Approve application for federal assistance; Dept. of Education title VI grant for fiscal 1993/94 (Oct.1, 1993 - Sept. 30, 1994) If received, funds will allow the Mariposa Learn to Read Program to expand.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors has approved applications by this and other departments to increase the county's ability to provide services.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

If the Board approves submission, the literacy program will follow through. If not, there will be no Title VI application of chance of funding.
APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED
   January 5, 1993

3. DATE RECEIVED BY STATE

4. DATE RECEIVED BY FEDERAL AGENCY

5. APPLICANT INFORMATION

Legal Name: Mariposa County Library

Address (give city, county, state, and zip code):
   Mariposa [P.O. Box 106]
   Mariposa County
   California 95338

E. EMPLOYER IDENTIFICATION NUMBER (EIN):
   94-6000880

F. TYPE OF APPLICATION:
   [ ] New
   [ ] Continuation
   [ ] Revision

II Revision. enter appropriate letter(s) in boxes:
   [ ] A. Increase Award
   [ ] B. Decrease Award
   [ ] C. Increase Duration
   [ ] D. Decrease Duration
   [ ] Other (specify):

7. TYPE OF APPLICANT: (enter appropriate letter in box)
   [ ] A. State
   [ ] B. County
   [ ] C. Municipal
   [ ] D. Township
   [ ] E. Interstate
   [ ] F. Intermunicipal
   [ ] G. Special District
   [ ] H. Independent School Dist.
   [ ] I. State Controlled Institution of Higher Learning
   [ ] J. Private University
   [ ] K. Indian Tribe
   [ ] L. Individual
   [ ] M. Profit Organization
   [ ] N. Other (Specify):
   [ ]

8. NAME OF FEDERAL AGENCY:

   U.S. Department of Education

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

   Application for Fiscal Year 1993-94 (Oct. 1 - Sept. 30)
   Funds to be used for expansion of Library Literacy Project.

12. AREAS AFFECTED BY PROJECT (CITIES, COUNTIES, STATES, ETC.):

   Mariposa County, California

13. PROPOSED PROJECT:

   Start Date: 10/1/93
   Ending Date: 9/30/94

14. CONGRESSIONAL DISTRICTS OF:

   a. Project: District 18
   b. Project: District 18

15. ESTIMATED FUNDING:

   a. Federal
      $ 34,527 .00
   b. Applicant
      $ 0 .00
   c. State
      $ 38,564 .00
   d. Local
      $ 0 .00
   e. Other
      $ 0 .00
   f. Program Income
      $ 0 .00
   g. TOTAL
      $ 73,091 .00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
   (a) YES
   (b) NO

   DATE: 12/9/92
   PROGRAM IS NOT COVERED BY E.O. 12372
   OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
   [ ] Yes
   [ ] No
   [ ] If "Yes," attach an explanation.

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Type of Name of Authorized Representative
   [ ] John W. McCaghman

b. Type of Title
   County Administrator

c. Telephone number
   (209) 966-4744

d. Date Signed
   12-17-92

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PART III - BUDGET INFORMATION

LSCA VI - Library Literacy Program
CFDA No. 84.167

Check one:  

Applicant is a State library  

Applicant is a local public library

Budget by Category

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<td>C. Travel</td>
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<td>$ 1,500</td>
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<tr>
<td>E. Supplies</td>
<td>$ 6,225</td>
<td>$ 4,550</td>
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<td>F. Contractual Services</td>
<td>$ 750</td>
<td>$ 1,000</td>
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<tr>
<td>G. Library Materials</td>
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<td>$ 0</td>
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<tr>
<td>H. Other</td>
<td>$ 0</td>
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<td>I. Total Direct Charges (add lines A - H)</td>
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<td>$ 38,564</td>
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<td>J. Indirect Charges</td>
<td>( %) $ 0</td>
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<td>$ 38,564</td>
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<tr>
<td>L. Program Income</td>
<td>$ 0</td>
<td>$ 0</td>
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ASSURANCES — NON-CONSTRUCTION PROGRAMS

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.

2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-618), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.


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10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).


14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL

County Administrator

APPLICANT ORGANIZATION
Mariposa County Library

DATE SUBMITTED
January 5, 1993
CERTIFICATIONS REGARDING LOBBYING; DEBARKMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over $100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - L-11, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARKMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE

GRANTEES OTHER THAN INDIVIDUALS

As required by the Drug-Free Workplace Act of 1986, implemented at 34 CFR Part 85, Subpart F, for grantee, defined at 34 CFR Part 85, Sections 85.605 and 85.66:

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about:

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office
Drug-Free Workplace

(Grantees Who Are Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 —

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

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<th>NAME OF APPLICANT</th>
<th>PR/AWARD NUMBER AND/OR PROJECT NAME</th>
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<td>Mariposa County Library</td>
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<tr>
<th>PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE</th>
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<tr>
<td>John W. McCamman, County Administrator</td>
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<tr>
<th>SIGNATURE</th>
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ED 80-0013

H6
PROCEDURES FOR COMMENTS BY STATE LIBRARY ADMINISTRATIVE AGENCIES

Instructions for

Local Public Library Applicants

Local public library applicants for the Library Literacy Program must give their State library administrative agency the opportunity to comment on their applications. *If an applicant fails to do so the application will not be considered for funding under the Library Literacy Program.* To comply with this provision, local public libraries must do the following:

1. Submit a copy of the application to the State library administrative agency at the same time as the application is submitted to the Application Control Center at the U. S. Department of Education.

2. Enclose with the application sent to the State library administrative agency a copy of the page entitled "Procedures for Comments by State Library Administrative Agencies -- Instructions for State Library Administrative Agencies" (see page H8).

3. Sign the certification below which confirms that the State library administrative agency has been provided a copy of the application.

