



**Marin Adult Education Program Consortium
Governance Committee Agenda
June 7, 2023**

Marinadulthoodeducation.com
[CAEP Fiscal Management Guide](#)

Meeting time: 1 – 2:10 pm, June 7

Zoom link: <https://marin-edu.zoom.us/j/93714450491>

Meeting Moderator: Jaemi Naish, Director, Tamalpais Adult School

Meeting minutes: Rebecca Nowlen, MAEP Outreach Coordinator & Data Analyst

CAEP Members: Ensure voting member or designee attends monthly meetings

Called to Order: 1:07 PM

In Attendance: Rebecca Nowlen, Jaemi Naish, Jen Russell, Tyler Graff, Ken Lippi, Alina Varona, Alice Enochs, Carlos Uculmana

- I. Public Comment
- II. Items for Discussion and/or Action
 - A. Approve [meeting minutes](#) of April 21, 2023 meeting: Ken moves; Jen seconds; Motion approved
 - B. See Rebecca's [SLIDE SHOW](#)
 - C. Approve 23-24 meeting calendar:

23-24 MAEP Governance Meeting Schedule - DRAFT	
Date	Moderator
8/9/2023*	COM
9/6/2023	MCOE
10/4/2023	NUSD
11/1/2023	Shoreline
12/6/2023	NO MEETING
1/10/2024	San Rafael
2/7/2024	COM
3/6/2024	TAS
4/3/2024	TAS
5/1/2024	MCOE
6/5/2024	NUSD
* at 2:00 PM	

1. Meeting schedule approved as written at 2:00 PM. Last meeting will be held in person at MCOE.
 2. We will skip August meeting if Annual Plan is finished by then.
- D. Annual Plan (due August 15) - Rebecca
1. Member agencies will fill in blanks on the [ANNUAL PLAN PLAN](#) ASAP so that Rebecca can work on Annual Plan
- E. Member Allocation Updates / Requests
1. SUSD - Alice
 - a) Budget overage update
 - b) Reallocating 21/22 carry over funds to Novato. MOU has been created
 - c) Returning 15/16-20/21 funds to the state
 2. NUSD - Jen
 - a) MCOE has funds earmarked for parent support classes. Interested in partnering with every member / agency to support parents.
 - b) Jen looking for Spanish speaker to teach Parent Project
 - c) Latino Family Literacy Project discussed as a possible source of parent support
 3. TUHSD - Jaemi
 - a) Allocation Amendment Request
 - b) Due to TFT increase in benefits / pay, Outreach coordinator position has increased from \$87,000 to \$94,426. Position is now about \$7000 underfunded.
 - c) Also attendance at conferences by outreach coordinator is beneficial consortium-wide
 - d) Ken and Jaemi will discuss a possible allocation amendment
- F. Clarification of NOVA Indirect Fee amounts - Kathleen
1. Indirect cost for fiscal agent (COM) is capped at 2.45%. Member agents are capped at 5% or CDE approved rate, whichever is less.
 - a) Only Shoreline has a CDE approved rate less than 5%
 - b) Several agencies only charging 2.55%. That should be the highest amount that any district uses from adult school funds
- G. Carryover / AB1491 Review - Kathleen

FUNDING YEAR	SPEND BY
2021-22	6/30/2023; With written explanation: 12/31/2023
2022-23	6/30/2024; With written explanation: 12/31/2024

1. Define Excessive Carryover
 - a) 23/24: if Carryover is > 20% written plan will be necessary
 - b) members can vote to reallocate funds if still >20% carryover after 2 years
 - c) Please think about:
 - (1) What is your anticipated carryover from 2022-23?
 - (2) What are your plans to spend it down if over 20%?
- H. Outreach Coordinator Update - Rebecca
 1. Data Analysis - See [SLIDE SHOW](#)
 2. [CAEP Summit](#) October 24-26
 3. Rebecca present over the summer on: 6/22; 7/17; 8/7; 8/9. Back on 8/21

Meeting Adjourned 2:15 PM