

## Mendocino/Lake Adult and Career Education

### (ML ACE) Meeting

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

August 25 2023 10-12:00 pm (Members stay after meeting for members only discussion/networking and lunch)

### Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

In person location: LLRC 4210 (Second floor, next to the library)

## Minutes

1. Call to Order Start time: 10.08 (Action)
2. Roll Call of Voting Members: Anderson Valley Adult School: Noor Dawood (voting member); Fort Bragg Coastal Adult School: Kristin Larson Balliet (Voting member); Kelseyville: Joe Del Prete, (Voting member); Lake County Office of Education: Beth Hampson (Voting Member); Leggett Valley: Michelle Keys (proxy voting member for Sierra Lahera via Zoom); Mendocino College: Amanda Xu, (voting member) Dean of Centers; MCOOE: Tami Mee (Voting Member); Ukiah Adult School: Eric Crawford Principal (Voting Member); Willits Unified: Mark Beebe, Superintendent WUSD, (voting Member)

#### Attendees:

*Mendocino College:* Debra Polak, VP of Academic Affairs; Melissa Fornari ESL Specialist Coast Center; Molly Thomas Work Experience Inst. (Guest); Jackeline Orozco (HEP director);

*Ukiah Adult School:* Scott Paulin Director of Alternative Education, UUSD; Nikki Agenbroad Budget Analyst for (UUSD);

Derek Fielder-Riddle, NCO-BUILD Coordinator

Kristina Long, COPE Health Care Solutions, Adventist Health, Program Coordinator

3. Changes/ Modifications/ Approval to the Agenda Joe 1<sup>st</sup> motion Mark 2<sup>nd</sup> (Discussion/Action)  
Motion to approve June 9 minutes
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.*  
June 9, 2023 Minutes Roll Call vote: Ayes: 9 Nays: 0 Abstain: 0 Absent:0
  - i. Anderson Valley
  - ii. Fort Bragg
  - iii. Kelseyville
  - iv. Lake County Office of Education
  - v. Leggett Valley
  - vi. Mendocino College
  - vii. Mendocino County Office of Education—CTE
  - viii. Ukiah
  - ix. Willits
5. Overview of next 6 months See link: [12 Month MLACE Schedule](#) (Discussion/Action)

ML ACE will highlight certain deadlines and members review upcoming events for the next 6 months.

**6. 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.*

• **Acknowledgement of guests/community partners:**

**Derek Fiedler Project Coordinator (NCO) for BUILD Construction Program (Zoom Guest).**

• **Public comments received from:**

- **Melissa Fornari-** We are trying to Organize Info-sessions for next week to set up a date and time. We want an open session for parents to ask questions and get informed about ESL morning class at the College and at the Coastal Adult School.
- **Derek Feidler-** We were able to graduate 4 students from our program. Some of them were able to find jobs. We decided to introduce a workshop phase before employment, to offer more people our services. It gives us more time for the selection process to take place. I got to say, it's doing its job. We can make much better confident decisions in selecting the people that will stay long term. The group that we have now; we haven't had a hungrier group. We couldn't be more excited.
- **Derek-** We are a Lake County program. They have to be decided. We are more intentional in our selection process for the training program. The people who find the most benefit, are those who are dedicated. I will leave my contact information in the chat.
- **Amanda-** Our current instructors are coming out of Ukiah. If we know anyone in the Lake area that can teach construction, let us know, so it's less time on high way 20. We have various positions, no specific descriptions. Will send out link to MC job postings.
- **Kristina Long (Adventist Health COPE Health Solutions)-** I wanted to mention that our next MA Cohort will be starting in a couple of weeks in September. We are currently collecting applications through August 30<sup>th</sup>. This will be going on for 8 or 9 months, virtually and in person, as well as working in actual clinics.
  - **Currently we are shifting our health scholars in Ukiah, Willits, and Fort Bragg. We are now open for shadowing for our scholars in ssurgical services in Ukiah as well as shadowing in the Obi, radiology, and the ICU. This program is open for students who are 16 years and above.**

