

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

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

Room 6610

Friday March 8, 2019 9:00 AM to 12:00 PM

Attendees: Joe Del Prete, Brian Figg, Christy Smith, Kalob Chauvin-Payne, Zac Gruey, Monica Whipple, Rhea Hollis, Tami Mee, Pam Jensen, Julie Castro, Noor Dawood, Paola Lopez, Debra Polak, Dave Gengoux, Jacque Eischens, Dessa West, Penny Lauseng, Coni Belli, Maggie Von Vogt, Jeff Ritchley, Becky Toback, Sandy Coatney

Minutes

- 1. Call to Order** **9:04am** **(Action)**
- 2. Roll Call of Voting Members & Introductions** **(Action)**

Noor Dawood (AVUSD), Brian Figg (ULUSD), Kalob Chauvin-Payne (FBUSD), Joe Del Prete (KUSD), Debra Polak (MC), Tami Mee (MCOE), Zac Gruey (RVUSD), Jacque Eischens (LCOE), Penny Lauseng (UUSD) 9:10am, Coni Belli (FBUSD) 9:10am, Jeff Ritchley (WUSD) 9:14am
- 3. Changes/ Modifications to the Agenda** **(Action)**

Motion to accept agenda with no changes made by Joe Del Prete/Tami Mee - 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 February 8, 2019 Minutes
Motion to approve February 8, 2019 by Joe Del Prete/Tami Mee - Approved
- 6. Overview of next 6 months** **(Discussion)**

(ML ACE will review deadlines and upcoming events for the next 6 months)
Christy went over a power point slide for the months of March 2019 – August 2019. See Appendix A
- 7. COLA Allocation for 19-20 & 20-21** **(Action/Discussion)**

(Members will review and decide how to allocate the CAEP COLA for 2019-20 & 2020-21)
Mendocino Lake Adult and Career Education consortium allocation went up \$52,612 with the total allocation for 2019-2020 being \$1,573,190. Joe Del Prete stated that KUSD will not be offering HiSET in Spanish next year and will return the on-going funds of \$8,779.
Penny recommends that the COLA percentage be distributed to current funded members at the percentage 3.46%.
Motion to distribute the COLA to current funded members at the percentage 3.46 made by Joe Del Prete/Debra Polak - Approved
- 8. Strategic Planning** **(Action/Discussion)**

(ML ACE will continue strategic planning activities focused on the student progress framework and data analysis) Christy shared current student data for each agency and explained the student progress framework. Each agency was given their Student Progress Framework to review. Christy shared the consortium average percentage compared to the state average. Pam mentioned it might help if the percentage was weighted. Debra thought that the weighted would not be beneficial for all agencies such as the college with the data being so obscured. Discussion was made on the clarification of “No Designated Program” and how this section was being populated. In conclusion it was thought that in TE the “Enrollees” are students who have been registered but did not show up for the class to earn any attendance hours.

Agencies broke up into groups to discuss areas in the student progress framework that have been successful and areas that need improvement. They charted possible strategies that could improve the percentage rates for their student progress framework data.

In conclusion the consortium agreed on these 3 goals as Focus Areas of Improvement:

1. Outreach – getting students in the door, through marketing and promotion
2. Retaining the students – helping students pursue their goals and stay connected (via attendance) and informing students and instructors of pathways.
3. DATA – better data collection, improve accuracy, and analysis.

9. Member Updates

(Discussion)

(ML ACE members will share out agency updates)

AVUSD: New employee Paola Lopez will be the Outreach Specialist. HSE class instructor was not able to continue with this class but the AV staff have been team teaching with a late start. Noor shared that the Immigration Integration Bill did pass and was signed by the governor.

FB: 3 HSD graduates, 17 new students and 6 Citizenship achievements. Kalob is the official voting member in the absence of Coni Belli.

KV: 16 graduates.

WUSD: Enrollments are coming in. 2 students have already graduated

ULUSD: 2 graduates. Need to connect with Monica and input data into TopsPro.

UUSD: LVN Program is close to getting director in place with Adventist Health. UUSD recently put out publication on their website informing applicants that they are now requiring all applicants be a CNA in order to be accepted.

Tuition has been increased to keep the program cost neutral to the district. 30+ students graduated including the jail. Computer class has 10 regularly attending students. HSD class has expanded to 4x a week. Over 200 pre/post tests have been completed.

UVAH: Student recently hired at the casino.

MC: Debra asked the consortium if there is value in a legislation AB705 presentation. Consortium would like to hear presentation and will look forward to it in April possibly. TAP collaborative curriculum Alignment PD is going to be

held May 1st at Ukiah Adult School. Christy will be sending out an email if anyone is interested in attending. Christy shared CALPads bulletin that states all adult ed. will be requiring SSID for 19-20 school year or social security number.

MCOE: Classes are great. MA class had a presentation from the Street Medicine Program that was enjoyed by students.

LCOE: New Education Specialist Beth Hampson. The jail HiSET is being re-instated, Beth is working on the CNA program. LCOE is speaking out to Lakeport high school students.

10. **Adjourn 11:50am**

(Action)

Next Meeting Date and Time

- a. April 12, 2019 from 9-12pm
 - i. Data Workgroup 12:15-1:15 pm

Appendix A:

Schedule- Next 6 month		
<p>March</p> <p>8th-ML ACE meeting</p> <p>Continue Strategic Planning</p> <p>1st- Q2 expenses due in NOVA with close out of 16-17 funds</p> <p>31st-Certify Q2 Expenses in NOVA with close out of 16-17 funds</p>	<p>April</p> <p>12th-ML ACE meeting</p> <p>Continue Strategic Planning</p> <p>One-Time Proposals-no funds available</p> <p>31st-Q3 Student Data Due in TE (internal deadline April 11)</p>	<p>May</p> <p>1st- One time proposal invoices due</p> <p>2nd- CFADs for 2019-20 due</p> <p>10th-ML ACE meeting</p> <p>3 year plan final review & approval</p>
<p>June</p> <p>1st- Q3 Expenses due to NOVA</p> <p>NO MEETING</p> <p>30th – Certify Q3 Expenses in NOVA</p>	<p>July</p> <p>15th-ML ACE meeting</p> <p>EOY Student Data Discussion</p> <p>One Time Proposals</p> <p>31st-Student Data Due in TE (internal deadline July 14)</p>	<p>August</p> <p>9th-ML ACE meeting</p> <p>Annual Plan Due</p>