4. **ENCLOSE THIS CERTIFICATION WITH THE APPLICATION THAT IS SUBMITTED TO THE U. S. DEPARTMENT OF EDUCATION.**

Certification:

A copy of the application was sent to the State library administrative agency on **January 5, 1993**

(date)

[Signature]

Signature of Authorized Representative

Mariposa County Library

Name of local library / State
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<td>7</td>
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## Attachments

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<td>A2</td>
<td>Resume: Coordinator</td>
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<td>A3</td>
<td>Resume: Office Assistant</td>
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<td>Newspaper article</td>
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<td>B2</td>
<td>Greeley School Multimedia System</td>
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<td>C1</td>
<td>Evaluation Tool (CALPEP)</td>
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<td>Evaluation Tool (CALPEP)</td>
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<td>D1</td>
<td>Letter of support</td>
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<td>D2</td>
<td>Letter of support</td>
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ABSTRACT

Applicant: Mariposa County Library
Title: Adult Literacy Program
Director: Lynda Campbell, Coordinator
Post Office Box 106
5067 Hwy 140, Ste A
(209) 966-5905

Request: $34,527
Dates: October 1, 1993 to September 30, 1994

The Mariposa County Library is requesting $34,527 to expand and enhance its library literacy program. Funds will be used to hire a full-time coordinator for Coulterville-Greeley Hill, which is a remote section of the county. The potential for success is great in this disadvantaged area. The Red Cloud branch library in Greeley Hill would become a fully functional literacy office and tutors would be trained for this northside location.

Of the amount requested, $3,725 will be used to purchase a multimedia computer system for the Mariposa Learn To Read Office. It will include state of the art educational software, which demands interaction and is highly motivational. Such a package would increase available learning time and escalate the rate of learners' progress.

Increasing our ability to reach out to more people with the addition of a new coordinator and an educational computer system will bring the Mariposa Learn to Read Program closer to its goal of a literate adult population.
APPLICATION FOR LSCA TITLE VI

Background

The Mariposa County Library's Learn to Read Program is a volunteer-based adult literacy program. We provide one-on-one tutoring to English-speaking learners 18 years and older. It is the only library literacy program. Adult basic education is offered through the Social Service GAIN program, but a person must qualify. Spring Hill, the county's alternative high school accepts adults but they must matriculate with the young people during a day-time only schedule.

The program is a member of the California Literacy Campaign and has received funding under the California Library Services Act since fiscal year 1989-90. The program has operated with only California Library Literacy Services Funds (CLLS) since that time. We are requesting a LSCA Title VI grant in the amount of $34,527 to expand and enhance our service. Monies will be spent to hire a coordinator and train tutors for the Coulterville-Greeley Hill area. A computer, peripherals and programs will be purchased for the use of tutors and learners. This will allow for variety and motivation as well as more independence for the learners.

Mariposa County is a rural area located in the western Sierra Nevada foothills of California. According to the local Chamber of Commerce, 15,600 residents live within its boundaries. It is a large county that covers 1,455 square
miles, much of it public land. Mariposa County is home to Yosemite National Park and surrounding National Forest.

There is no incorporated area within the county. The town of Mariposa is the county seat as well as the primary settlement. Cathey's Valley and Hornitos are to the west, Coulterville and Greeley Hill to the north and the communities of El Portal, Yosemite, and Wawona are located within the Park's boundaries. Hilly terrain throughout the county increases driving times between areas and adds to their remoteness. This is especially true of the communities of Coulterville and Greeley Hill.

The Mariposa County Learn to Read Program has served 82 learners since it began. There are usually 20 or more pairs working together at any given time. A new coordinator was hired last May and efforts to recruit both learners and tutors have increased. Recruitment methods include speaking engagements, press releases, public service announcements, participation in local events such as the county fair, posters and brochures at locations county-wide and interfacing with other service providers and organizations.

To keep the channels of communication open and to disseminate information, monthly debriefing sessions are held for tutors. Some months the coordinator sets the agenda and others, a tutor may request a particular topic. For the exchange of
ideas and techniques of problem-solving this forum is invaluable.

A book discussion group for learners is in the planning stage for early 1993. The Christmas get-together brought out twice as many learners as the Open House in July so we feel learners are becoming more confident about interaction. The mutual stroking that occurs when learners interact is a real self-esteem builder. Providing a reason such as the book-discussion group makes a meeting of learners less threatening.

The Learn To Read Program keeps participants tuned in to the program via our quarterly newsletter. The office assistant edits it but articles are solicited from both tutors and learners. There have been many favorable comments about the newsletter since it was begun last July. It will be expanded to include northside activities and concerns. We anticipate a bimonthly format beginning with January 1994.

NEED

The 1990 census determined that of 11,107 adults counted, 2,532 or 22.7% do not have a high school diploma or equivalent. Of that number 568 have less than a 9th grade education. Because the Chamber of Commerce reports a population gain of 1,099 since the census report, there is every reason to believe the number of undereducated has also increased. The need is definitely here. The rural, small town atmosphere allows neighbor to help neighbor. We work
hard to build trust and always stress the positive; improving
the skills a person has rather than dwelling on lack of
knowledge. It is important to praise an individual for
his/her desire to learn at this time instead of emphasizing
missed opportunities in the past. The confidentiality of the
program is stressed from the outset.

Census (1990) demographics put the county's population at 92%
white, 4% Native American and 4% Hispanic. There is no ESOL
component to Mariposa Library's literacy program.

Household income in Mariposa County tends to be skewed to the
low end of the scale with the median income at $25,272.
Nineteen percent live in households with income below $9,999
and only 11% are in households with income above $60,000.
Employment in Mariposa is closely tied to tourism and is
therefore somewhat seasonal. Many more are employed during
the summer months. The service industry (primarily for
visitors) provides the greatest number of jobs (50%).
Government is next with 29% followed by T.U.F.I. & RE
[Transportation, Utilities, Finance, Insurance & Real Estate]
at 14%. Wholesale and Retail Sales employs 6.3% of the
workforce, Manufacturing, 4%, Mining and Construction 3%, and
Agriculture, Forestry and Fishing, insignificant (EDD Report,
1991 Estimate).

Employment by occupation corresponds to the above with 20% in
service related fields, 16% in clerical positions, 14%
executive and 14% are craftsmen. Twelve percent of the workforce is professional, 9% technical, 6% are laborers, operators and farming are each at 3% and 2% are private entrepreneurs. Unemployment figures vary by about one percentage point with the season since many more people are working during the peak visitor months between May and October. The rate of unemployment given by the State Employment Development Agency for Mariposa County in October, 1992 is slightly above 7%.

