

Mendocino/Lake Adult and Career Education

(ML ACE) Meeting—Zoom Meeting

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

Zoom meeting <https://cccconfer.zoom.us/j/7372469362>

July 13 2020 10:00 AM to 1:00 pm

AGENDA

1. **Call to Order** **Start time:** **(Action)**
2. **Roll Call of Voting Members** **(Action)**
3. **Changes/ Modifications to the Agenda** **(Action)**
4. **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 June 12, 2020 Minutes
5. **Overview of next 6 months** **(Discussion)**
 - ML ACE will review deadlines and upcoming events for the next 6 months.
6. **Consortia Fiscal Administration Declaration Amendment and Approval by consortium** **(Discussion/Action)**
 - Euline will present the July allocation revision from CAEP. The consortium will vote to approve the CFAD Amendment for 2020-2021.
7. **One-time Proposal** **(Discussion/Action)**
 - The consortium will discuss, vote and approve one-time proposals from members.
 - a. Members submitted one-time proposals which totaled: \$10,069
 - i. Fort Bragg Unified—Child Care Support for ESL classes— \$5,103
 - ii. Anderson Valley Unified - PC Desktop Computer - \$1,024
 - iii. Anderson Valley Unified Direct Mailer—\$1,896.14
 - iv. Ukiah Unified/UVAH—Kindles for AWD clients--\$2,584.89
8. **Policy and Procedure on sale/lease/transfer of Capital equipment** **(Discussion/Action)**
 - Euline will share a second draft of the policy and procedure on capital equipment. Consortium members will give feedback, vote and approve the policy.
9. **Annual Plan Summary Draft** **(Discussion/Action)**
 - Euline will present a draft of the annual plan summary to the consortium for feedback, vote and approval.
10. **Member Updates—summary, updates and concerns** **(Discussion)**
 - a. Anderson Valley
 - b. Ft. Bragg USD
 - c. Kelseyville USD
 - d. Lake COE
 - e. Mendocino COE
 - f. Mendocino College (Centers, HEP)
 - g. Round Valley
 - h. Ukiah USD
 - i. Upper Lake USD
 - j. Willits USD
11. **Public Comments/ Correspondents --via Zoom** **(Discussion)**
 - The MLACE welcomes public input. This agenda item is limited to matters that are under the jurisdiction of the ML ACE 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.*
12. **Next Meeting Date and Time** **(Action)**
 - a. August 21, 2020 10-12 pm. via Zoom
13. **Adjournment** **Time:** **(Action)**
 - a. Adjournment:
 - b. Data Integrity Report Review Workgroup



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



Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

Zoom meeting <https://cccconfer.zoom.us/j/92814403930>

June 12, 2020 10:00 AM to 12:00 pm

Attendees: Euline Olinger, Monica Whipple, Christy Smith, Noor Dawood, Maggie VonVogt, Connie Belli, Debra Polak, Joe DelPrete, Beth Hampson, Mike Kauble, Jeff Sturr, Monica Gowan, Jeff Ritchley, Pam Jensen, Christy Gard

MINUTES

1. Call to Order **Start time: 10:05 am**

(Action)

2. Roll Call of Voting Members

(Action)

Noor Dawood (AVUSD), Connie Belli (FBUSD), Christy Smith (UUSD), Debra Polak (MC), Joe DelPrete (KUSD), Beth Hampson (LCOE), Jeff Ritchley (WUSD), Mike Kauble (ULUSD), Monica Gowan (RVUSD)- absent MCOE

3. Changes/ Modifications to the Agenda

(Action)

Euline would like to move item #4 Public Comments/ Correspondents to item #11

Item #5 Consent will now be item #4

Item #6 Overview of next 6 months will now be item #5

Item #7 Return of Purchased items to MLACE will now be item #6

Item #8 Directors update will now be item #7

Item #9 Consortia Fiscal Administration Declaration (CFAD) Amendment and Approval will now be item #8

Item #10 Consortium – Level Annual Plan Review will now be item #9

Item #11 Next meeting date and time will now be item #10

Motion to move the listed agenda items made by Debra Polak/Christy Smith – Approved (9,0,1)

4. Consent

(Action/Discussion)

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 May 8, 2020 Minutes

Motion to approve May 8, 2020 minutes made by Joe DelPrete/Christy Smith – Approved (9,0,1)

5. Overview of next 6 months

(Discussion)

ML ACE reviewed deadlines and upcoming events for the next 6 months. See Appendix A

Noor Dawood went over a PowerPoint with the meetings dates and deadlines.

