

# Marin Adult Education Program Consortium

## Governance Committee Minutes

November 2, 2022

---

**In Attendance:** Jaemi Naish, Rebecca Nowlen, Isabel Farga, Estela Merida Godfrey, Victoria Martin, Samuel Chavez, Ken Lippi, Daniel Solis, Katheryn Horton, Jen Russel, Ryan Milani, Alice Enochs

**Meeting Moderator:** Victoria Martin, SRCS

**Meeting minutes:** Rebecca Nowlen

**Called to Order: 1:03 PM**

- I. Public Comment- No public comment
- II. Literacy Classes in Marin County-Estela Merida Godfrey (415-758-1346; info@spanishliteracyservices.com)
  - A. Proposal to improve the literacy of our Spanish-speaking population
    1. Basic reading and writing in Spanish
    2. Basic arithmetic skills
    3. M, W, Th 6:00 to 7:30 PM
    4. Location TBD- possibly Davidson MS
    5. Duration- 9 months- concurrent with school year
    6. Would like to begin in January
    7. Investment:
      - a) Literacy coach \$35/hr; Literacy coach assistant \$25/hr
      - b) Materials
        - (1) Work books, class supplies
      - c) Train additional coaches
    8. High need for Marin students and their parents
    9. Some children are being placed in age-appropriate grades despite lacking literacy skills in their native language
    10. Estela will send written proposal to Jaime for dissemination
- III. Items for Discussion and/or Action

- A. Approve minutes of October 5, 2022 meeting: Jen moves, Jaime seconds, motion approved
- B. Katheryn & Ryan (from Big Cat: ryan@bigcatadvertising.com): Web page update
  - 1. Presented logo options and webpage template
  - 2. We should include CAEP logo somewhere
  - 3. Rebecca will write blurb on MAEP
  - 4. Individual schools' layout can be list, accordion, grid; can include links, logos
  - 5. How to optimize searches
    - a) GED classes
    - b) English classes (also in Spanish)
    - c) Diploma classes
    - d) Make sure translation is prominent
    - e) How to optimize searches originating in Spanish, and how to get them to arrive at the page in Spanish?
      - (1) We need a page written in Spanish
      - (2) Samuel will translate the page
  - 6. We need to form our privacy policy
    - a) Owner, what is being done with info, etc.
  - 7. Contact Form may cut down on spam email
  - 8. Need a place to upload monthly meeting minutes and agendas
  - 9. Analytics: Do we care who is / how many are coming to the site?
  - 10. What should the url be? Marinaep.org?
  - 11. Where to host site? (domain registration should be at the same site) Site ground? WP engine? Ken will pursue
- C. Rebecca: MAEP Outreach & Program Analyst position update
  - 1. I Want to come and learn about your program in person! Please get in touch with her to arrange a visit. Contact [rnowlan@tamdistrict.org](mailto:rnowlan@tamdistrict.org)
- D. Jen: Additional support for MAEP data analysis
  - 1. Any movement on this? Contract with Kathy? MOU? Support from Isabel
  - 2. What data do we want to look at?
  - 3. Can we report data quarterly via a newsletter with each other?

4. We need to get support to the schools that are just getting started with TE and NOVA
  - a) People especially need help in NOVA. Kathleen Antokhin is good support for NOVA. Maybe she and Rebecca can put together a cheat sheet for NOVA regarding deliverables and where to find them with screen shots and possibly links.
  - b) Also a cheat sheet for TE
- E. Jaemi- What support is needed to complete CAEP deliverables and reporting?
  1. Members need help learning TOPS Enterprise
  2. All entities outside of COM need to use TOPS
  3. If a contractor is used, either contractor or member needs to complete TOPS reporting.
- F. December meeting canceled
- G. January 2023 meeting date - set for 1/11/2023
- H. How to implement Spanish Literacy without having a credentialed teacher?
  1. MCOE wants to help fund this– but wants it to include San Rafael, Novato, Shoreline
  2. We don't have to "hire" someone– think of the Tech for Life model
- I. Member/Partner Updates and Handouts
  1. COM- Katheryn
    - a) Pre Apprenticeship program through SRJC
      - (1) Pay for apprenticeship pays \$28
    - b) ECE Apprenticeship program via COM
    - c) Fire Foundry
    - d) CNA - Awaiting state approval for spring
    - e) Construction program going strong
    - f) Email to follow
  2. NUSD - Jen
    - a) Northbay TIP going strong
  3. TUHSD-Jaemi
    - a) Healthcare pathways highly attended. Ends in CPR certification

- (1) Pathway to COM for their healthcare tech trainings
- (2) Home Healthcare Aid class
- b) Looking for partners to join WASC meeting

Adjourned 2:26 PM

- I. Training for all members who use CAEP funding for state approved programs.
  - A. CASAS Training Portal: <http://training.casas.org/TOPSPRO>
  - B. Enterprise Training: <https://www.caadulthoodtraining.org/CAEP>
  - C. Regional Meetings: <https://www.caadulthoodtraining.org/OTAN>
  - D. Tech Training: <https://otan.us/training/online-workshops>
- II. Meeting Moderator Schedule for 22 – 23:
  - A. December: Ken Lippi, MCOE
  - B. January: Jaemi Naish, TUHSD
  - C. February: Kathleen Antokhin, Katheryn Horton, COM
  - D. March: Tyler Graff SRCS
  - E. April: Ken Lippi, MCOE
  - F. May: Adam Jennings, SUSD and Jen Russell, NUSD
  - G. June: Jaemi Naish, TUHSD
  - H. Schedule conflicts: please switch with another member
- III. 22-23 CAEP Deliverable Calendar [HERE](#)
  - A. November 2022
    - 1. Nov 30: 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA\* (Extended for 2022)
  - B. December 2022
    - 1. Dec 1: July 1, 2021 to June 30, 2022 Program Area Report (Instructional Hours and Expenses by

Program Area; actuals) in NOVA and Certified by Consortium\*

2. Dec 1: 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
3. Dec 31: 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1) \*
4. Dec 31: End of Q2

C. January 2023

1. Jan 31: Student Data due in TOPSPro (Q2)
2. Jan 31: Employment and Earnings Follow-up Survey

D. February 2023

1. Feb 28: Preliminary allocations for 2022-23 and 2023-24 released by this date.