**7. New consortium members plus new representatives:**

**(Discussion/Action)**

a. Fort Bragg– Kristin Larson Balliet–new principal

- **Kristin-** I'm technically doing 3 Alternate Education programs in addition to the adult school. All of it is under the umbrella of a Big Picture concept. It's a community-based school, a continuation school, and a middle school continuation community-based school. I also get to come here (adult education) and coordinate the community schools.

b. Leggett Valley--Sierra Lahera-new superintendent (**Absent**)  
Michelle is Proxy for Sierra Lahera.

c. Vote to accept: Lakeport Unified– Jonna Weidaw-new voting member

**8. Motion to accept Lakeport Unified as part of the consortium; Mark Beebe 1<sup>st</sup> /2<sup>nd</sup> Kristin Balliet Larson 9 Ayes 0 Nays 0 Abstain 0 Absent**

- Jonna- We are very excited in becoming a part of MLACE, our purpose here is to continue to research different types of Adult and Career Education Opportunities that we can possibly expand to Lakeport Unified School District within the next 3 to 5 years.

## 9. Director's Update-

(Discussion/Action)

Director will give updates on CAEP, MLACE and/or TE topics.

- Our Fiscal Agent Joe Atherton will verify our Q4 expense report. After that, the budget and work plan will open up.
- The budget and work plan is due in **Nova in September 30<sup>th</sup>**.
  - B. **TE:** For those of you using TE, that is our state required data.
  - ASAP automatically goes into Tops Pro (TE) and then into My Professional Center
  - C. Reviewed MLACE Registration Form and changes done to it.
  - We are **working with Pacific Sky**, who manages our website. They are the ones who created the whole form. We are trying to streamline the process when a student fills it out in our website so it automatically goes into My Professional Center. That means that Isaac and I will be the managers, we will do the input and the referrals.

It is really important to have these boxes checked. It could be a factor in us whether we qualify or not for certain grants i.e. ELL Grant which is \$130million for 50 consortia in 5 years. TE data--important to check boxes in Barriers for Employment: ALL should check these: 1. cultural barrier 2. ELL (if applicable), 3. Low level literacy, 4. Low income

- Chancellor's Office that reviews eligibility didn't tell us why we did not qualify. There are 5 eligibility requirements: Percent of EL Students, Percent of ELL residents, Percent of Poverty Level, Percent of Unmet demands, and percent of ELL Growth.
- TE will not automatically check it; we have to check it.
- We are unsure if we did qualify because we did not meet one criterion or several, if they looked only at TE Data and did not combine all other data systems (MIS, LMI, Census and TE).
- Unsure if TE data is missing data due to upload from ASAP, etc or a data system issue.
- Noor- Every agency could determine that individually by spot checking students, it could be like a 10-minute check that would reveal whether that's the case if it wasn't carried over or we haven't been entering it.
- Beth- We can check with other consortia who use ASAP (into TE )to see what they did to get the grant.
  1. Employment and Earnings Survey--Euline- There will be a survey for those who graduated from your program. It will be sent out 2 quarters after they have finished.

## 10. Member-initiated Information--Eric Crawford, Principal, Ukiah Adult School

### a. NEDP--National External Diploma Program

1. CASAS- High school equivalency certificate for adult learners
  2. fee-based and competency-based; need digital literacy
  3. need at least two staff trained in NEDP as support specialist and coach
  4. CASAS- High school equivalency certificate for adult learners
  5. fee-based and competency-based; need digital literacy
  6. need at least two staff trained in NEDP as support specialist and coach.
- **Eric Crawford-** I came across this program this summer, it's called The National External Diploma Program.
  - It is a way for adults who don't have credits or very low high school credits, to be able to get their high school diploma. Its competency based rather than Credit based.
  - If they show that they are competent and master the competency area, then they get the credit.
  - **Eric** - If they are doing math. One way they can get math credits is learning to balance a check book and credit cards.