6. Return of Purchased items to ML ACE

(Action/Discussion)

Euline shared a drafted policy and procedure on returning purchased items. Beth Hampson discussed that LCOE purchased an Anatomage Table and would like to offer it to other consortium member/partners to use/to sell. Beth led the discussion and the consortium offered additions and changes to the policy. Euline will bring back the final policy at the July MLACE meeting.

7. Director's update

(Discussion)

Summary of budget workgroup Discussion

Euline gave a summary of the important topics discussed at the budget workgroup meeting on June 4th 2020

Maggie Von Vogt shared a summary of the 6/4/2020 budget meeting:

- each consortium member shared their agency budget review and fiscal status if the 12.105% budget cut were applied. All members are prioritizing staffing and making cuts to supplies and travel. Fort Bragg needs support in funding childcare. This expense could be offset if they offer their ESL through the college. They will explore that.
- The group discussed the portion of the budget that is administered by Mendocino College and aimed at supporting consortium-wide activities, such as training and marketing funds, as a way of understanding if we could reduce some of the funding for those activities beyond the 12.105% for the allotment that Mendocino College receives.

- Euline emailed out several documents on June 8th summarizing this meeting, which can be referenced for anyone who was not able to participate.

8. **Consortia Fiscal Administration Declaration (CFAD) Amendment and Approval** (Action/Discussion)
The consortium reviewed the proposed (CFAD) for 2020-2021.
Motion to approve the 2021-2021 CFAD made by Joe DelPrete/Jeff Ritchley – Approved (9,0,1)
9. **Consortium-Level Annual Plan Review** (Action/Discussion)
Christy/Euline led discussion on the consortium's current strategic planning and prioritization for 2020-2021 in light of the changes in CAEP allocation.
10. **Next Meeting Date and Time** (Action)
a. July 13 2020 10-1 pm. via Zoom
11. **Public Comments/ Correspondents --via Zoom** (Discussion)
The MLACE welcomes public input. This agenda item is limited to matters that are under the jurisdiction of the ML ACE 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.
The High School Equivalency Program (HEP) received a 5 year grant and will be continuing at the Mendocino College.
12. **Adjourn Time: 11:56 am** (Action)
Motion to adjourn made by Christy Smith/Noor Dawood – Approved (9,0,1)

Appendix A

| | | |
|--|--|--|
| <p>June 2020 12th-ML ACE meeting Consortium-Level Annual Review 1st- (Q3) 18/19 and 19/20 Expense report due in NOVA 30th- End of Q4</p> | <p>July 2020 13th—ML ACE Meeting One time proposal DIR/Summary Report and Review Consortium-Level Annual Plan Approval</p> | <p>August 2020 August 21*—ML ACE Meeting Aug 1: Student Data due in TOPSPro (TE) 1(Q4) FINAL Aug 15: Annual Plan for 2020-21 due in NOVA</p> |
| <p>September 2020 September 11th --Meeting Sept 1: (Q4) 18/19 and 19/20 Member Expense Report due in NOVA Sep 1: July 1, 2019 to June 30, 2020 expenses by program area due (estimates only) in NOVA Sept 30: 20/21 Member Program Year Budget and Work Plan due in NOVA Sept 30: End of Q1 (Fiscal 20/21)</p> | <p>October 2020 October 9th—ML ACE Meeting (Program/Agency Review Part 1) Oct 30: 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA Oct 31: Student data due in TOPSPro (Q1)</p> | <p>November 2020 November 13th –ML ACE Meeting (Program Review Part 2)</p> |

CAEP Allocation by Agency and Total

| Member Agency | Allocation 2019-20 | Allocation 2020-21 |
|---------------|--------------------|--------------------|
| AVUSD | \$ 104,879.00 | \$ 104,879.00 |
| FBUSD | \$ 37,773.00 | \$ 37,773.00 |
| KUSD | \$ 49,486.00 | \$ 49,486.00 |
| LCOE | \$ 96,248.00 | \$ 96,248.00 |
| MCOE | \$ 11,395.00 | \$ 11,395.00 |
| MC | \$ 440,862.00 | \$ 440,862.00 |
| UUSD | \$ 795,524.00 | \$ 795,524.00 |
| ULUSD | \$ 17,859.00 | \$ 17,859.00 |
| WUSD | \$ 16,123.00 | \$ 16,123.00 |
| Total | \$ 1,570,149.00 | \$ 1,570,149.00 |