The Coulterville-Greeley Hill area is the most disadvantaged section of the county and this unemployment figure is not a true representation. Many people haven't had steady work in years and are not counted. Income levels are the lowest and unemployment is highest. The need for a literacy provider on the northside is great.

Since fewer and fewer newly created jobs have a place for low skilled workers, it is imperative that adults with limited skills increase their ability to meet current and future job markets. Mariposa Learn to Read has approached business through the local Rotary and works with Mother Lode Job Training Agency to increase awareness of the problem of illiteracy as well as possible solutions. There have been inquiries from employers concerning the Learn to Read Program and some have indicated a desire to urge an employee to seek help. The office assistant or coordinator is always ready with appropriate suggestions.
The Learn To Read Program has been successful in some solicitation and fund-raising. Most donations have been small ($50 from a learner to purchase a dictionary, $300 from Rotary for "Hooked On Phonics", the gift of a used tape recorder, and a sign), but the groundwork has been laid. Tutors and learners are willing to donate their time and in-kind services. As the economy rebounds we are confident that greater financial support will be forthcoming.

Due to State cost-cutting measures, the county is unable to subsidize the literacy program at this time. Therefore, without Title VI funding, our program will continue to exist, but will not be able to expand. Matching state funds in fiscal 1994/95 and expected county and community support will enable the program to continue in its expanded format when Title VI monies are gone.

COORDINATION & COOPERATION

The coordination of services is important in a rural setting. Since "people with less than 6 years of schooling are 4 times as likely to be receiving public assistance as those attaining 6 or more years of education" and "it is estimated that $5 billion a year in taxes goes to support people receiving public assistance who are unemployable due to illiteracy" (both quotes Laubach Literacy Action), many of the same people are seen by Social Services as enter the literacy program.
After attending the California State Literacy Conference in Sacramento in September, 1992, the coordinator was invited to a meeting for Mariposa County Social Services supervisors. There she discussed a set of guidelines developed by Jose Cruz of the San Diego Council on Literacy and handed out copies of them to those present. The guideline details a list of tell-tale signs of illiteracy along with methods of approaching clients and referring them for help in reading, writing, spelling and math skills. The meeting was a successful one as there have been several referrals (from Child Protective Services, Mental Health and the Welfare Department) as well as telephone calls from intake workers for information and clarification of what our program offers.

Mariposa County Learn To Read cooperates and coordinates with other county agencies, businesses, and organizations in Mariposa County and the surrounding area. In addition to working with Social Services, we place tutors at the county jail, Whispering Pines Camp (a Christian facility for troubled young men), and the California Youth Authority Camp at Mount Bullion (CYA), 4 miles from Mariposa. Tutors help adults who are enrolled in the GAIN program and need just a little extra help and also tutor students who are attending Spring Hill High School and are at least 18 years old.

The above programs offer educational services, but not according to the "Each-One-Teach-One" philosophy which is the cornerstone of the Learn To Read Program. Whispering Pines
Camp, the CYA, and Spring Hill High School have classes. Illiterate or functionally illiterate adults do poorly in a classroom environment. There is usually a history of problems with a classroom setting, creating a negative mindset and a block to learning. Our program offers confidential one-on-one tutoring to replace or enhance classroom participation.

The Coordinator worked as a substitute teacher for the Mariposa County Unified School District for 2 1/2 years. She is well acquainted and works closely with administrators and teachers. A flyer about the literacy program was sent home with every child in the district. The coordinator has met with principals and has spoken at staff meetings to make certain teachers know how and where to refer parents who need help with skills.

Our program staff communicates with the administrators of the above agencies as well as service organizations (Rotary, AAUW, Kiwanis, Lions) and churches in the area. Many of our tutors are recruited from these groups. It is essential to keep in touch with the County Board of Supervisors as well. Each of the five members represents a district and they are a practical and valuable source of information with regard to constituents' needs.

The Library Literacy program has an advocate at the county jail. Commander Bruce Pickard gives our questionnaire to every inmate as he is admitted. It asks whether the person
would like a tutor to help improve reading, writing, spelling and math skills and/or GED preparation. Questionnaires are available at the probation office, too.

Representatives of the Learn To Read Program attend the quarterly meetings of and maintain communication with the San Joaquin Valley Literacy Network, a forum composed of Valley literacy programs with the express intent of discussing, coming to terms with, and working out solutions for the issues and problems of adult illiteracy. In early 1993 we anticipate the development of a mountain area literacy network comprised of agencies from Mariposa, Tuolomne, Amador and Alpine counties. This will allow for idea exchange between these similar rural mountain regions.

PLAN OF OPERATION

Mariposa Learn to Read is proud to offer a range of help from beginning reading to GED preparation. Tutors are available to give one-on-one guidance in reading, writing, spelling and math. Occasionally a learner may have two or three tutors. This was the case for three county jail inmates last spring. Each received his GED after being tutored by our volunteers. Because one tutor felt more proficient in reading and writing, another in social studies and science and another in math, the learners benefitted from the expertise of all three. The program is flexible and oriented to best meet the needs of learners.
In order to determine just what those needs are, a variety of assessment tools are used. At the initial interview a learner is questioned as to his/her level of schooling and abilities. Lit Start, Laubach Readiness, and Challenger Placement inventories are used according to the level stated. Pre GED testing is also available although the program does not administer the GED exam itself. Math diagnostics are administered if the learner expresses an interest in improving math skills.

The learner's goals are taken into account from the first day he/she walks through the door and tutors, along with assistance from the coordinator, modify and change the curriculum to suit the individuals involved. Assessment is ongoing, both informally by asking questions and through the use of checkups provided with the various materials.

Semi-annual progress is reported to the State library via CALPEP [California Adult Learner Progress Evaluation Process]. Tutors and Learners use the "Where We Started" form to indicate improving skill level. Tutors may indicate any "important literacy related events" on monthly reports as well. Additionally it offers an opportunity to request materials or other help from the Learn To Read Program.

