person, and 10 minutes per topic. Action on these matters is not allowed.*
- 5. Consent** (Action)

*All consent items are acted upon by a single vote with no discussion, unless pulled from Consent and placed on the agenda as a regular item.*

  - Approval of December 12, 2018 Minutes  
Motion to pull consent item to 6a made by Joe Del Prete/Penny Lauseng- Approved
- 6.**
  - a. December 12 Minutes Changes** (Action/Discussion)  
Grammar and spellings errors were made to the 12/12/18 Minutes.  
The motion to make the MLACE Director position full time was added under item 10.  
Motion to approve 12/12/18 minutes with changes made by Joe Del Prete/ Judy Kanavle - Approved
  - b. Overview of next 6 months** (Action/Discussion)  
(ML ACE will review deadlines and upcoming events for the next 6 months)  
Christy went over ppt on the next 6 months. See Appendix A
- 7. Strategic Planning** (Action/Discussion)  
(ML ACE will review current Mission/Vision)  
Christy had everyone break up into small groups to discuss the current mission statement and then report back to the larger group. As members reported back to the whole consortium all were in agreement that the mission statement should stay as is with no changes.
- 8. One Time Proposals** (Action/Discussion)  
(ML ACE members will present one time proposals for discussion and action)

Judy would like to have proposal state the direct verbiage from the objective defined in AB86 plan that this project would fit under.

**A. Anderson Valley USD \*See Appendix C**

- a. Outreach and dialogue with employers in Anderson Valley \$2,515.90  
Motion to approve proposal with the additional verbiage “Create seamless transitions from MLACE programs through post-secondary and into the workforce” made by Joe Del Prete/Penny Lauseng – Approved  
This was added under the “Explanation of how Project Fits Objective as Defined in AB86 Plan”.
- b. Engendering Entrepreneurship \$2,409.12 – Maggie and Noor have decided to pull this proposal from the one time funds.

**B. Kelseyville USD – CCAE Conference Expenses \$1,362.36 \*See Appendix C**

Motion to approve proposal with the additional verbiage, “Additionally, this is aligned with the following annual plan objective: provide professional development opportunities in.... Basic and secondary skills that build “college readiness” made by Brian Figg/Penny Lauseng - Approved  
This was added under the “Explanation of how Project Fits Objective as Defined in AB86 Plan”.

**C. Upper Lake USD – Upper Lake Adult Ed Online Curriculum \$7,875**

Motion to approve \$7,875 proposal for Adult Ed Online Curriculum made by Judy Kanavle/Joe Del Prete - Approved

**D. Ukiah USD – UVAH Replacement Truck \$26,250 \*See Appendix C**

Christy would like to decrease the amount by \$2,621.38 which would be a new total of \$23,632.62.  
Motion to accept the proposal with the additional verbiage, “Additionally, this aligns with the following objective from our 16-17 annual plan: Create opportunities for students to learn through work place experiences including partnering with employers to develop apprenticeships and coordinating and aligning student internships” and approval of state waiver made by Jeff Ritchley/Brian Figg – Approved  
Please see Appendix B for approval email from Neil Kelly.

**9. ML ACE meeting dates for 2019-20 (Action/Discussion)**

(ML ACE will review monthly meeting dates for remainder of this school year and next)  
Christy would like to set up the monthly meeting dates for the ongoing school year and possibly change the date of the June 2019 meeting. The consortium would like to keep meetings on the 2<sup>nd</sup> Friday of the month 12 times a year, July to June. Mendocino College will be closed on Fridays in June and July.  
Motion made to cancel the June 2019 monthly meeting by Joe Del Prete/Judy Kanavle – Approved  
The July 2019 meeting is set for July 15, 2019.

**10. Adjourn 11:16 am (Action)**

**Next Meeting Date and Time**

- a. February 8, 2019 from 9-12pm
  - i. 12:15 -1:15pm Kelseyville USD PAT-Workgroup Meeting

**Appendix A:**



**Appendix B:**

From: **Kelly, Neil** <[nkelly@cccco.edu](mailto:nkelly@cccco.edu)>  
 Date: Fri, Jan 11, 2019 at 5:10 PM  
 Subject: RE: purchase of vehicle  
 To: Christy Pedroncelli <[cpedroncelli@uusd.net](mailto:cpedroncelli@uusd.net)>

Hi Christy,  
 For capital outlay, the guidance is....