MLACE One-Time Project Funding Request

Title: Child-Care Support for ESL and CITIZENSHIP Classes

Date of Request: June 23, 2020

Total Cost: \$ 5,103.00

Lead Member Organization: Coastal Adult School

Other Partners: _____

Contact Information:

Name: Coni Belli

Organization: Coastal Adult School, Fort Bragg Unified School District

Phone number: 707-961-3610

Email address: cbelli@fbusd.us

Summary Description (1-2 Sentences):

This funding would pay for Child Care during the ESL and Citizenship Classes so that parents are able to attend class more consistently.

History/Need:

Budget cuts in the FBUSD District have reduced the hours available for instruction and childcare. This funding would enable the program to continue at the level it was offered in the past, and ensure that childcare is available for parents in both the ESL and Citizenship classes.

Timeline of Request : Fiscal year, 2020-2021

Details of Request:

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 Appendix I:

This fits the Program Area: **Programs for Immigrants in Citizenship, ESL, and Workforce Preparation.** Most of our students are parents whose children are in the Fort Bragg schools. Parents whose younger children are not yet attending school can attend the popular morning classes *because of* the availability of childcare. The Citizenship class, offered in the evenings, includes a number of students (including several couples who are both working on their Citizenship applications) who could not attend if they could not bring their children with them.

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:

This Project will fill a gap in ESL offerings in that many parents who wish to improve their English skills or become US Citizens would otherwise be unable to attend classes because of a lack of affordable childcare.

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:

ESL students are tested in their English Literacy using the CASAS evaluations. Citizenship students prepare for and complete the USCIS Interview and become Naturalized US Citizens.

Funding Request Budget:

| Object Code | Amount Requested | Explanation |
|---------------------------------|------------------|--|
| 1000 Instructional Salaries | | |
| 2000 Non Instructional Salaries | \$4375.00 | 2 child care workers at 175 hrs./ea @ \$12.50/hr.= 350 X 12.50 |
| 3000 Employee Benefits | \$ 509.25 | 11.64% |
| 4000 Supplies and Materials | 0 | |
| 5000 Other Operating Expenses | 0 | |
| 6000 Capital Outlay | | |
| 7000 Other Outgo | | |
| Indirect / Administration | \$218.75 | 5% |

One-time ___X___

Agreement to spend funds in accordance with AB 104 allowable uses and abide by ML ACE rules, regulations, and reporting requirements.



MLACE One-Time Project Funding Request

Title: New PC Desktop Computer

Date of Request: 6/28/20

Total Cost: \$ \$1,024

Lead Member Organization: Anderson Valley Adult School

Other Partners: _____

Contact Information:

Name: Noor Dawood

Organization: Anderson Valley Adult School

Phone number: 707-895-2953

Email address: ndawood@avpanthers.org

Summary Description (1-2 Sentences):

We are requesting funds to cover the cost of one new PC desktop computer for AVAS.

History/Need:

There are some essential adult school functions that can only be completed via a PC computer -- using TE for state data reporting and tracking, as well as completing oral student diagnostics via the BEST program. We currently have only two PC desktops that we use to perform these tasks. However, each desktop is very outdated (at least 10 years old) and cannot support updated software that these programs (and basic functioning) require. Our tech support expert for the district assessed our need and gave us specific recommendations for what to purchase. We are in the process of replacing one of these PCs (purchased via an MLACE one-time in Spring 2020) and are now requesting funds for a second PC.

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

Purchase would be made prior to the end of the current fiscal year.

Details of Request:

Cost of one computer = \$909.52 + \$65.94 sales tax = \$975.46 (free shipping)

Processor (Lenovo ThinkCentre): \$585.54

5 year warranty for processor: \$40.70

Monitor (Dell UltraSharp) = \$283.28

(Will use old keyboards and mice)

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 Appendix I:

This equipment will be used to support all of our programs by improving our ability to track and report data.