Materials available to program participants cover a wide range of topics that reach out to the different learning styles that we all have. Programmed instruction such as the Laubach
Method Series and "Challenger" offer the basics. "Breakthrough to Math" and "Math by Objectives" are used for math tutoring. "Patterns in Spelling" and "Structures in Spelling" (New Readers Press) are excellent for teaching the phonics approach. Our library also contains Steck Vaughn's "Language Exercises", Comprehension Skills Series and "Moments in American History" as well as other texts on geography, history and science. There is a variety of fiction geared toward the adult new reader and a Pre-GED and GED Series.

We also use the language experience approach which encourages Learners to write and allows Tutors valuable insight into their learners' background and knowledge. The Richmond Community History Project's New Readers series shows just how significant language experience can be. This program series, which we have, is a real inspiration to new readers and writers.

Due to the restricted size of the Mariposa Library (there is a building fund with a tentative start date of 1997), the literacy office is housed separately. The office has two rooms. One is shared by the coordinator and office assistant, while the room in which Tutors and Learners meet is a large, bright space with a bay window. We moved to these quarters last July from one cramped, hard to find room. The change has improved the morale of our staff and provided our volunteers and their students a pleasant place to study. An Open House following the move brought other County agents, businessmen
and women, and the general public through the office, increasing visibility of the program.

Mariposa Library Branch Supervisor Catherine Adams works closely with the literacy staff. She is included in all staff and area council meetings and articles concerning library news are solicited from her for the literacy program's newsletter. The literacy coordinator is present at library and Friends of the Library meetings, and the office assistant is a member of the library board. All library employees, including extra-help (part-time) and volunteers are supportive of the program and quick to refer anyone requesting information to the Learn To Read Office.

Literacy materials used by tutors and learners (texts, manuals and workbooks) are at the literacy office, but there are supplementary books at the library, dealing with the issues of remedial reading, dyslexia and diagnosis of reading disability. These, along with some ESL texts, were purchased through a CLSA Literacy Awareness Collection Grant at the start of the program.

El Portal, Red Cloud (in Greeley Hill), Wawona and Yosemite are all branches of the Mariposa County Library. Mariposa Library is open 39 hours per week, El Portal 10.5, Wawona 10, Yosemite 11.5, and Red Cloud 16. These hours reflect recent budget cuts made necessary by the reduction of state monies allocated to counties throughout California. Library branches
and the Learn To Read Program office are open to all, regardless of gender, ethnicity, age or physical ability.

The Red Cloud branch is located in a small shopping complex. It serves the tiny communities of Greeley Hill and Coulterville which are 8 miles apart. The library is accessible to the physically handicapped.

REQUEST

The Coulterville-Greeley Hill area is the focus for the program expansion. Rob Reinhardt, principal of Coulterville Greeley School, and other community leaders indicate there is a real need for an adult literacy program in their community. Approximately 85 students have illiterate or functionally illiterate parents, which means at least 150 adults. (The figure is probably higher because many people are so isolated that they become invisible.) Since "youngsters whose parents are functionally illiterate are twice as likely as their peers to be functionally illiterate" (National Assessment of Educational Progress), it is imperative that instruction be made available.

Coulterville-Greeley Hill is a remote area (30 winding miles from Mariposa to the south and 25 winding miles from Sonora in Tuolomne County to the north). There is no adult education available. A local literacy program would make it possible for those who need to improve skills to have access to help.
The northside's assessor and probation officer, R. Scott Godfrey, indicates there is a particular need for literacy services among young adults. He has been donating his time to help tutor young offenders under his jurisdiction and would welcome and work with a new coordinator.

A Head Start Program is underway in Mariposa County. There will be a center on the northside which presents a perfect opportunity to coordinate resources. James Evans, the Director of Housing and Community Development, is keeping our staff abreast of his efforts. A Head Start Director will begin work within the next 90 days.

The Northside Coordinator will work closely with Head Start and Coulterville-Greeley Hill School to encourage those undereducated parents whose children qualify for Head Start to enroll in the local library literacy program. Of course, there will also be a collaborative effort with Head Start in Mariposa. It is anticipated that the commencement of the program and the concentrated efforts of the literacy coordinators and Head Start Director will increase our number of learners significantly with the addition of these parents.

Funds from a Title VI Grant will allow the Mariposa Learn To Read Program to expand to Coulterville-Greeley Hill by hiring a coordinator for the area. A county-wide recruitment would be undertaken to hire a coordinator. The salary offered will be $19,332. Benefits amount to $7,520. (The job description
used to recruit the current coordinator is attached. It will be revised and reissued.) Mariposa County is an equal opportunity employer and meets all state and federal guidelines with regard to personnel practices.

An amount of $700 is budgeted to allow the coordinator to receive mileage (at .275 per mile) to attend meetings and training in Mariposa and Network sites in adjacent counties. It is anticipated there will be sufficient monies in the state budget to allow both coordinators to attend the annual California Literacy Conference. These figures are based on expenditures of the past three years.

Two thousand five hundred dollars is included under supplies to purchase a desk, chair and bookshelf to be used by the literacy program at the Red Cloud library. It will cover the cost of installation and monthly bill for an additional telephone (specifically for the literacy program) at $450 and routine office expenses. There is an allowance of $600 for tutor/learner workbooks and supplies. (This figure is low because monies are also available through our State grant for instructional resource materials.) The remaining $3,725 in the supplies category is for the computer system.

An amount of $750 is budgeted for contractual services. California Literacy, Inc. will provide a trainer for the first tutor training workshop (until the coordinator is certified). The charge is $495 plus travel expenses from Los Angeles.
The northside's remoteness makes it necessary to have a person there full-time in order to get the ball rolling and keep it going. He/she needs to integrate into the community and work closely with the Coulterville-Greeley school, the library, and county agents who are there on a regular part-time basis. Gaining the respect and trust of the locals is crucial to the program's success. The coordinator will spend time in the "field" to reach out to those who need our help and cannot come to the office.

