



**Marin Adult Education Program Consortium  
Governance Committee Agenda  
September 6, 2023**

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[CAEP Fiscal Management Guide](#)

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**Meeting time: 2 – 3:10 pm, September 6, 2023**

Zoom link: <https://tamdistrict-org.zoom.us/j/91885676452?pwd=aDZyQWw5MU5NUk1DUVQwRVprRUhHQT09>

**Meeting Moderator:** Ken Lippi, Marin County Office of Education

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

**CAEP Members in Attendance:** Jaemi Naish, Sue Hall, Alice Enochs, Ken Lippi, Jen Russell, Victoria Martin, Kathleen Antokhin, Heather Bettini, Carlos Uculmana

Called to Order: 2:05 PM

- I. Public Comment -
  - A. Carlos Uculmana-
    1. Has increased services to refugees. Many are looking for English / literacy services. Has been referring to MAEP agencies, but many are full.
  - B. Heather Bettini - CAM
    1. Workforce Accelerator Program
    2. Enrolling in job training programs
      - a) ECE, Transportation, Healthcare
    3. Awarded Tipping Foundation grant
      - a) For unhoused / precariously housed youth
      - b) Ken recommends that Heather communicate with Amy Herrera at MCOE
      - c) Will send flyer / website
    4. Offering an apprenticeship program for ECE
      - a) 18+
      - b) Right to work documents necessary

- II. Member/Partner Updates and Handouts. Please share planned programs and partnerships for 2023-24 school year
  - A. SUSD - Alice
    - 1. Recently completed food handler class
    - 2. Carrying on with ESL program
    - 3. Alice leaving district, as well as Daphne
  - B. COM - Kathleen
    - 1. E2C Construction fundamentals
      - a) Partnership program with Canal Alliance- is ongoing
      - b) Recently expanded the program to include OSHA-10 certification, a new noncredit class
    - 2. Partnering with Canal Alliance to offer 'Latinos in Finance'
    - 3. Looking at one or more courses we can design and offer to complement the plans we're building out under the ELL Healthcare Pathway program.
    - 4. Other programs ongoing include apprenticeship programs [Golden Gate Transit, ECE Pathways to Success] and our new CNA program
  - C. TUHSD - Jaemi
    - 1. Introduction - Sue Hall, asst. Director
      - a) Will manage ESL Program
      - b) Hard to find teachers to alleviate impacted classroom enrollment
      - c) Expanding ESL into Fairfax in January 2024
    - 2. New Paraeducator - Luiza
    - 3. Every class is full - some space in math and online ESL level 2 class and online GED prep class
    - 4. Homecare aid class begins mid-September, enrolling now, class is almost full
      - a) Stipends offered up to \$6000, students eligibility determined by MCIL
      - b) Targeted to ELL but open to all
      - c) MCIL and Matrix adjudicating stipends
      - d) Hoping to start another class at Novato Adult in-person in Spring 2024
    - 5. Healthcare Pathways also beginning – 2 8-hour workshops in September and October
      - a) Ends in CPR certification
    - 6. No one in Marin is offering certified Home Healthcare Aide course
  - D. MCOE - Ken

1. Budgeting and planning to keep on offering Spanish Literacy and Tech 4 Life classes
  - a) Considering offering more Spanish Literacy in a different area from San Rafael
2. Supporting families and students in alternative education
  - a) Will send Rebecca information on partners
3. Offering Paraeducator bootcamp, just completed successful class—most attendees were hired
4. CTE center at Terra Linda high is open! Priority registration to K-12, followed by adults

E. NUSD- Jen

1. Lots of registrations!
2. Interested in POST (Police Officer Safety and Training) course
3. Expanded course offerings. Some spaces available in morning beginning and intermediate courses
4. GED classes available online
5. Looking forward to getting Healthcare classes started at Novato
6. Memory care facilities are in need of employees
7. Grateful to Alice and Shoreline for passing along part of their allotment to Novato Adult School