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 Connecting our students to wrap around services for academic success. |
| Obj. 6: Professional Development |
| Obj. 7: Leveraging Structures |

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

Better equipping our school will help us to meet the needs our students and teachers, improving instruction and our school's ability to support students for success.

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:

We ask students to fill out outcomes forms quarterly.

Funding Request Budget:

| Object Code | Amount Requested | Explanation |
|---------------------------------|------------------|--|
| 1000 Instructional Salaries | | |
| 2000 Non Instructional Salaries | | |
| 3000 Employee Benefits | | |
| 4000 Supplies and Materials | \$975 | New PC processor and monitor. See "details" above. |
| 5000 Other Operating Expenses | | |
| 6000 Capital Outlay | | |
| 7000 Other Outgo | | |
| Indirect / Administration | \$48.75 | 5% : \$50 |

One-time \$1,023.75

Agreement to spend funds in accordance with AB 104 allowable uses and abide by ML ACE rules, regulations, and reporting requirements.

APPENDIX I: Program Definitions



MLACE One-Time Project Funding Request

Title: _____ Fall mailer through Every Door Direct Mail (AV Adult School)

Date of Request: _____ 7/2/2020 _____

Total Cost: \$ _____ \$1896.14 _____

Lead Member Organization: _____ Anderson Valley Adult School _____

Other Partners: _____

Contact Information:

Name: Maggie Von Vogt

Organization: AV Adult School

Phone number: 707
895 2953

Email address: mvonvogt@avpanthers.org.

Summary Description (1-2 Sentences):

In an ongoing effort to reach as many members of the community as possible, the AV Adult School has been trying out different outreach strategies to see if we can reach new potential students in our community. This time we would like to request funding to design and mail a flyer listing our class offerings and Fall schedule to

every residence in the four towns of Anderson Valley through the US Postal Service's Every Door Direct Mail program.

History/Need:

As you may recall, we were granted one-times for this in January, but were not able to print the flyer before registration. The Anderson Valley is a small community but we are finding significant demand for adult education classes. Many residents live remotely and are hard to reach to share information about our class offerings. In recent conversations with the Anderson Valley Health Center, we learned about an option through the US Post Office to send mail to every address and PO Box. We would like to try this strategy as a way of reaching potential new students.

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

July 15-30 Flyer design, printing and shipping with Pacific Sky

August 1-8 Drop of flyers to each post office for distribution

Details of Request:

Design costs as quoted from Pacific Sky: **\$800 maximum** (depends on number of revisions required)

Printing and postage: **\$680**

Every Door Direct Mail fees:

Boonville: **\$143.06**

Philo: **\$128.93**

Navarro: **\$21.01**

Yorkville: \$32.85

TOTAL: \$1805, 85

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 Appendix I:

This project will serve as an important investigation into a possible new publicity strategy, responding to MLACE's 2019- 2022 strategic planning Objective #2 "Improve enrollment in existing programs based on community needs data."

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:

My understanding is that outreach is included in this objective, as noted by the action of continuing our marketing efforts with Pacific Sky.

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:

For A, we do BEST and CASAS testing.

For B, we monitor completion through our High School Equivalency classes.

For D and E, we ask students to fill out an outcomes form with these objectives throughout the semester as a way to measure any changes in their lives.

We also have added a section on our new student registration form to ask how they heard about the school, which will help to give us a sense of how much impact this strategy has.

Funding Request Budget:

| Object Code | Amount Requested | Explanation |
|---------------------------------|------------------|--|
| 1000 Instructional Salaries | | |
| 2000 Non Instructional Salaries | | |
| 3000 Employee Benefits | | |
| 4000 Supplies and Materials | | Design costs as quoted from Pacific Sky: \$800 maximum (depends on number of revisions required) Printing and postage: \$680 |
| 5000 Other Operating Expenses | | Mailing to all residences and PO BOXES in Boonville, Yorkville, Philo, and Navarro: \$325.85 |

| | | |
|---------------------------|--|---------------------|
| 6000 Capital Outlay | | |
| 7000 Other Outgo | | |
| Indirect / Administration | | 5%: \$ 90.29 |

One-time **\$1896.14**

Agreement to spend funds in accordance with AB 104 allowable uses and abide by ML ACE rules, regulations, and reporting requirements.