There is room in the Red Cloud library for a coordinator to work with the library assistant. This branch is open 16 hours per week which leaves it empty the rest of the time. The space is ideal for tutors and learners to meet in. Meetings could take place whether the library is open or not with a full-time coordinator. The library staff and Board of Supervisors are excited at the prospect of greater utilization of this building and the Red Cloud library assistant, who is from a pioneer Greeley Hill family, is a literacy advocate.

The Coulterville Greeley School principal Rob Reinhardt, as well as providing important data on the need in this area (he estimates that at least half of his 175 students have illiterate parents), has offered to cooperate with the Literacy Program by making the school's computers available for use by tutors and learners. He suggested that older students (6th, 7th and 8th graders) might serve as computer
tutors. This would be a plus for our program and an opportunity for the youngsters to shine.

The multimedia systems in use at the Coulterville Greeley school are truly innovative. The program demands active participation by the student and incorporate all three methods of learning: visual, auditory, and tactile or kinesthetic. Articles are attached describing the computer system and programs used. After seeing a demonstration, the literacy coordinator determined that this method would be as motivating and effective for adults as it is for children.

For this reason a portion of the Title VI monies will be used to purchase a multimedia system and software for the Mariposa office. The computer hardware is $3,000 and we are allowing $500 for software. A printer will be an additional $225, for a total of $3,725. This amount is budgeted under line item E.

This computer system will be dedicated to program participants use only. It will be set up in the study room for learners and tutors. The computer currently in the office will remain there for administrative purposes.

The benefits of such a technological bonus to the program are manifold. The software offers a wide range of interactive curricula. It allows a learner to work independently in addition to his/her time with a tutor or while waiting to be paired. The use of a computer is in itself a way to increase
a person's skills and make him/her more valuable as an employee.

OBJECTIVE

The objective of The Mariposa Library Learn to Read Program is to reduce the number of illiterate and functionally illiterate adults in Mariposa County by expanding and enhancing the current program. Conversely we plan to increase the numbers of literate residents by at least 100 at the end of the grant period. To reach this goal we will pair tutors with learners in the Coulterville-Greeley Hill area by the end of 1993 and increase the numbers of county-wide participants each month.

We will hire a coordinator and recruit and train tutors. A training team comprised of the Mariposa Coordinator and another trainer from the outlying area would do the first workshop. The northside coordinator will eventually become a member of the training team (unless he/she is already a certified trainer) and workshops could be held without outside expertise, thereby saving on fees and/or travel expenses. (The Mariposa Coordinator is currently working on trainer certification.) Tutors and learners are there and community leaders have already agreed to help spread the word as soon as expansion is possible.

The second part of the request will enable us to increase the number of learners by bringing the adult literacy program in Mariposa county into the computer age. The introduction of
the multimedia system described above and in attachment B1 and B2 will stimulate and motivate learners and their tutors. The school has offered the use of its systems in Greeley Hill so there is no need to purchase one for Red Cloud, which is located less than ¼ mile from the school.

The new equipment would be placed in the Mariposa Learn To Read office. There will be a training workshop held for tutors as soon as the system is installed. All programs include tutorials and are relatively simple to operate, but the coordinator will be available to assist users as needed. It is felt that learners will be enthusiastic about this new educational tool and will help to recruit others into the program.

EVALUATION

The effectiveness of the introduction of the computer will be determined by ongoing monitoring of the program through use of monthly quarterly and semi-annual reports listed above. These forms track the numbers of tutors and learners, number of volunteer and study hours and methods used. Expenses and other budget items are recorded as well. (See attachments ) Such reporting will track any increase in participation. Whether it is due at least in part to inclusion of the multimedia system would be ascertained by asking the following questions when it has been installed for three months and each quarter thereafter:

Tutors/Learners: Does the computer make learning/tutoring easier and/or faster for you?

Tutors: Do you spend more time working independently than you did before using the program?

Tutors & Learners: Will/have you recruited someone as a learner because of the multimedia system?

Tutors: Would you continue with the program if the multimedia computer system was no longer available.

The computer is no substitute for the personal attention afforded by one-on-one instruction, but can be effectively incorporated into an adult literacy program and would be a boon to Mariposa County's.

BUDGET & COST EFFECTIVENESS

The Mariposa Learn To Read Program has operated successfully under budget constraints for the past 3 1/2 years. State-wide budget cuts will make it necessary to operate even more prudently. The coordinator has been consistently prompt and accurate in all mandatory budget reporting and works closely with the county's assistant auditor to assure continuity and correctness.

The proposed Title VI budget is not extravagant. It does, however, allow for the greatest benefit to be realized within
the parameters considered by the Department of Education. By hiring a coordinator for the Greeley Hill program rather than attempting to share one, it saves on time and travel expenses. Rather than 2 offices staffed part-time it means full-time commitment to the cause of literacy.

It is anticipated that a coordinator can be hired for the beginning rate listed at $1,611 per month ($19,332 annually). Benefits would be at $7,520 for a total cost of $26,852. As previously stated, materials for the northside program will be provided by a combination of state and Title VI funding.

Monies earmarked for the computer system and educational software is a very cost effective addition to the program. With comparatively little cost, ($3,725) many learners can become proficient in a number of areas; not just the three Rs but computer literacy and touch typing, too.

ADEQUACY OF RESOURCES

As previously stated, The Mariposa County Learn to Read Program utilizes its resources in a productive and efficient manner. The Mariposa office space and supplies are adequate for administrative and meeting purposes and the Red Cloud library will work well as a literacy center. The GAIN classroom is available for workshops or large groups and the libraries are also used for meetings. Program materials are varied and sufficient. Program personnel, volunteers and learners work with other county agencies, community
organizations, churches and clubs to promote literacy, utilizing all available resources.

QUALITY OF KEY PERSONNEL

The Mariposa County Learn To Read Program staff includes Lynda Campbell, the coordinator and Grant Michael Menzies, the office assistant. Mr. Menzies has been with the literacy program since November, 1991 and Ms. Campbell was hired in May, 1992. Both the coordinator and the office assistant are Laubach trained tutors who tutor in the program. Resumés are attached.