8. Capital Outlay

Any capital outlay (including building improvements, rental space, leases, construction, etc.) will also be closely scrutinized. It will require that you notify the AEP Office of your consortium's (including any member in that consortium) intent. This is an informational e-mail only. The AEP Office reserves the right to ask questions regarding any purchase and can prohibit any activity that it deems not meeting the reasonable and justifiable criteria. The member must follow all state & local policies and procedures related to capital outlay. This would include district facilities approval, following procurement processes, and notification of state agency facility departments.

Here is the link to the fiscal guidance:  
<https://caladulted.org/DownloadFile/14>

So what this means is once you follow the local district's policies on procurement. Provide us information on the cost, confirmation that you followed local processes, that the vehicle is only being used in the adult ed program areas, and that it's being maintained/stored/operated per district policies.

That covers it.  
 Neil

Appendix C:

Title: Outreach and dialogue with employers in Anderson Valley

Date of Request: 1/4/2019

Total Cost: \$ \$2515.90

Lead Member Organization: Anderson Valley Adult School

Other Partners: \_\_\_\_\_

**Contact Information:**

Name: Maggie Von Vogt

Organization: Anderson Valley Unified School District

Phone number: 707-895-2953

Email address: mvonvogt@avpanthers.org

**Summary Description (1-2 Sentences):**

Almost all ESL students at our school work in a handful of local businesses. We would like to do outreach to those local businesses to find out more about how the Anderson Valley Adult School can better prepare our students who are their employees for success in the workplace.

**History/Need:**

The majority of ESL students at our school work at local vineyards and wineries, the mill, the brewery, local cafes, and in the hospitality industry. While many students are progressing in their English, it seems some still have challenges with communication at work, especially due to a lack of job-specific vocabulary. We would like to fund staff time to do outreach to these employers to find out what kind of vocabulary and practice scenarios would be useful for ESL students to work on in our beginner and intermediate ESL classes so as to better equip them for communication in the workplace. We also think a positive secondary outcome from these meetings could be a closer relationships with local employers for ongoing collaboration and outreach to potential students.

**Timeline of Request (funds must be spent within a fiscal year)**

February-June 2019

**Details of Request:**

30 hours for ESL teacher:

- 34.24/hr salary x 30 hours= \$1027.20
- \$7.39/hr (21.6% benefits) x 30 hours= \$221.70

30 hours for one AVAS Coordinator:

AVAS Coordinator Step 1:

- \$31.45/hr salary x 30 hours= \$943.50
- \$6.79/hr (21.6% benefits)x 30 hgours = \$203.70

**TOTAL: \$2396.10**

**Programs (See Definitions in Appendix I of this Document):**

Circle One to Two Only:

Program Areas
<b>1. Adult education (ABE, ASE, Basic Skills)</b>
<b>2. English as a second language</b>
3. Pre-apprenticeship training
<b>4. Career and technical training</b>
5. Adults training to support child school success
6. Older adults in the workforce
7. Services to adults with disabilities

**Explanation of how Project Fits Program Area as Defined in AB86 Plan:**

The ESL classes are the cornerstone of the Anderson Valley Adult School and meet a critical need for non-English speaking immigrants in our community to learn necessary communication for the workplace. This project will strengthen our ESL program by 1) helping us to know more about what local employers need their workers to learn, and 2) making ESL class content increasingly relevant to students' daily lives.

**Objectives (See Definitions in Appendix II of this Document):**

Circle One Only:

Objectives
<b>Obj. 3: Seamless Transition</b>
Obj. 4: Gaps in Services
Obj. 5: Accelerated Learning
Obj. 6: Professional Development
<b>Obj. 7: Leveraging Structures</b>

**Explanation of how Project Fits Objective as Defined in AB86 Plan:**

This is a short-term project that will have long-term impacts and improve our ESL program. **Create seamless transitions from MLACE programs through post-secondary and into the workforce.**

**Performance Measures:**

Circle the AEBG Outcome(s) this project works towards

(A) *Improved literacy skills*

(D) *Placement into jobs*

(E) *Improved wages*

Explain how you will measure performance towards these outcomes:

BEST and CASAS testing.