APPENDIX I: Program Definitions

1. PROGRAMS IN ELEMENTARY AND SECONDARY SKILLS, INCLUDING THOSE LEADING TO A HIGH SCHOOL DIPLOMA OR HIGH SCHOOL EQUIVALENCY CERTIFICATE.

Programs in basic skills provide instruction in foundation academic skills, such as reading, writing, and basic mathematics, as well as learning skills and study skills.

- **Elementary Basic Skills:** Courses below the high school level primarily designed for the teaching of basic literacy skills (Grade levels 1 – 8).
- **Secondary Basic Skills:** The primary goal of adult secondary education is to provide a curriculum that enables adults to attain a high school equivalency or a high school diploma (Grade levels 9 – 12).

COURSES IN THIS PROGRAM AREA INCLUDE:

- **K-12:** All State approved courses in Adult Basic Education (ABE) or Adult Secondary Education (ASE) as defined in A-22 list of approved Adult Education Courses, and / or align in general scope and intent with such programs.
- **CCD:** Credit or noncredit, non-degree applicable, non-transferable courses in Elementary and Secondary Skills as defined by the Chancellor's office MIS Data Dictionary [CB22 = C or Y; CB21 = A, B, C, D, E, F, G, H, or Y; CB08 = B or N; CB05 = C; CB04 = C or N]

2. PROGRAMS FOR IMMIGRANTS IN CITIZENSHIP, ESL, AND WORKFORCE PREPARATION.

Programs that provide instruction in the English language to adult, non-native English speakers of English with varied academic, vocational and personal goals.

- **English as a Second Language (including Vocational ESL):** Programs designed to help English language learners achieve competence in reading, writing, speaking, and comprehension of the English language; and that lead to attainment of the secondary school diploma or its recognized equivalent; and transition to postsecondary education and training; or employment.
- **EL Civics:** Education services provided to English language learners who are adults, including professionals with degrees and credentials in their native countries that enable such adults to achieve competency in the English language and acquire the basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. Such services shall include instruction in literacy and English language acquisition,



MLACE One-Time Project Funding Request

Title: Equipment for UVAH Adult Ed Students

Date of Request: 6/29/2020

Total Cost: \$ 2,584.89

Lead Member Organization: Ukiah Unified School District/Ukiah Adult School

Other Partners: Ukiah Valley Association for Habilitation (UVAH)

Contact Information:

Name: Pam Jensen

Organization: Ukiah Valley Association for Habilitation

Phone number: 707-468-8824

Email address: pamjensen@uvah.org

Summary Description (1-2 Sentences):

We need equipment to provide remote learning to students who have to shelter-in-place due to the Covid-19 pandemic. Most students do not have devices that allow staff to use Zoom and other programs to teach students. We also need devices for staff to communicate with students. We have been using phones but the screens are too small to teach effectively and not all students and staff have "smart" phones.

History/Need:

59% of our students are unable to attend services because of shelter-in-place requirements for people over 65 and/or underlying health conditions.

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

Will purchase in July 2020 if request is approved at July 13 meeting.

Details of Request:

12 Kindle Fire HD 10 tablets

12 heavy duty cases with stands
12 2-year protection plans
12 Regulatory fees

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 Appendix I:

7. PROGRAMS FOR ADULTS WITH DISABILITIES

UVAH is specifically designed to meet the needs of adults with disabilities. Courses focus on the development of skills required for independent living, socialization and communication, maintaining health, and sustainable employment.

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

Circle One Only:

| Objectives |
|--|
| Obj. 3: Seamless Transition |
| Obj. 4: Gaps in Services-Most instruction can only be provided remotely due to pandemic. |
| Obj. 5: Accelerated Learning |
| Obj. 6: Professional Development |
| Obj. 7: Leveraging Structures |

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

Identify gaps and redundancies in services and ensure that students have equal access to programs (i.e. medical, ESL, ABE) both physically and electronically in Lake and Mendocino Counties

We will be able to respond to gaps in access to services that resulted from the pandemic shelter-in-place orders.

Performance Measures:

Circle the CAEP 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:

We will measure students' progress on reaching their learning objectives and record their progress as measureable skills gains in the TE student update records quarterly.