The duties of the new coordinator will be similar to those of the Mariposa coordinator. He/she will be responsible for pairing tutors and learners, administrative and office functions, budgeting and submission of bills. He/she will act as a liaison with the community by creating and maintaining channels of communication, including speaking engagements, working closely with social service and school representatives in the area, and home visits when needed. It will be necessary for the coordinator to recruit and help to train tutors, as well as follow-up activities, including mini-workshops and discussion groups for both tutors and learners. He/she must be an advocate for literacy and a Coulterville-Greeley Hill promoter.

The Mariposa coordinator will train and supervise the northside coordinator. Materials will be available to and
placed in the Red Cloud library at Greeley Hill. These materials will include texts, manuals and workbooks, many of which are consumable. There will be no need for a computer at this site as all program data can be entered in the Mariposa office computer. (The northside coordinator will bring the information to Mariposa.)

The coordinators will meet at least monthly after initial training and orientation. They will discuss various aspects of the program including curriculum, scheduling, personality dynamics, and budget matters. The efforts of both coordinators as well as the library staff tutors and learners will be necessary to meet the above objective.

As with the current literacy program, monthly, quarterly, and semi-annual reports will be used to track progress in addition to more informal communication between coordinators. Tutor debriefings will take place at the Red Cloud Library within the first three months of operation.

State grant funding cuts will force elimination of the office assistant's position in fiscal year 1993/94. (He may choose to apply for the job of northside coordinator.) Office duties in Mariposa and Greeley Hill would be handled by the coordinator and volunteers. A number of tutors have indicated a willingness to help and others could be recruited in future tutor training workshops. It is a good way to keep volunteers engaged between learners.
Key personnel will continue to be diligent in the implementation of the program described above. We will carry out the plan in the most efficient and effective manner, utilizing all methods and resources available in order to achieve the goal of a greater rate of literacy in Mariposa County.
LITERACY PROGRAM COORDINATOR
OPEN/IN-COUNTY
$1,611-1,958
FINAL FILING DATE: April 3, 1992, 5:00 P.M.

NOTE: This position is being recruited for currently but is contingent on grant funding availability.

THE POSITION

This classification, under general direction of the Mariposa County Librarian, is responsible for the Mariposa County Learn to Read Program, recruits adult learners for the Program, recruits tutors for the Program and provides tutor training, develops referral linkages, evaluates and improves Program operations as needed, and develops and sustains Program operations through alternative resources and commitments from the community. This job class requires a high level of organizational and administrative skills.

SUPERVISOR: Mariposa County Library Supervisor

EMPLOYMENT STANDARDS

Knowledge of:

- techniques used in adult basic literacy development; tutoring in basic English literacy; administrative practices and procedures involved in planning and budgeting; and problems, techniques, practices, planning, development and operation of literacy programs.

Ability to:

- plan, assign, and supervise the work of others; analyze situations accurately and adopt an effective course of action; organize departmental operations; prepare and justify budget; maintain and compile adequate records; present oral and written presentations before governmental agencies and civic groups; utilize and coordinate local resources; and work cooperatively in community activities with committees, groups and other agencies.

THE EXAMINATION:

The examination process will consist of a review of the required knowledges and abilities as demonstrated on the application (pass/fail). This review is followed by competitive evaluation of training and experience as described on your supplemental application. Your overall score will be based on the competitive evaluation of the supplemental application (100%).
SUPPLEMENTAL APPLICATION FORM
LITERACY PROGRAM COORDINATOR

Name: ____________________________________________

Address: __________________________________________

Telephone: _________________________________________

INSTRUCTIONS TO APPLICANT

This supplemental requires you to prepare narrative descriptions of your relevant experience and capabilities. In answering the questions that follow, describe your most relevant experience, education or other background that demonstrates that you possess these particular qualifications.

We are asking you to go through this process to enable us to give you full credit for all relevant accomplishments. We recommend that you complete the form over a period of time.

Only those candidates demonstrating the best job-related qualifications will be invited to continue in the selection process. Therefore, it is to your advantage to complete this form thoroughly and accurately.

Responses such as "see resume", "see attached", or "see application" will NOT be evaluated. The application process and all materials submitted constitutes an examination.

IMPORTANT NOTE: BE SURE EACH POSITION YOU REFER TO ON YOUR SUPPLEMENTAL IS ALSO LISTED UNDER "21. PRIOR WORK HISTORY" ON YOUR REGULAR APPLICATION.

I, the undersigned, understand that all information provided herein is subject to verification and is true to the best of my knowledge and ability.

_____________________________    ____________________
Signature                      Date
SUPPLEMENTAL APPLICATION FORM
LITERACY PROGRAM COORDINATOR

1. Please describe your training and experience as it relates to the position of Literacy Program Coordinator:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

2. Please describe your knowledge of adult literacy programs and adult learning techniques.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Lynda W. Campbell  
4580 Bridgeport Dr.  
Mariposa, CA 95338  
(209) 966-4817

OBJECTIVE  
Challenging and responsible education-related position

EXPERIENCE

05-92/present  
Literacy Coordinator, Mariposa County Learn to Read Program  
* Match tutors with adult learners  
* Evaluate and assess new readers  
* Budget California State Grant funds  
* Report on program progress and expenditures  
* Advocate and promote literacy program  
* Supervise and direct office assistant

02-90/05-92  
Teacher, Mariposa County Unified School District,  
Morgan Hill Unified School District  
* On call and long-term substitute, K-8  
* Lesson planning and classroom management  
* Related to staff, administration and parents

04-85/12-87  
Sales Administrator, Mindset Corporation  
* Domestic and foreign sales documentation  
* Sales projections  
* Monthly reports, computer entry  
* Customer service

08-82/03-85  
Marketing Administrator, Codata Systems Corp.  
* Coordinated functions with Sales and Management  
* Customer support, service  
* Order-taking, maintenance of sales files  
* Export sales, documentation, licensing, shipping  
* Attended and helped to arrange job fairs and shows

05-81/05-82  
Eligibility Worker (AFDC), Sonoma County  
* Interviewed applicants and determined eligibility  
* Maintained caseload of 120-125 clients  
* Figured monthly budgets and made computer entries  
* Worked within strict deadlines

