



**Marin Adult Education Program Consortium  
Governance Committee Agenda  
April 3, 2024**

**[Marinadulthoodeducation.com](https://tamdistrict.org)  
[CAEP Fiscal Management Guide](#)**

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**Meeting time: 2 – 3:10 pm, April 3, 2024**

Zoom link: <https://tamdistrict-org.zoom.us/j/91885676452?pwd=aDJyQWw5MU5NUk1DUVQwRVprRUhHQT09>

**Meeting Moderator:** Jaemi Naish, Tamalpais Adult School

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

**CAEP Members:** Ensure voting member or designee attends monthly meetings

**In Attendance:** Jen Russell, Jaemi Naish, Rebecca Nowlen, Monica McMillan, Kathleen Antokhin, Tonya Hersch, Victoria Martin, Sue Hall, Adam Jennings, Bree Doan

**Meeting called to order:** 2:06 PM

- I. Public Comment - No Comment
- II. Items for Discussion and/or Action
  - A. Approve minutes of March 6, 2024 meeting
    1. Jen moves to approve; Victoria seconds; minutes approved
  - B. Carryover Amount Review. See attached [SLIDES](#).- Kathleen
    1. At \$29,000 of 22-23 carryover as of 12/31/2023, has most likely been spend down more
    2. Jaemi will share her quarterly tracking spreadsheet with members who would like it
    3. Members who won't spend down 80% of 23-24 budget should consider reallocating funds to other agencies by 6/30/24 or sooner. Agencies who received reallocated funds need to be sure to spend them down as well.
  - C. [CFAD](#) Review - All Members
    1. Fiscal Slides - Kathleen

MAEP Allocations			
Proposed allocations for 24-25			
Member Name	2024-2025 baseline: 23-24 amounts	24-25 preliminary COLA proposal	24-25 Allocation Proposal 1
Marin CCD	\$261,190.00		\$261,190.00
Marin County Office of Education	\$129,656.00		\$129,656.00
Novato Unified	\$263,520.00		\$263,520.00
San Rafael City High	\$273,520.00		\$273,520.00
Shoreline Unified	\$40,000.00		\$40,000.00
Tamalpais Union High	\$749,570.00		\$749,570.00
Program Outreach Coordinator	\$88,503.00	\$13,724.00	\$102,227.00
Total Allocated to Members	\$1,805,959.00	\$13,724.00	\$1,819,683.00

  

Member Name	2024-2025 baseline: 23-24 amounts	24-25 preliminary COLA proposal	24-25 Allocation Proposal 2
Marin CCD	\$261,190	\$1,961	\$263,151
Marin County Office of Education	\$129,656	\$1,961	\$131,617
Novato Unified	\$263,520	\$1,961	\$265,481
San Rafael City High	\$273,520	\$1,961	\$275,481
Shoreline Unified	\$40,000	\$1,961	\$41,961
Tamalpais Union High	\$749,570	\$1,961	\$751,531
Program Outreach Coordinator	\$88,503	\$1,961	\$90,463.57
Total Allocated to Members	\$1,805,959.00	\$13,724.00	\$1,819,683.00

2. By May 2 we must agree and vote on next year's baseline allocations
  3. How to allocate COLA, which may or may not come to fruition– we will know more after May revise and then will actually be signed by 6/30/2024
  4. Most people are stating that COLA should go to Outreach Coordinator Position permanently (Allocation Proposal 1)
  5. Kathleen will put the COLA into TAS for Program Coordinator position for CFAD and will send out for approval
- D. MAEP Coordinator Position Funding - Jaemi
1. Need to get to \$105K but will revisit
- E. Outreach Coordinator Update - Rebecca
1. Request for presenters? - Sita Williams of WANB or elected officials?
    - a) May's meeting: Estela Merida Godfrey of Spanish Literacy
  2. See slideshow [HERE](#)
  3. USAHello
  4. Pathways Adult Education High School Program
  5. Community Tech Network
  6. Dart Digital Literacy Curriculum
  7. End of year Report - Please fill out [FORM](#)
  8. MAEP Meeting Schedule - DRAFT

- a) Jen moves to approve calendar; Victoria seconds; motion approved

24-25 MAEP Governance Meeting Schedule - DRAFT		
Date	Moderator	
8/14/2024	COM	COM-2
9/4/2024	TAS	MCOE-2
10/2/20	NUSD	NUSD-2
11/6/2024	MCOE	SUSD-1
1/8/2025	SUSD	SRCS-1
2/5/2025	SRCS	TAS-2
3/5/2025	COM	
4/2/2025	TAS	
4/30/2025	NUSD	
6/4/2024	MCOE	

### 9. Deliverables

### III. Member/Partner Updates and Handouts. Please share any changes / additions to planned programs and partnerships for 2024-25 school year

#### A. SUSD- Adam

1. Hired a new CBO
2. Will be in touch with Rebecca for onboarding

#### B. COM - Kathleen

1. Planning for summer career academies
2. Adult Ed construction starting
3. 2nd CNA cohort just started; next cohort will start in the fall with ESL support
4. Latinos in Finance starting
5. Will be partnering with Canal Alliance for ESL teachers
  - a) Schools presently do not have the capacity to serve the need in the community
  - b) COM is expanding pending onboarding new faculty

#### C. TUHSD - Jaemi

1. Excited to begin Home Care Aide class in Novato
2. Ongoing development of ELL Pathways course with Canvas component for Front Office Medical Assistant
3. Successful start of ESL classes at Archie Williams

#### D. MCOE - No report

#### E. NUSD - Jen

1. Offering online GED over the summer
2. Excited to start Home Care Aide cohort

3. Thinking about over-enrolling classes and just limiting capacity to first come / first served

F. SRCS - No report

G. Canal Alliance - Bree

1. Adult Ed program: ESL; Citizenship. Digital literacy rolled into those classes
2. Summer trimester starts in May
3. Looking forward to collaborating with COM

Meeting adjourned: 2:56 PM