**Funding Request Budget:**

Object Code	Amount Requested	Explanation
1000 Instructional Salaries		
2000 Non Instructional Salaries	<b>\$2,396.10</b>	1. 30 hours for ESL teacher: <ul style="list-style-type: none"> <li>34.24/hr salary x 30 hours= <b>\$1027.20</b></li> </ul> 2. 30 hours for one AVAS Coordinator:  AVAS Coordinator Step 1: <ul style="list-style-type: none"> <li>\$31.45/hr salary x 30 hours= <b>\$943.50</b></li> </ul>
3000 Employee Benefits		1. ESL teacher \$7.39/hr (21.6% benefits) x 30 hours= <b>\$221.70</b>  2. AVAS coordinator \$6.79/hr (21.6% benefits)x 30 hours = <b>\$203.70</b>
4000 Supplies and Materials		
5000 Other Operating Expenses		
6000 Capital Outlay		
7000 Other Outgo		
Indirect / Administration	5.00%	<b>\$119.80</b>

One-time XX



Title: CCAE Conference Expenses



Date of Request: 1/11/19

Total Cost: \$ 1,362.36

Lead Member Organization: Kelseyville Unified

Other Partners:

Contact Information:

Name: Joe Del Prete

Organization: Kelseyville Adult Education

Phone number: 707-279-8414

Email address: joed@kvusd.org

Summary Description (1-2 Sentences):

I am requesting funding for the registration and travel expenses to attend the CCAE 2019 Conference on April 25th – 27th

History/Need:

During the conference, I will be hoping to make connections with other Adult Education teachers and learn about practices of other adult education schools.

Timeline of Request (funds must be spent within a fiscal year)

The conference is April 25th – 27th

Details of Request:

Mileage	\$126.00	Kelseyville to Sac airport (218 miles at .58)
Transportation	25.00	Uber back n forth from airport to conference in San Diego
Lodging	448.53	2 nights at hotel (\$199/night plus taxes)
Parking	50.00	Parking at Sac airport
Registration	550.00	Emerald Conference package
Flight	97.96	Flight from Sac to/from SD
Indirect	64.87	
<b>Total</b>	<b>\$1297.49</b>	

**Programs (See Definitions in Appendix I of this Document):**

Circle One to Two Only:

Program Areas
1. Adult education (ABE, ASE, Basic Skills)
2. English as a second language
3. Pre-apprenticeship training
4. Career and technical training
5. Adults training to support child school success
6. Older adults in the workforce
7. Services to adults with disabilities

**Explanation of how Project Fits Program Area as Defined in AB86 Plan:**

Making contact with other AE Instructors  
 Learning about practices of other AE schools.

**Objectives (See Definitions in Appendix II of this Document):**

Circle One Only:

Objectives
Obj. 3: Seamless Transition
Obj. 4: Gaps in Services
Obj. 5: Accelerated Learning
Obj. 6: Professional Development
Obj. 7: Leveraging Structures

**Explanation of how Project Fits Objective as Defined in AB86 Plan:**

- o Expanding my knowledge base about what’s going on in AE. Additionally, this is aligned with the following annual plan objective: provide professional development opportunities in... Basic and secondary skills that build “college readiness”.

**Performance Measures:**

Circle the AEBG Outcome(s) this project works towards

- (A) Improved literacy skills
- (B) Completion of high school diplomas or their recognized equivalents
- (C) Completion of postsecondary certificates, degrees, or training programs
- (D) Placement into jobs
- (E) Improved wages



**Explain how you will measure performance towards these outcomes:**

Taking ideas and practices back to educational setting to advance the learning and acquisition of improved literacy skills, provide a better learning environment and stronger teaching techniques in the courses offered in Kelseyville Unified and MLACE.