Funding Request Budget:

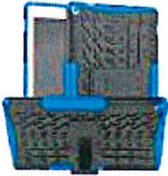
| Object Code | Amount Requested | Explanation |
|---------------------------------|---|--|
| 1000 Instructional Salaries | | |
| 2000 Non Instructional Salaries | | |
| 3000 Employee Benefits | | |
| 4000 Supplies and Materials | \$1,799.88 \$ 299.88 \$ 143.88 \$ 170.16 \$ 48.00 | 12 Kindle Fire HD tablets @ 149.99 12 2-yr accident protection plans @ 24.99 12 shock absorber cases @ 11.99 Taxes 12 Regulatory fees @ 4.00 |
| 5000 Other Operating Expenses | | |
| 6000 Capital Outlay | | |
| 7000 Other Outgo | | |
| Indirect / Administration | \$ 123.09 | |

One-time **\$2,584.89**

Agreement to spend funds in accordance with AB 104 allowable uses and abide by ML ACE rules, regulations, and reporting requirements.

APPENDIX I: Program Definitions

Select **FREE Amazon Day Delivery** below to have orders delivered together in fewer boxes on a single day.
Delivery date: July 1, 2020 If you order in the next 2 hours and 5 minutes ([Details](#))
Items shipped from Amazon.com



Maomi for Amazon Fire hd 10 case 2019 2017 Release,Kickstand Shock-Absorption Heavy Duty Armor Defender Cover for Kindle Fire hd 10 9th/7th Generation (Blue)

\$11.99

Qty:

12

Sold by:Maomi

Order Summary

Items (12): \$143.88

Shipping & handling: \$0.00

Total before tax: \$143.88

Estimated tax to be collected: \$10.44

Order total: \$154.32

fire HD 10
Kindle Fire HD 10 (11th Gen) (3rd Gen) (New 10th Gen)



- Fire HD 10 Tablet (10.1" 1080p full HD display, 32 GB) – Black
- In Stock

10 [Delete](#) [Save for later](#) [Compare with similar items](#)

\$149.99



provided by SquareTrade

- 2-Year Accident Protection Plan for All New Fire HD 10 (9th generation)
- In Stock
- Shipped from: [SquareTrade, Inc.](#)
-
- Gift options not available. [Gift options not available.Learn more](#)

10 [Delete](#) [Save for later](#)

\$24.99

Subtotal (20 items): **\$1,749.80**

| | | |
|--|------------|--|
| Items (20): | \$1,749.80 | TOTAL FOR 10 KINDELL HD FIRES 10.1 and 10 – 2YR PROTECTION PLANS |
| Shipping & handling: | \$0.00 | |
| Total before tax: | \$1,749.80 | |
| Estimated tax to be collected:* | \$133.10 | |
| Estimated Regulatory Fees: | \$40.00 | |
| <hr/> | | |
| Order total: | \$1,922.90 | |

2 ADDITIONAL KINDELL HD FIRE 10.1" AND 2 YEAR PROTECTION PLANS

fire HD10

1080p Full HD | 32/64 GB storage | Now 30% faster



Fire HD 10 Tablet (10.1" 1080p full HD display, 32 GB) – Black

▼

Qty: 2
Delete
Save for later
Compare with similar items

\$149.99



provided by SquareTrade

- 2-Year Accident Protection Plan for All New Fire HD 10 (9th generation)
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\$24.99 total (4 items): \$349.96

Order Summary

| | |
|-----------------------------------|----------|
| Items (4): | \$349.96 |
| Shipping & handling: | \$0.00 |
| Total before tax: | \$349.96 |
| Estimated tax to be collected:* | \$26.62 |
| <u>Estimated Regulatory Fees:</u> | \$8.00 |

| | |
|--------------|----------|
| Order total: | \$384.58 |
|--------------|----------|

GRAND TOTAL = \$2,461.80



Draft 2

Policy and Procedure for Returning Capital Equipment to the Consortium

Drafted by Euline Olinger, Ed. D. Director, Mendocino-Lake Adult and Career Education Consortium

June 11, 2020

I. Capital Equipment / Asset Tracking

In order to provide for the proper tracking and control of ML ACE property, the ML ACE director or designee shall maintain an inventory of capital equipment in accordance with law for the following: [\(Please see approved Inventory Control Procedures\)](#)

1. All equipment items currently valued in excess of **\$5,000.00.** (Education Code [35168](#))
2. All equipment items purchased with ML ACE funds that have a useful life of more than one year with an acquisition cost of \$5,000.00 or more per unit.
3. All capital equipment as described above, if purchased with consortium agency CAEP (California Adult Education Program)-allocated funds, is the property of the individual consortium agency that originally purchased the equipment.