- They show them how to do real life applicable skills. 6-9 Months long, 130 hours of work. If we had a student who had 80 or 90 we would not put him in this. These students won't take a long time to get through this. Nationally recognized diploma, by you own school board, but it is your diploma, from your school or from your county.
- In order to put the program in place, it requires 2 People to be certified or partner with another agency. You need to have a person who helps on-site and another website reviewer. One checks competency and sends to reviewer and signed off.
- It can be 2 people within different agencies.
- There is money involved. 1<sup>st</sup> year is \$6000. Checks competency and if requirements can be met.
- It could be, if people are interested, that as a consortium it can be met. Something to consider.
- WIOA- gives us \$585 dollars per high school diploma. If we don't have the funds then we are missing out.
- If you don't get WIOA funds, then it's just money that is going out.
- If WIOA and CAEP aligned, it would be more of a talking point.
- This can be done distance based; from home, check in every 2 weeks. Online.
- **Eric-** yes, One time charge. We would be charged the \$120 but then we get \$585 (from WIOA) back.
- To be a part of the NEDP you don't have to be a teacher, you do need a BS.
- **Noor-** If there were other agencies involved, we would pursue it. Kristin and Jonna agreed.
- Additional Discussion: about the value of high school diploma vs. certificate; question on whether CAEP is expected to be aligned with WIOA, i.e. if funding will be tied to performance outcomes, etc.

## 11. Member Update

(Discussion/Action)

*Members present updates, information, successes and concerns to the Consortium. Also, members should fill out the shared google sheet for monthly updates. Click: [2023 Monthly Member Update](#)*

- **Kristina Long (Adventist Com Help Health Solutions)-** I wanted to mention that our next MA Cohort will be starting in a couple of weeks in September. We are currently collecting applications through August 30<sup>th</sup>. This will be going on for 8 or 9 months, virtually and in person, as well as working in actual clinics.
  - **Currently we are shifting our health scholars in Ukiah, Willits, and Fort Bragg. We are now open for surgical services in Ukiah as well as shadowing in the Obi, radiology, and the ICU and that is for 16 and above.**
  - **It's very exciting to see the kids involved in healthcare at such a young age.**
- Anderson Valley- Noor Dawood-** This Sunday we have a registration day and we will do a bigger open house at the beginning of next semester. Fall is always a little bit slower for us because of the grape harvest.
  - Fort Bragg- Kristin-** we are doing great. We are starting our new school year. Becca Rodseth who was previously teaching the diploma program, has retired. Emily McPhail has stepped in. We have Anne Thomas doing the citizenship classes. I know people who got their citizenship last year.
    - **Euline-** I heard there was a conversation about reducing the credit requirement, which was quite high.
    - **Kristin-** They did reduce the credit requirement. Off the top of my head, I want to say it's at 180. It used to be 230.
  - Kelseyville-Joe-** I've had over the summer 3 graduates. I probably have another 12-15 students wanting to start this year. The more programs and the more kids you take, the better it is for me.

- d. **Lake County Office of Education- Beth-** our CNA class has begun and 14 out of the 15 seats are already filled. Our Medical Assistant program starts right after Labor Day. We anticipate and you never know till the first day of school, but we anticipate having 16 students in that cohort.
- We have more young men and more English language learners in both of these cohorts than we've ever had before.
  - In September 5<sup>th</sup> we are opening our new Lake County Adult School in Clearlake. Through that will be a high school diploma completion and then we will probably add additional components.
  - Our **new full-time instructor** also is a Mendocino College faculty member. **Jonah David Wakefield**.
  - We are located on the Lake County Campus of Woodland Community College in Clear Lake.
- e. **Mendocino College—HSE, ESL, SCT-noncredit- Amanda-** We have more students now than in 2019. It feels really good to be in a college with students in person.
- Overall, we have more students not necessarily more FTES.
  - That is great because we can offer more help and resources.
  - Sarah Walsh is on sabbatical in Ireland; Melissa is stepping in and helping Sarah.
  - Our ESL classes are starting at the beginning of September.
  - We are looking for more ESL teachers.
  - We have an on-ground ESL class in Covelo with 10 students.
  - We have a good outreach team going over to Covelo.
  - I have been working with other instructors in offering non-credit classes.
  - **Jackie-** In Ukiah we have 2 classes. One in the morning and one in the evening. We have a group of people interested in taking ESL classes at the Lake Center.
    - 12 in the morning and 19 in the evening.
    - We have 13 students who registered for an ESL class in Lake County.
    - We have been looking into making these classes available to all students.
    - We have a **Spanish Basic Computer skills class** and we only need 2 more students to fill the class.
    - Really exciting news for HEP this semester. So far in HEP we have 2 graduates.
- f. **Mendocino County Office of Education- Tami-** We are recruiting for our next cohort of DA students and Phlebotomy training students. We have full classes in both of those. We are recruiting for our next cohort of MA students which will not start until January 2024. We need at least 20 students to run the class. We have 6 or 7 students filling those spaces.
- I'll be working with Euline in hosting the graduation ceremony.
  - We have 3 different programs; MA, Dental, and Phlebotomy.
  - Students are completing at different times. Each program has different hours.
  - We will host graduation here Friday Oct 6<sup>th</sup> in the large theatre in Mendocino College.
  - I want to invite all of their family, and I am super thankful to Euline because she was able to book the Center for Visual and Performing Arts.
  - Department of Rehab, CHTC, and the tribes have been great help to our students.
- g. **Ukiah- Eric Crawford- Nursing last year we did our re-accreditation through the board of Vocational Nursing, Medical and Psychiatric Technician (PVMPT).**
- Our start date has been bumped back; we are thinking in starting after thanksgiving, maybe into December. We have 36 students who are ready to go. We are waiting for the board to say "go ahead, start".
  - We have a 1-year window during which we have to start our new cohort. If we don't start by December 16<sup>th</sup> we lose the ability to offer Pell Grants.