**Funding Request Budget:**

Object Code	Amount Requested	Explanation
1000 Instructional Salaries		
2000 Non Instructional Salaries		
3000 Employee Benefits		
4000 Supplies and Materials		
5000 Other Operating Expenses	\$1,297.49	Registration/travel expenses CCAE Conference
6000 Capital Outlay		
7000 Other Outgo		
Indirect / Administration	64.87	5% Indirect

One-time XXX On-going \_\_\_\_\_

**Title:** Truck Replacement

**Date of Request:** 1/3/19

**Total Cost:** \$ \$23,628

**Lead Member Organization:** Ukiah Unified School District

**Other Partners:** Ukiah Adult School/UVAH

**Contact Information:**

Name: Christy Pedroncelli Smith

Organization: Ukiah Adult School

Email address: cpedroncelli@uusd.net

**Summary Description (1-2 Sentences):**

This vehicle is used daily to transport the UVAH students to their workplace assignments. Because of its age, mileage and increased annual maintenance costs, the UUSD maintenance director has suggested we replace it with a newer, used truck of similar make/model.

**History/Need:**

The truck is used by the Grounds Maintenance crew of Mayacama Industries, the primary vocational program offered by UVAH. Students go to job sites from Ukiah to the Willits Ridge, including Redwood and Potter Valleys. It often hauls a custom-made trailer that carries equipment and hauls debris from jobs. Annual mileage for the truck is about 9,000 miles per year. Demand is the highest in spring and summer. The vehicle is critical for individuals to learn job skills, earn wages and meet customer demand. In order to have adequate work, earnings and training opportunities for students we seek and develop community based employment.

**Details of Request:**

Information provided by UUSD Maintenance Dept.

The current vehicle is a 2003 Ford F250 Crew Cab with approximately 75,000 miles to date. Research of what is on the market for comparable vehicles resulted in the following:

1. 2011 F250 with a gas engine. Has 75,744 miles and are asking \$20,998 plus tax and fees.
2. 2013 Chevy 2500 HD with a diesel engine. Has 101,554 miles and are asking 29,996 plus tax and fees.
3. 2014 Dodge Ram 1500 with a gas engine. Has 33,112 miles and are asking 25,998 plus tax and fees.

Taxes and fees usually run from \$1,500- \$2,500, depending on price of vehicle. So as you can see, the price range is from \$22,000-\$33,000, depending on what model, year, and mileage vehicle has on it. Once you get a set dollar amount, I can get some hard quotes for you.

**Programs (See Definitions in Appendix I of this Document):**

Circle One to Two Only:

Program Areas
1. Adult education (ABE, ASE, Basic Skills)
2. English as a second language
3. Pre-apprenticeship training
4. Career and technical training
5. Adults training to support child school success
6. Older adults in the workforce
<b>7. Services to adults with disabilities</b>

**Explanation of how Project Fits Program Area as Defined in AB86 Plan:**

A newer truck will enable us to keep students working. Aggregate student earnings are around \$10,000/year with annual individual increases as students increase their productivity and skills.

**Objectives (See Definitions in Appendix II of this Document):**

Circle One Only:

Objectives
<b>Obj. 3: Seamless Transition</b>
Obj. 4: Gaps in Services
Obj. 5: Accelerated Learning
Obj. 6: Professional Development
<b>Obj. 7: Leveraging Structures</b>

**Explanation of how Project Fits Objective as Defined in AB86 Plan:**

- Students with community job experience build their skills and gain experience and knowledge critical for a successful transition to entry-level integrated competitive employment. This project is supported by the integrated resource team to support students with disabilities. Additionally, this aligns with the following objective from our 16-17 annual plan: Create opportunities for students to learn through work place experiences including

partnering with employers to develop apprenticeships and coordinating and aligning student internships.

**Performance Measures:**

Number of students served daily in a workplace setting.

**Funding Request Budget:**

Object Code	Amount Requested	Explanation
1000 Instructional Salaries		
2000 Non Instructional Salaries		
3000 Employee Benefits		
4000 Supplies and Materials		
5000 Other Operating Expenses		
6000 Capital Outlay	\$22,509	cost of a used vehicle, including sales tax, registration/transfer fees.
7000 Other Outgo		
Indirect / Administration	\$1119	

One-time XX On-going \_\_\_\_\_