

Mendocino/Lake Adult and Career Education

(ML ACE) Month Meeting

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

August 23, 2024, from 10-1pm (Members: lunch and Strategic planning/discussion 12-1pm)

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

In person location: McMillan Hall 1230 Administration Building

Minutes

1. Call to Order Start time: 10:07 (Action)
2. Roll Call of Voting Members: Noor Dawood (voting member), Anderson Valley; Gary Lewis (voting partner), Fort Bragg Unified School District; Jonna Weidaw, (voting member) Lakeport Unified School District; Tami Mee, (voting member), MCOE; Kris Swett (voting member), Ukiah Unified School District; Mark Beebe (voting member), Willits Adult School; Amanda Xu (voting member), Mendocino College (ZOOM).
(Action)
3. Changes/ Modifications to the Agenda
 - Item #2 on the agenda, there is a typo that will be corrected.
 - Motion to approve Agenda corrections and June Minutes approved. First Motion: Jonna Weidaw, Seconded by: Mark Beebe.
In favor: 7 Nays: 0 Abstain: 0 Absent: 2 (Discussion/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.

June 10, 2024 Minutes Roll Call vote: Ayes:7 Nays:0 Abstain:0 Absent: 0

 - a. Anderson Valley
 - b. Fort Bragg
 - c. Lake County Office of Education
 - d. Lakeport
 - e. Leggett Valley
 - f. Mendocino College
 - g. Mendocino County Office of Education
 - h. Ukiah
 - i. 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.
Next meeting August 23, 2024; September 13, 2024; October 11, 2024, November 8, December 13 2024.

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.

A. Acknowledgement of guests/community partners:

- **Babe Delgado, Program Director at UVAH.**
- **Dave Gengoux, Citizenship & ESL instructor for UUSD.**
- **Kathy Kiely, Teacher on special Assignment for Ukiah Adult School.**
- **Nikki Agenbroad, Budget Analyst for UUSD.**
- **Victoria Pulido, Deputy Director of Career Point.**
- **Georgina Guardado, Literacy Program Coordinator, Lake County Library**
- **Jackeline Orozco, HEP Director.**
 - HEP is the High School Equivalency Program which is funded through a grant from the U.S Department of Education. This program helps migrant and seasonal farm workers and their family members obtain their High School Equivalency. I am also the program Director for HSE that has a different eligibility criteria, but also helps people of the community obtain their High School Equivalency. So far this year, 11 HEP students & 4 HSE have already graduated. This is our fifth and last year of the present HEP Grant, and the college is planning to reapply for the grant.
- **Derek Fiedler, Project Manager for the BUILD Program.**
 - **We are very pleased with our previous graduates. They were very successful and some were able to take advantage of work opportunities with local contractors.**

B. Public comments received from: No public comments.



7. **One-time Proposals Submission and Vote**

(Discussion/Action)

Per consortium by-laws on One-time proposal requests, consortium members submit one-time proposals for MLACE activities, etc. and then members vote to approve the requests.

a. Ukiah Adult School —CAEP event and Summit Total amount: \$1578

- This is a great learning opportunity for Kris, the new principal of the Ukiah Adult School.
- There are no registration costs, but there is a hotel expense in Sacramento along with other expenses.
- Motion to approve Ukiah Adult School’s attendance in CAEP Summit 2024. Motion Approved.

First motion: Mark Beebe, **Seconded by:** Tami Mee

In Favor: 7 Nays: 0 Abstain: 0 Absent: 2 LCOE & Leggett

b. Anderson Valley—CAEP Summit for three staff Total amount: \$5503

- Motion to approve Anderson Valley Adult School's attendance in CAEP Summit 2024. Motion Approved. First Motion: Mark Beebe, Seconded by: Gary Lewis
In Favor: 7 Nays: 0 Abstain: 0 Absent: 2 LCOE & Leggett
- Noor Dawood, this is an opportunity for staff members to attend and get informed.
- Two staff members will need lodging but one will commute since they live closer to where the Summit will be taking place.
- Magie Van Vogt, Ami Centeño, and Kristin Larson Balliet will be attending the Summit.

8. Guest Speaker—Community Partners

(Discussion)

Community partners present information relevant to MLACE work and activities.

a. Georgina Guardado—Literacy Program Coordinator, Lake County Library

- We are primarily funded through the California Library Literacy Services, which is through the State.
- Our program provides one on one tutoring for any adult that need to improve their reading and writing skills. We cater to anyone 16 years of age and older.
- The Lake County Library is learner centered. Lately we have a number of people who are wanting to learn more about citizenship and obtaining a driver's license.
- We have our regular adult program, English as a second language program, and family literacy program
- We also have a newly created jail program where we will have one on one tutors that go in the jail and help the learners learn whatever they are interested in.
- This program exists to help the literacy efforts in Lake County.
- We have 18 tutors and about 19 learners in the Adult Program, 17 in the ESL program, and 20 in the jail program.
- We have in-person trainings for tutors quarterly. These are through ZOOM or at Clear Lake and Lakeport branches.

9. Director's Update

(Discussion/Action)

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

a. Voting representatives and alternates—need official approval from individual school district School Board

b. Member Updates—Please fill out Google Sheet: [2004-2025 MLACE Monthly Member Update](#)

- Any member that is having difficulty Signing in to NOVA, please contact Euline for assistance.
- Every student enrolled in your program is in TOPSpro data Enterprise; this is our state required student data reporting system.
-

10. Adjournment

Time: 11:21 First motion: Tami Mee /Seconded by: Gary Lewis /Approved:

In Favor: 7 Nays: 0 Abstain: 0 Absent: 2

1:14:38 start plan notes in separate Document

(Action)

A. Reminders:

- i. Next Meeting Date and Time: *September 13—10-1pm***

11. Strategic Team for 3-Year Plan:

(Discussion/Action)

Our facilitator, James Hayes, will be introducing the team and the initial 3-year process. Consortium members will be involved in the strategic activities every month.

- a. Tentative Timeline and activities for the 3-year plan**
- b. 3-year plan guidance and template**

CAEP Due Dates

September 2024

- **Sep 1:** 22/23 and 23/24 Member Expense Report due in NOVA (Q4)
- **Sep 1:** 24/25 Certification of Allocation Amendment due in NOVA
- **Sep 30:** 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Sep 30:** 24/25 Member Program Year Budget and Work Plan due in NOVA • **Sep 30:** End of Q1