



**In person location: MCM 1060 (Board Room McMillan Hall Admin Building)**

**7. One time Fund Requests/Proposal --**

**(Discussion/Action)**

Consortium voting members present one-time request/proposal to consortium. One-time request forms must be filled out with quotes. Criteria and priority requirements in the one-time request form. Consortium members vote to approve proposals and fund through the consortium one-time fund.

- a. Anderson Valley : Six (6) hotspots for students      Cost:      \$1660.10
- b. Lake County Office of Education: Pilot Paraprofessional training Cost: \$ 2625

**8. Annual Program Area Review**

**(Discussion/Action)**

Members will participate in program area reviews by discussion, reflection and evaluation of program areas.

- a. ESL Update – From Sarah Walsh, full time ESL faculty/coordinator
- b. ESL program at the adult schools review –Anderson Valley, Fort Bragg and Ukiah Adult School

**9. Director's Update:**

**(Discussion/Action)**

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

- a. CAEP Summit 2025 highlights
- b. TE Admin Portal
- c. CASAS pre and post testing for ABE/ASE, ESL
- d. Education to Employment Summit in Feb of 2026—hosted by MLACE, WANB Mendo and Lake, Employer Partnership and K12 Strong Workforce Program (K12 SWP)

**10. Member Updates**

**(Discussion/Action)**

- a. Monthly verbal report if member has any new information—no more than 5 mins-report out per agency (Will use the monthly verbal report as record of Member monthly update)

**11. Future Topics of Discussion**

**(Discussion/Action)**

- a. Open to Members to propose topics or guest speakers for future discussions in the monthly meetings

**12. Adjournment**

Time: First motion/Seconded/Approve:

**(Action)**

- A. **Reminders:** Next Meeting Date and Time: *November 14, 2025 10-1pm MCM 1060*
- B. **Workgroup:** *opportunity for members to work on MLACE and program area discussions. (After regular meetings are adjourned)*

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**C. CAEP Due Dates: MLACE Schedule:**

- **October 10 2025—MLACE meeting 10-1pm**
- **Oct 30:** 25/26 Member Program Year Budget and Work Plan certified by Consortia in NOVA \*
- **Oct 31:** Student data due in TOPSPRO (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey

**November 2025**

- **November 14 2025—MLACE Meeting**
- **Nov 14:** Written Expenditure Plan (WEP)\* Only for consortia who have exceeded 20% carryover.

#### December 2025

- **Dec 1:** 25/26 Member Expense Report Due in NOVA (Q1)
- **December 14, 2025—MLACE Meeting**
- **Dec 1:** July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium \*
- **Dec 31:** 25/26 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2



#### January 2026

- **January 23, 2026 MLACE Meeting**
- **Jan 31:** Student Data due in TOPSPro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

#### February 2026

- **February 27 2025 Hold for Education to Employment Summit 2026 (9:30-3pm—Ukiah)**
- **Feb 28:** Preliminary allocations for 2026-27 and 2027-28 released by this date.

PowerPoint Slide Show - [CAEP FY25-26 Preliminary Allocations & CFAD Overview (1)]

## Reminder: Timeline/Deadlines

Deadline:	FY 2024-25 Deliverable
<b>May 2, 2025</b>	CFAD Certification due in NOVA
<b>June 20, 2025</b>	Three-Year Plan ❖ Must be submitted and approved by all members in NOVA
<b>August 15, 2025</b>	Annual Plan ❖ Must be submitted and approved by all members in NOVA
<b>September 1, 2025</b>	Certification of Allocation Amendments due in NOVA
<b>September 30, 2025</b>	<ul style="list-style-type: none"> <li>• Member Workplan &amp; Budget submission</li> <li>• Carryover Compliance Year 2 snapshot assessment</li> </ul>
<b>October 30, 2025</b>	Consortium certification of all Member Workplan & Budgets
<b>December 1, 2025</b>	Member Q1 Expenditure Report

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