06-76/10-80  
Office/Customer Service positions, Southern California  
* Customer Service, title insurance company  
* Office Manager, closed circuit TV company  
* Office Manager, nurse's registry

EDUCATION

Bachelor of Arts, Sociology, California State University, Northridge, 1976  
Multiple Subject/Professional Clear Teaching Credential, California State University, San Jose, 1990.
RESUME

Grant Michael Menzies
Post Office Box 1272
Mariposa CA 95338

(209) 966-6812

WORK EXPERIENCE

1 November 1991-Present

Working for Mariposa County Learn to Read Program as Assistant to the Coordinator. For over two months after the resignation of the previous Coordinator - from 28th February to May 1992 - served as pro tem Coordinator of the Literacy program, while the county implemented the process of hiring a new Director. Coordinated Tutor/Learner pairs, interviewed and evaluated inmates at the county correctional facility, matched new Learner/Tutor pairs, sat in on interviews for library, represented the Program at the 1st May 1992 meeting of the San Joaquin Valley Literacy Network at Madera county library, as well as doing the job for which I was hired: sending out/maintaining monthly/semiannual reports, entering data/updating computer database, keeping records in order, tallying/submitting expenses for the Mariposa library and its branches, and overseeing "traffic" in the office, as well as other clerical tasks. [$1235.00 current]

11 July - 30 October 1991

Employed at Sierra On-Line, a manufacturer of computer software located in Oakhurst, California: production and graphics/art department - secretary to the managing editor of Sierra On-Line magazine, Nancy Smiteh. Prepared and updated forms and announcements; entered and proofread articles; some work with French and German texts; responsible for preparing/shipping artwork/disks. Computer programs used: WORD 5.0, Ventura Publisher, Timeline

22 November 1988 - 2 June 1991

Performed secretarial duties for William Luce, playwright-screenwriter, as well as translations [from German] of material from overseas productions. Input material on computer, performed proofreading duties, as well as other clerical tasks.

24 August 1987 - 15 November 1988

Manager for Van Hurst, an antiques dealer situated in Beverly Hills, involving clerical work, sales, the arranging/display of artwork and furniture, and providing information on same for patrons.
Grant Michael Menzies - RESUME, page 2.

16 January - 21 August 1987

Assistant to Dean Laubenheimer, designer, manager of CBS Furniture showroom, a Los Angeles based custom furniture company with primary exposure in the Los Angeles Design Center on Melrose Avenue, West Hollywood. Sales and clerical work.

EDUCATION

Grade school to first three years of high school in Mariposa, completing senior year via correspondence courses through The American School in Chicago. Five years private tutoring [1981-1986] liberal arts study and classical piano under guidance of William Luce and Zona M. Milmore.

PERSONAL DATA


Published [articles, reviews, translations] in prestigious antiquarian journals [the Omnibus, Journal of Ancient & Mediaeval Studies, The Genealogist] as well as poetry collections; provided original material and translations for Broadway and off-Broadway theatre productions. Involved in historical/genealogical research for over a decade, for some of which I traveled to Europe in 1987.

Interests: writing, reading, classical piano, European history/genealogy.

Member and Director of the Board of the Augustan Society in Torrance CA [Sir Rodney Hartwell, founder and president];

Member and Fellow of the Octavian Society in Torrance CA, same as above;

Member Board of Directors Mariposa County Friends of the Library.

REFERENCES FURNISHED ON REQUEST
Coulterville-Greeley School reveals computer labs and CD-ROM

At a recent ceremony the Greeley Hill School revealed their IBM computer lab and CD-ROM multimedia system. In operation since January, the IBM computer lab has offered unlimited educational challenges and sources of information for students and teachers at the school. All computers are equipped with a hard drive that allows the storage of many programs in each computer. The CD-ROM system offers collections of information that include color photographs, maps, sound, and full motion color video scenes. Students word-processing programs like Microsoft WordPerfect, and Microsoft Works which they use to complete written assignments and reports.

A local volunteer, Nick Dodge, visits the school once a week to provide instruction in BASIC computer programming and other skills. Other community supporters, Trent and Mary Wells, have also assisted by donating two new computer systems to the IBM lab.

Eighth grade teacher Mike Heath has already seen a dramatic change in his students. "Many of them show up wanting to work with the computers before 7:30 a.m. in the morning. Students are spending their lunch breaks in the lab and they beg to stay long after school. All of my students are now completing research assignments, including final typed copies, with the word processing programs."

"We believe in using technology in our school," says Principal Rob Reinhardt. "Computer systems, and especially high quality software programs, have become so easy to use and academically stimulating that their use should be required by all schools."

"We set up an Apple computer lab last year that continues to service all students in grades K-7. The IBM lab has been a great addition to provide even greater educational opportunities. We have already witnessed great positive behavior changes and impressive academic development in all of our computer using students," said Mr. Reinhardt.

The school is now planning to add four new Multimedia CD-ROM systems that will provide all of the latest technology available, including CD-ROM software that presents moving color videos, color photographs, stereo sound, text to speech and other innovative features. The new systems will be placed in several classrooms to serve as classroom media centers with unlimited sight, sound and text collections.

Sean McCulloch and other students working in the IBM lab. Photo by Rob Reinhardt
Multimedia CD-ROM

COMBINED GRAPHICS, STEREO SOUND, ANIMATION AND VIDEO TECHNOLOGY

WHAT IS MULTIMEDIA?

The latest development in computer technology has created a union of sound, text, graphics and moving pictures. This new format of presentation and storage has been given the abbreviated name of MPC or Multimedia Personal Computing.

The presentation of information in this new media form allows the use of all senses to interpret, research and learn.

SYSTEM REQUIREMENTS

The minimum system requirements for MPC includes a 386SX computer processor operating at 20 MHz, 4 MB RAM, VGA graphics, 30 MB hard drive, 8 bit sound board and a CD ROM drive with a 150 Kilobit per second rate.

Microsoft, Fujitsu, NCR and a group of other corporations combined their efforts to produce this new media format. The "standardization" of this accepted media format has allowed developers to create applications and software that can utilize the unique capabilities of Multimedia technology. MPC is a dramatic and stimulating medium.

