

**Mendocino/Lake Adult and Career Education
(ML ACE) Meeting
ML Admin Office: Room 6660**

Mendocino College

1000 Hensley Creek Rd.
Ukiah CA 95482

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

August 20 2021 10-1pm

AGENDA

1. Call to Order **Our meeting started at 10:03 am.** **(Action)**

2. Roll Call of Voting Members
Anderson Valley: Noor Dawood (voting member); Fort Bragg: Anali Caraballo(voting member); Kelseyville Unified: Joe Del Prete(voting member); Mendocino County of Education: Tami Mee(voting member); Mendocino College: Amanda Xu(voting member), Jackeline Orozco (HEP); Ukiah Unified: Christy Smith(voting member), Kathy Kiely, Dave Gengoux; Willits Unified: Marian Lohne(voting member), John Horton; MLACE admin office: Euline Olinger
Guest: Cora Gonzales; CA Human Development; Melissa Ragsdale, Leggett Unified School District, Jeff Ritchley, Leggett Unified School District;
Absent: Beth Hampson, Lake County of Education; Round Valley Voting Member; Jeff Sturr, Upper Lake Unified

3. Changes/ Modifications to the Agenda: Tabled item 7: for next month’s meeting

- First motion/seconded/approval: Joe/Christy/7,0,0,3 * (*=Ayes, Nays, Abstain, Absent)
- Item 7: Career Point and PAIRIN presentation tabled for next meeting (September 10th)

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 July 12, 2021 Minutes
- **First motion/seconded/approval: Joe/Christy/7,0,0,3 * (*=Ayes, Nays, Abstain, Absent)**

5. Overview of next 6 months (See Appendix A) **(Discussion)**
 Euline reviewed deadlines and upcoming events for the next 6 months.

6. ML ACE membership and change of representatives **(Discussion/Action)**

a. Jeff Ritchley, new principal of Leggett Schools and Melissa Ragsdale, Business Manager as representatives from Leggett Schools, requested to be members of the consortium. They have been approved by their board. Jeff is eager to start adult education program in that community. First motion/seconded/approval: Joe/Marian/7,0,0,3. The consortium approved the request to include Leggett Valley Unified School District as a member of MLACE and approved Jeff Ritchley, superintendent, and Melissa Ragsdale, business manager, as voting representatives of LVUSD.

b. The consortium acknowledged Marion Lohne, principal of Sanhedrin High School and Adult Ed program approved by WUSD Board to represent WUSD as a voting member.

7. Director’s Update **(Discussion)**

a. **CAEP Program Reporting Memo Requirements for 2020-2021—August 1, 2021**

- Euline briefly reviewed the documents:

- [2020-21 Budget Bill Reporting Requirement Memo](#)
- [Member Effective Process Resources](#) Each CAEP consortium member agrees to follow the list of CAEP assurances when they certify their annual allocation via the Consortium Fiscal Administration Declaration (CFAD).

b. **Brown Act—[Brown Act Update](#)**

- Euline reviewed changes in “teleconferencing” meetings effective October 1, 2021. Euline requested list of meeting locations of consortium members starting in September to prepare for the changes in “virtual” Brown Act meetings for the October meeting.

c. **[CAEP Virtual Summit 2021—October 26-28](#)**

- Euline shared a link and information on the next CAEP Virtual Summit in October 26 to 28. This conference will be conducted virtually and it free for staff in adult education.

d. **Other Pertinent CAEP information : [CAEP Newsletter August 2021](#)**

- Euline shared a link on the 3-Year Plan Template. The consortium will be working on the different sections of the template as a group during the monthly meetings. Euline encouraged everyone to give input as we prepare to strategize our consortium plan for the next three years.

8. Member Updates—summary, updates and concerns

(Discussion)

Consortium members will share any current updates, summary and concerns regarding their programs.

