

EXHIBIT A

ADULT CONTINUING EDUCATION PROGRAM FOR PERSONS WITH DEVELOPMENTAL DISABILITIES

PROJECT SUMMARY 2014

The Adult Continuing Education for Persons with Developmental Disabilities (ACED) program will be an on-campus learning experience for adults with disabilities. The program will be administered by the UMKC Institute for Human Development, a University Center for Excellence in Developmental Disabilities, and Metropolitan Community College-Longview, and Metropolitan Community College-Blue River. The program will be conducted on the Volker campus of the University of Missouri – Kansas City, the MCC-Longview campus in Lee's Summit, Missouri and the MCC-Blue River campus in Independence, Missouri.

ACED will be a full-year program. Each campus, UMKC and MCC-Longview, will conduct a spring and a fall session. The six (6) week spring session will offer twenty-one (21) classes/activities on Saturday mornings. The six (6) week fall session will offer twenty-one (21) classes/activities on Saturday mornings. An estimated one hundred (100) students will be served during each spring and fall session at UMKC and MCC-Longview.

In addition to the UMKC and MCC-Longview sites, MCC-Blue River will conduct a spring and a fall session. The six (6) week spring session will offer twelve (12) classes/activities on Saturday mornings. The six (6) week fall session will offer twelve (12) classes/activities on Saturday mornings. An estimated fifty (50) students will be served during each spring and fall session at MCC-Blue River.

Summer sessions will be held at various sites. Twelve (12) to fifteen (15) classes will be offered during the summer sessions. Class days will vary during the summer sessions.

Enrollments will not exceed twelve (12) students per class unless appropriate.

ACED is estimated to serve between four hundred (400) to five hundred (500) students during 2014.

Each class will have an instructor and a classroom aide. The Project Director/Program Coordinator/Site Supervisor/designee will be on duty and available for assistance during all times when ACED is in session. Classrooms will be fully accessible and other accommodations will be made as needed.

An advisory committee, including parents, students, and professionals in the field of developmental disabilities, will be convened to participate in recommending classes and reviewing project policies.

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Scope of Services: Metropolitan Community College-Longview & Blue River

MCC-Longview agrees that the Program Site Coordinator will be on site while classes are in session and students are present. MCC-Longview also agrees to discuss issues with the ACED Program Director if the Program Site Coordinator is unable to fulfill any job responsibilities as outlined in Attachment 1.

Site Coordination: MCC-Longview will provide site coordination (program coordinator and/or site supervisor) for ACED activities taking place on the MCC-Longview campus and the MCC-Blue River campus. Activities include, but may not be limited to, scheduling the dates of the MCC-Longview campus spring and fall sessions in coordination with the Institute, scheduling classrooms, orienting ACED staff, scheduling access to copying facilities, and coordinating the flow of activities on class days.

Recruitment: Recruitment activities will include interviewing prospective students and staff; participating in advisory committee, staff training and program development, and College for Living meetings; conducting program presentations; publicizing the program; and actively recruiting students off campus at their workplace, residence, school, or location convenient for the student in order to sustain and increase enrollment.

Documentation: Responsible for submitting requested documentation in a timely manner.

Provision of Facilities: MCC-Longview will provide facilities including classrooms, maintenance, security, utilities and office space to support a spring session of six (6) Saturdays, five (5) hours per day, seven (7) classes per hour and a fall session of six (6) Saturdays, five (5) hours per day, seven (7) classes per hour.

MCC-Blue River will provide facilities including classrooms, maintenance, security, utilities and office space to support a spring session of six (6) Saturdays, four (4) hours per day, four (4) classes per hour and a fall session of six (6) Saturdays, four (4) hours per day, four (4) classes per hour.

Facility usage expenses will be paid to MCC-Longview to be distributed internally within the MCC system.

Copying Service: Copying service for producing instructional materials and other program-related documents.

Supplies: Instructional/office/reception supplies purchased by instructors individually or by MCC-Longview for program use.

Travel: Includes Site Coordination for program-related activities such as student interviews, presentations, staff meetings, advisory committee meetings and supplies

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**Budget: Metropolitan Community College Longview and Blue River
January-December 2014**

Program Administrator	Salary/Benefits package	\$1,725.00
Program Coordinator	Salary/Benefits package	\$33,024.68
Travel	Mileage	\$750.00
Communication	Postage & Copy Expense	\$265.00
Supplies	Classroom, office, reception	\$3,084.00
Facility Usage MCC-LV: \$11,760.00 MCC-BR: \$6,720.00	LV: 336 classroom hours @ \$35/hour BR: 192 classroom hours @ \$35/hour	\$18,480.00
TOTAL*		\$57,328.68

***Does not include undetermined fees for use of Longview Recreation Center.**

Attachment 1

Adult Continuing Education for Persons with Developmental Disabilities (ACED)

Responsibilities of ACED Program Site Coordinator

Revised February, 2014

Prepare proposed budget and project summary
Review and process subcontract
Help decide class offerings and program dates *
Interview instructors, aides, volunteers *
Submit staff paperwork to UMKC
Write class descriptions for brochure
Help create brochure
Hire new staff
Create instructor packets
Review and revise instructor educational objectives
Review and submit student performance data
Determine and purchase supplies, materials, and equipment as needed *
Write weekly memos to staff
Submit weekly staff attendance and staff schedule to UMKC within 48 hours of weekly session. (Monday)
Arrange field trips and guest speakers
Send objectives/competencies/data collection to UMKC
Submit additional reports to UMKC as requested
Prepare invoice for services two times per year
Provide community outreach to recruit students and inform community members *
Recruit students *
Interview students *
Complete student information forms
Mail students' class schedules
Notify appropriate offices of schedule, including security
Track enrollment
Submit staff and student information grids to UMKC
Update weekly on-going enrollment as soon as first student registers
Create staff folders for Saturdays
Create staff check-in/out form
Organize staff schedule for each Saturday
Create class attendance rosters and student check-in/out form
Create nametags and classroom signs
Supervise program on Saturdays by observing, interacting, evaluating, and helping staff and students in the classrooms and hallways entire morning.
Conduct a minimum of one staff training and orientation per session
Plan and implement reception on last day
Print Certificates

Respond completely to emails from main office within 48 hours
Attend all six Saturdays of classes per session; must be physically present on campus from first staff/students arrival to departure
Meet deadlines on time
Report accidents, concerns, challenges, of both staff and students, as soon as they arise
Respond to all emails and phone messages in a timely manner
Submit checks and money orders within 3 weeks of date written
Attend and contribute to a majority of meetings of ACED Program Coordinators, College for the Living Coordinators, as well as EITAS end-of-the-year meetings *
Provide resources and guidance to staff
Prepare and organize class supplies and materials at home if necessary *
Plan and attend the ACED Advisory Board meetings *
Visit and evaluate field trip sites for accessibility *
Present ACED Program information at the request of group homes, agencies, sheltered workshops, and EITAS *
Coordinate and supervise summer classes and events as schedule allows *

*** Duties out of office or off-campus**