COULTERVILLE GREELEY SCHOOL

MPC CD-ROM COMPUTER SYSTEMS

The development of Multimedia computer systems for the Coulterville Greeley school has occurred over a two year period. Beginning with the set up of an Apple computer lab in 1990, students and staff rapidly mastered computing skills. In the beginning of 1992 an IBM computer lab consisting of 7 units was established in the eighth grade classroom.

Experimentation with MPC began with the addition of an external CD ROM drive and software.

Research into the rapidly developing CD ROM technology indicated system and software releases that would occur in the spring of 1992. A plan was established to acquire and program 4 MPC systems to place in separate classrooms that would serve as "computerized media centers" and "interactive tutors". An international search for affordable systems was completed and funds were established to purchase 4 units. Before placing the order, the company stopped exportation of all computer equipment.

A renewed search for equipment produced a small list of units that averaged $4,500 a piece, without software or speakers. Unable to afford the increased cost, a local computer company was contracted to build MPC computer systems to our specifications with speakers, software & extended warranties.

The computers include a deluxe 386 processor at 40MHz 85 MB hard drive, 4 MB Ram, SONY high speed CD ROM drive, 8" bit Soundblaster Pro audio board, stereo speakers, 3 button mouse, super VGA non-interlaced monitor and an extended keyboard, all black in color.

Software includes DOS 5.0 and Windows 3.1.

All units were programmed to operate the Macmillan Dictionary for Children, Microsoft Bookshelf, Mammals, Microsoft Word for Windows, Where in the World is Carmen San Diego, U.S. Atlas, a text to speech and musical synthesizer. The units will be placed in four classrooms serving grades 2-6.
MONTHLY TUTOR REPORT

for the month of ____________, ________
(year)

(Tutor: Please complete this form and return it to the office.)

Tutor's name: ________________________________

Adult learner's name: __________________________

Tutoring site: ________________________________

☐ Check here if site is different from last month

Record of Hours:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Travel hours</th>
<th>Preparation hours</th>
<th>Tutoring hours</th>
<th>Other hours</th>
<th>Total hours</th>
</tr>
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<tr>
<td>Week 1</td>
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<td></td>
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<td></td>
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<td>Week 5</td>
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<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Tutoring activities:

Materials used: ________________________________________________

Methods used: ________________________________________________

Text used: ________________________________________________

Important literacy-related events in the life of the learner: (Tutor, please let the adult learner brag . . .)
**SEMI-ANNUAL REPORT**

**Name (L,F) ____________________________**

<table>
<thead>
<tr>
<th>Response Options</th>
<th>(2) Often</th>
<th>(2) Difficulty</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 = Unknown</td>
<td>1 = Not at all</td>
<td></td>
</tr>
<tr>
<td>1 = Not at all</td>
<td>2 = Sometimes</td>
<td></td>
</tr>
<tr>
<td>2 = Sometimes</td>
<td>3 = Regularly</td>
<td></td>
</tr>
<tr>
<td>3 = Regularly</td>
<td>0 = Unknown</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 = Easy to read</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 = A little hard</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 = Very hard</td>
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</table>

**Type of Report: 2**

**Report Date: ___/___**

**Months in Program ___**

**Reading Habits: Often Difficulty**

<table>
<thead>
<tr>
<th>Reading Habits</th>
<th>Often</th>
<th>Difficulty</th>
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</thead>
<tbody>
<tr>
<td>Street/traffic signs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Menus</td>
<td></td>
<td></td>
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<tr>
<td>Mail/bills/letters</td>
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<tr>
<td>Labels/instructions</td>
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<tr>
<td>Notes from School</td>
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<tr>
<td>Bank machines, etc.</td>
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<td>Comics</td>
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<td>Reading books to child</td>
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<td>T.V. guides</td>
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<td>Religious materials</td>
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<td>Books</td>
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<tr>
<td>Other</td>
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</table>

Page 1 of 4 -- PGDN/PGUP for next page

**Writing Habits: Often Difficulty**

<table>
<thead>
<tr>
<th>Writing Habits</th>
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<tbody>
<tr>
<td>Checks</td>
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<tr>
<td>Notes/Menus</td>
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<td>Stories/Poems</td>
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<td>Greeting Cards</td>
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<td>Crosswords</td>
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<td>Other</td>
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<tr>
<td>Other</td>
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</tr>
</tbody>
</table>

Page 2 of 4 -- PGDN/PGUP for other pages
Ms. Lynda Campbell  
Literacy Coordinator  
Mariposa Co. Learn To Read Program  
P.O. Box 106  
Mariposa, CA 95338

Dear Ms. Campbell:

I would like to take this opportunity to express my strong support of The Mariposa County Learn To Read Program's grant application for funding to expand and enhance services for adult literacy.

I am aware of the need and importance of providing services that will encourage adults to learn to read. I also understand the impact a part-time coordinator could have if given the training to help provide these services. I am hopeful through The Learn To Read Program, many adults will soon receive the assistance they need.

Again, I wholeheartedly support your efforts and strongly recommend the funding of The Learn to Read Program. Should you require further assistance on this worthwhile program, do not hesitate to contact me.

Sincerely,

Richard Lehman  
RICHARD H. LEHMAN  
Member of Congress

RHL/kg
December 16, 1992

Lynda Campbell, Literacy Coordinator
Mariposa County Learn to Read Program
Post Office Box 106
Mariposa CA 95338

Dear Ms. Campbell:

I am pleased to learn that your Program is attempting to expand to outlying areas of the County, particularly Coulterville, Greeley Hill, and other areas of the "north" County.

As you may be aware, the Greeley Hill area contains a relatively large number of low income and disadvantaged families. Due to its remote location, it is difficult to provide the full range of services available in other areas of the County.

The Head Start Program plans on operating a preschool center in the Greeley Hill area. I would be pleased to coordinate efforts so that Head Start families can take advantage of the "Learn to Read" Program. Please let me know how the Head Start staff can assist in your efforts.

Good luck in securing funding to expand your excellent program.

Sincerely,

JAMES F. EVANS,
Director