- I sent an Email saying: I said look, if we can't offer PELL, our numbers are going to go down. Our low-income members of the community won't have the help.
- **Citizenship is about to get started.**
- I am looking into incorporate citizenship classes
- We are hoping to get people to go to classes in the evenings.
- **Eric-** We have cyber-high as an option to everyone. We can get them online instead of the packets. Get their credits faster and get them finished.
- We also have a computer class in Spanish.
- There is a new director at the Jail, her name is Buffy Bourassa.
- She wants to do a CTE class in the Jail.
- Question: Any of members have a "funding" pot to help students? I have number of students who need support. My latest example is a student who was born here, went to Mexico and did her schooling there and came back.
- She has done a ton of work over there but no credits have been transferred.
- My idea is to create a fund or community group of some sort to store money and fund students like this.
- **Jonna-** Mendocino Community Foundation is accessible to support students with needs like this.
- **Jackie-** My recommendation for that student is to do her HSE. It is easier to go through High School Equivalency program than trying to transfer her credits from Mexico.
- That way she won't encounter problems with her FAFSA.
- **Eric-** I googled the Mexican Educational System in transferring credits. I know I can read the course title, and I can just do this, but what about I thought what about if we are audited.
- **Scott-** Natomas in Sacramento is close to the Mexican Embassy from Sacramento.
- **Jackie-** We are within the jurisdiction of the San Francisco Mexican Consulate. Maybe asking Mireya Magaña for her help with this.
- **Scott-** Validating courses from another country may cause issues with transcripts.
- **Eric-** Thank you for all the support. The original question was "Does anybody have a pot where we can donate for small incidental things? Little here little there. Maybe 2-3 thousand dollars that are liquidable to help support these students. To purchase a jacket, caps and gowns or whatever it is.

**h. Willits- Mark- I think we are at 21 students enrolled in Sanhedrin High School (Alternative, Adult and Independent).**

- We have finally some stabilities in terms of continued leadership and staffing.
- I don't know if we advertise as much as we could.
- **Jonna-** We are asking students why are you not going to Sanhedrin.
- **Euline-** We would like to help in marketing with flyers and Facebook posts

**12. Group work –Table this item: 1<sup>st</sup> Mark/ 2<sup>nd</sup> : Eric Ayes all (Discussion/Action)**

Consortium members will discuss and create a vision statement and create list of values

- A. Vision statement—short simple statement to capture mission which are both aspirational and inspirational**
- B. Values statement—list of characteristics of our consortium**

**10. Adjournment**

Time:12:26

First motion: Mark / Seconded: Eric / Ayes: All (Action)

**A. Reminders:**

- i. Next Meeting Date and Time: September 22 2023**