- Anderson Valley—Noor reported that they have good outreach activities for BSK and ESL. Citizenship on going. We are waiting until the end of harvest for ESL classes to start. BSK classes started at the beginning of the semester.
- Fort Bragg Unified—School opens August 18. Anali reported that ESL beginning and Citizenship will be taught by Anne Thomas, all online. Grace Van Doren is not teaching this year. HS Diploma taught by Becca Rodseth, using packets based on individual needs and levels of high school attended.
- Kelseyville Unified—Joe reported that Donaldson Adult Education Center has had new students contact him via phone. Joe continues to enroll students to the high school diploma.
- Lake County of Education—No update; absent member.
- Mendocino County of Education—Started MA program in August. Issue of externship for Phlebotomy students paused due to the shortage of phlebotomists at Adventist Health, Ukiah. Tami exploring other options.
- Mendocino College (Centers, HSE/HEP)—Low enrollment this fall. More hybrid classes. No outreach in Covelo at this time.
 - HSE/HEP—Continued to graduate students with high school equivalency certificates. For this year, in HEP graduated 31 students and 10 HSE students. Servicing both Mendocino and Lake County. They continued to administer HiSET exams via appointment. HSE/HEP held a small group orientation workshop for adult students wanting to take more classes at the college.
- Round Valley—no update; member absent.
- Ukiah Unified—36 students in the VN program. Students must be vaccinated in order to complete their clinical rotations at all facilities, therefore some have dropped after the first week. We are open for in person instruction in all programs, COVID testing required for unvaccinated staff, student testing is optional, no physical distancing requirements in door, masks required. We will have ESL 507 on campus for the first time, hoping to improve the number of students who continue in the ESL pathway after ESL 500. CASAS testing will be administered to all ESL classes. Beginning Computers CSC 520 will be on campus again this semester. The Jail program has not had many class sessions since last spring due to COVID outbreaks. HSD/GED and Citizenship classes begin Aug. 23.
- Upper Lake Unified—no update; member absent.

- j. Willits Unified—Marian Lohne as the new in-coming principal of Willits Adult Ed and Sanhedrin High School. John Horton still the Adult education teacher. Juanita is doing the TE data. Great team and will continue to enroll adults in High school diploma program.

9. Public Comments/ Correspondents --via Zoom

(Discussion)

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.

Public comments received from: Cora Gonzalez, California Human Development

Cora shared three flyers about their services and some information on reduced electricity use in our homes.

10. Adjournment First motion/Seconded/Approve: Joe/Christy/8,0,0,3

Time: 12:16

(Action)

A. Reminders:

- i. Meeting Date and Time: September 10, 2021 at 10 am-11:30 am
- ii. Community Pro Suite Refresher and Training from 11:30-1pm

Appendix A:

<p>September 2021</p> <p>September 10th—ML ACE Meeting</p> <p>Sep 1: 19/20 and 20/21 Member Expense Report due in NOVA (Q4))</p> <p>Sep 1: July 1, 2020 to June 30, 2021 expenses and hours by program area due (estimates only) in NOVA</p> <p>Sep 30: 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4)</p> <p>Sep 30: 21/22 Member Program Year Budget and Work Plan due in NOVA</p> <p>Sep 30: End of Q1</p>	<p>October 2021</p> <p>October 8— ML ACE Meeting</p> <ul style="list-style-type: none"> • One-time Proposal • Start Program Review Part 1 • Workgroups: CTE, ESL, HSE/HSD, AWD <p>Oct 30: 21/22 Member Program Year Budget and Work Plan certified by Consortia in NOVA</p> <p>Oct 31: Student data due in TOPSPRO (Q1)</p>	<p>November 2021</p> <p>November 12th—ML ACE Meeting</p> <p>Program Review Part 2 Group 2</p> <p>October Group 1 --ULUSD, AVAS, KVUSD, FB Coastal Adult School, WUSD.</p> <p>November Group 2--MC, UAS, LCOE, MCOE</p>
<p>December 2021</p> <p>December 10th – MLACE Meeting</p> <p>Dec 1: July 1, 2020 to June 30, 2021 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *</p> <p>Dec 1: 19/20, 20/21 & 21/22 Member Expense Report Due in NOVA (Q1)</p> <p>Dec 31: 19/20, 20/21 & 21/22 Member Expense Report certified by Consortia in NOVA (Q1) *</p> <p>Dec 31: End of Q2</p>	<p>January 2022</p> <p>January 21*—MLACE Meeting</p> <ul style="list-style-type: none"> • One-time proposal • Member Effectiveness Bylaws <p>Jan 31: Student Data due in TE(Q2)</p> <p>January 14—MC in-service day</p> <p>January 18—Start MC spring classes</p> <p>*3rd Friday</p>	<p>February 2022</p> <p>February 11th—MLACE Meeting</p> <p>3-year Plan Workgroup</p> <p>March 2022</p> <p>March 11th—MLACE Meeting</p> <p>Mar 1: Member expense report is due in NOVA (Q2).</p> <p>Mar 31: 19/20 and 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q2) *</p> <p>Mar 31: End of Q3</p>



California Human Development Flyers PDF forms

