



**Marin Adult Education Program Consortium
Governance Committee Agenda
January 10, 2024**

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

Meeting time: 2 – 3:10 pm, January 10, 2024

Zoom link: <https://tamdistrict-org.zoom.us/j/91885676452?pwd=aDJyQWVo5MU5NUk1DUVQwRVprRUhHQT09>

Meeting Moderator: Adam Jennings, Shoreline Unified School District

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

CAEP Members: Ensure voting member or designee attends monthly meetings

| FUNDING YEAR | SPEND BY |
|--------------|-------------------------------------------------|
| 2022-23 | 6/30/2024; With written explanation: 12/31/2024 |
| 2023-24 | 6/30/2025; With written explanation: 12/31/2025 |

In Attendance: Rebecca Nowlen, Jaemi Naish, Jen Russell, Kyle Beattie, Ken Lippi, Carlos Uculmana, Gina Cullen, Victoria Martin, Adam Jennings

Called to order: 2:08 PM

- I. Public Comment- no comment
- II. Items for Discussion and/or Action
 - A. Approve Minutes of November 1, 2023 meeting: Jen moves, Victoria seconds, Approved
 - B. [Carryover Review](#) - Rebecca
 1. Be sure to spend 22-23 funds by 6/30/2024
 - C. Pearson Vue & California Proficiency Program - Jaemi
 1. Old exam was outdated
 2. Pivoted from GED to HISET
 3. Will be more difficult

4. [CDE Info](#)
- D. ELL Pathways Grant Update - Gina / Jaemi
 1. Proposal was rejected (CNA and HCA) because wages were too low
 2. Front office medical assistant was approved
 3. Novato pulling out of grant
 4. Waiting on new proposal
 5. Moneys have not been dispersed
- E. Budgeting for MAEP Coordinator Position 2024/2025 - Jaemi
 1. \$15,000 shortfall for MAEP position, especially considering increase in healthcare costs
 2. Includes .6 time, mileage, and two conferences
 3. MCOE helped with 23-24
 4. Consider changing allocations to cover positions rather than waiting to see what carryover is
- F. Outreach Coordinator Update - Rebecca
 1. (View Slideshow [HERE](#))
 2. Review of CFAD Procedures
 3. Tech4Life Update
 - a) Linda Siegel has dissolved her contract with MCOE.
Alternative replacements will be explored
 4. [MAEP Flyer!](#)
 5. [CDE Digital Learning Guidance for Adult Ed](#)
 6. [Calbright College](#)
 7. [Mobile GED Testing](#)
 8. Professional Development Opportunities
 - a) CCAE Bay Section Conference
(1) February 3, 2024
 - b) [CAEAA Conference](#)
(1) February 8-9, 2024
 - c) [OTAN Technology and Distance Learning Symposium](#)
(1) March 1-2, 2024
 9. Deliverables
 - a) Jan 31, 2024: Q2 student data due in TE
 - b) Jan 31, 2024: Employment and Earnings Follow-up Survey
- III. Guest Speaker: Kyle Beattie
 - A. Transitions Counselor Update
 1. Majority of time is hours at TAS
 2. Supports students applying to COM
 3. Informs students about dual enrollment / AB 540

4. Gets hundreds of text messages
5. Has been increasing time at Novato
6. 5020 Exemption: Undocumented students can take up to 6 units at resident cost
7. There is interest in another person supporting in / taking this position
8. Would like to do career exploration workshop
9. There has been a change in state law allowing classes to be taught in Spanish

IV. Member Updates and Handouts

1. SRCS - Victoria
 - a) Victoria will be leaving San Rafael Schools
 - b) Created a pathway for a fifth year to get a diploma
 - c) Now adult school students are mostly low-skilled newcomers
 - d) Proposal for two tiers of adult school: GED Prep and ESL Literacy
 - e) There are inadequate resources for Spanish Literacy in the county
 - f) Would be beneficial to be able to hire elementary reading teachers to cover this need
2. COM- Gina
 - a) Fire Foundry program orientation today
 - b) New cohort of CNA students began yesterday
3. TUHSD- Jaemi
 - a) ESL is beginning at Archie Williams
 - b) Citizenship Prep class will begin soon at Archie
 - c) Home Care Aide cohort will begin in February
 - (1) Comes with stipend and computer
 - d) Intro to Healthcare Career Pathways coming in February
4. MCOE- Ken
 - a) Parent engagement program is thriving
5. SUSD- Adam
 - a) Can we use Adult Ed funds for PIQE?
 - (1) Yes- we used to in the past. Adam and Rebecca will explore this further
6. NUSD- Jen
 - a) Just hired a Spanish-speaking GED teacher
 - (1) Teacher may do an ABE spanish class
 - b) Trying to get Tech4Life out

c) Home Care Aide class will be coming to Novato, April to June

Meeting Adjourned: 3:07 PM