However, since the allocated on-going funds to the specific consortium member agency were approved by the consortium collectively and the member agency is part of a collaborative consortium, the consortium as a whole needs to be notified that such capital equipment was purchased.

Based on the policy and procedures set forth in the Education Code for General Provisions of [CHAPTER 4. Property: Sale, Lease, Exchange \[17385 - 17561\]](#)

II. Surplus Capital Equipment: Informing Consortium of Surplus Status, and Determining Next Steps

1. For capital equipment valued at \$5,000.00 or more, the consortium member agency will let the Director of ML ACE know that capital equipment purchased with CAEP funds is now declared "surplus."
2. The consortium member agency will provide the ML ACE Director with detailed information about the surplus capital equipment (date of purchase, cost of item, and technical specifications) and provide supporting documentation.

3. The ML ACE Director will include a discussion of the "surplus" capital equipment in an upcoming ML ACE meeting, at which time consortium members will determine whether the item will be 1) given to another consortium member as a "gift in kind," 2) sold to an outside buyer, or 3) leased to an outside buyer.

III. Capital Equipment for a "Gift in Kind" to a Consortium Member

1. If the original agency purchaser of the capital equipment offers the capital equipment to another consortium member to use, there should be a Memo of Understanding (MOU) which clearly states that capital equipment 1) is a "gift in kind," and 2) now becomes the property of the receiving consortium member. Also, this inter-agency MOU should outline that the receiving consortium member receives the capital equipment to be utilized in their program to achieve the consortium's mission and goals.
2. The original agency purchaser of the capital equipment should follow their agency's existing policies and procedures for transfer of capital outlay, being sure that internal inventory procedures and more are followed. In the event that the original purchaser's agency does not have existing policies and procedures, the agency should consult with the Director of ML ACE about recommended policies and procedures for this process.
3. The capital equipment must be used for programs in one or more of the seven (7) CAEP program areas: ESL, ASE, ABE, CTE, AWD, Workforce Re-entry, pre-apprenticeship and parent support child/school success.
4. The capital equipment must be used to serve adult students who are 18 years or older who are in non-credit pathways but could be dual-enrolled in college credit classes.
5. ***Priority will be given to CAEP purposes with the understanding the equipment could be used by other educational agencies with agreements and consent between districts or other educational inter-agencies in the local region.***

IV. Sale of Capital Equipment to an Outside Agency

Reference: [ED Code Chapter 4 on \(Sale or Lease of Personal Property by One District to Another\)](#)

6. If there is no consortium member willing to accept such capital equipment as a "gift" then the consortium member can solicit other community partners and stakeholders as potential buyers.
7. A Purchase Agreement should be written between the agency that originally purchased the capital equipment and the community agency that is buying the equipment.
8. The sale price should be determined with the assistance of the original purchase agency's fiscal department, or equivalent. The sale price should reflect the fair market value plus the depreciating value of the capital equipment. Depreciation is capitalized cost divided by useful life with a half-year of depreciation in the year of acquisition and half-year of depreciation in the year of sale)
<https://web.clarku.edu/policies/detailpolicy.cfm?pid=80>
9. The funds for the sale of the capital equipment should be returned to:

- a. The ML ACE consortium, and added to the one-time fund.

V. Leasing of Capital Equipment to an Outside Agency

10. In the event that that there is no buyer for the capital equipment from among the community partners, other methods of “disposal” of surplus assets should be considered including leasing of the capital equipment.
11. A minimal fee should be assessed by the lessee, or original purchaser.
12. The leasing fee will depend on the equipment’s total original cost, equipment’s life, depreciated value, maintenance costs, and insurance (if any). The leasing fee should not exceed 25% of the original cost of the capital equipment.
13. The leasing fee should be deposited to the ML ACE consortium’s one-time account and it should be used to fund one-time proposals.