



Memorandum of Agreement between
The Learning Connection, a program of SERRC - Alaska's Educational Resource Center, and the University of Alaska Southeast, Ketchikan Campus for Adult Educational Services.

FY 2017

Contract Amount: \$16,000

Contract Duration: August 1, 2016 - June 30, 2017

SERRC and University of Alaska Southeast, Ketchikan Campus agree to partner to provide adult education services for eligible adults in the City and Borough of Ketchikan.

SERRC will provide the following support to University Alaska Southeast, Ketchikan adult education service:

- 1. Training for staff in procedures for intake, assessment, instruction, and program reporting.
2. Scoring of TABE literacy assessments.
3. Ongoing support for instructional programs.
4. Entering student information into Adult Education statewide database system.

The University of Alaska Southeast, Ketchikan campus will follow standards and procedures for student information into adult education service including:

- 1. Weekly scheduled hours for students, ages 16 and older, for individual and/or small group instruction related to basic skills (reading, writing, and math), English literacy (English as a Second Language), and GED preparation.
2. Conduct pre and post assessments of basic skills of all students using TABE 9-10 or BEST Plus 2.0 assessments, and share in a timely manner with the Regional ABE Coordinator.
3. GED testing services for students in coordination with GED Testing Service protocols.
4. Summaries of staff qualifications using state required short resume format provided for the state database.
5. Maintain confidentiality of student files and records.
6. Collect required student information using The Learning Connection and state enrollment forms.
7. Submission of registration, attendance, and assessment data for all students served, on a monthly basis, to SERRC for entry into state database.
8. Preparation and submission of reports in a timely manner for regional program reporting.
9. Collaborate with ABE Regional Coordinator to develop and implement strategies to recruit learners to the program.
10. Lead instructors participate in monthly, scheduled meetings with the ABE regional coordinator to review program and provide and receive updates.

Terms of Payment: Two payments disbursed per year with first disbursement in November 2016 and final in May 2017, based upon invoice received.

Sheryl Weinberg, Executive Director
Southeast Regional Resource Center
Date: 8/17/16

Pricilla Schulte, Campus Director
UAS, Ketchikan
Date: 8/25/16

Roxanna Felkl
Director Budget, Grants, and Contracts
UAS, Juneau Campus
Date: 8/23/16