F. SRCS - Victoria

1. Adult Ed starts tonight
2. About 16 students
3. Opening enrollment
4. Looking to expand CTE offerings for students
5. Wanting to find some online credit courses for HS completion
  - a) Rebecca will research programs
  - b) Ken will talk with Katie to see if she knows of any
  - c) Especially Econ / Gov / US History

III. Items for Discussion and/or Action

A. Approve [Minutes](#) of June 6, 2023 meeting

1. Jaemi moves to approve, Victoria seconds. Motion passes

B. ELL Healthcare Pathways Grant - Kathleen

1. COM = Going over proposed budgets to have draft MAEP budget in NOVA by Friday
2. Member budgets presently exceed the total funding available, therefore the overall direction of the consortium will be taken into account to create a draft outline.
3. NOVA Budget appears to be aggregated— all members combined.  
*(Update 9/7: ELL Pathways Budget is disaggregated by*

*participating member.*) Funding levels enter in NOVA by 9/8 will represent draft allocations only, not final.

4. In the weeks following the initial application, ELL Healthcare pathway plans will need to be refined and allocations determined to best meet the expected outcomes of the funding plan.
5. Extension request was submitted by COM. If approved, an extension will be granted through November 6. (Update 9/7: extension was approved.)

C. Outreach Coordinator Update - Rebecca

1. Tech4Life
  - a) Workshops available now
  - b) Contact [Rebecca](#) or [Linda Siegel](#)
2. [Community of Practice \(CoP\) Motivation and Persistence for Adult Learners](#)
3. [CAEP Summit](#) October 24-26
4. Aztec Curricula
  - a) [Pharmacy Tech Exam Prep](#)
  - b) [Pharmacy Tech EXCEL - companion course](#)
  - c) [Certified Clinical Medical Assistant - DRAFT](#)
  - d) [Certified Billing and Coding Specialists - DRAFT](#)
  - e) [Certified Medical Assisting - DRAFT](#)

D. CHSPE / Proficiency Program - Jaemi

1. CHSPE is renamed Proficiency Program- Notes [HERE](#)
  - a) Part of GED or HISET
  - b) 16-<18 YO to exit HS has to take RLA and Math portions of GED and pass with a 165 instead of the usual 145.

E. [New CASAS Testing Materials](#) - Rebecca

1. Old CASAS tests are valid through the end of this school year. Next school year, new Reading STEPS, Listening STEPS, and Math GOALS 2 need to be implemented
2. [Reading STEPS FAQ](#)
3. [Listening STEPS FAQ](#)
4. [Math GOALS 2 FAQ](#)

Meeting Adjourned

23-24 CAEP Deliverable Calendar [HERE](#)

## September 2023

- **Sep 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q4)

- **Sep 1:** 22/23 Certification of Allocation Amendment due in NOVA
- **Sep 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) \*
- **Sep 30:** 23/24 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

## October 2023

- **Oct 30:** 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA \*
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey

## December 2023

- **Dec 1:** Program Area Report: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium \*
- **Dec 1:** 21/22, 22/23 & 23/24 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

## January 2024

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

## February 2024

- **Feb 28:** Preliminary allocations for 2024-25 and 2025-26 released by this date.

## March 2024

- **Mar 1:** 21/22 and 22/23 and 23/24 Member expense report is due in NOVA. (Q2)\*
- **Mar 31:** 21/22 and 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q2) \*
- **Mar 31:** End of Q3

## April 2024

- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

## May 2024

- **May 2:** CFAD for 2024-25 due in NOVA \*

## June 2024

- **Jun 1:** 21/23 and 23/24 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q3) \*

- **Jun 30:** End of Q4

Training for all members who use CAEP funding for state approved programs.

- a) Upcoming training: CAEP Summit, October 24-26, 2023 [HERE](#)
- b) CASAS Training Portal: <http://training.casas.org/TOPSPRO>
- c) TOPS Enterprise Training: <https://www.caadulthoodtraining.org/CAEP>
- d) Regional Meetings: <https://www.caadulthoodtraining.org/OTAN>
- e) Tech Training: <https://otan.us/training/online-workshops>