



**Marin Adult Education Program Consortium
Governance Committee Agenda
June 5, 2024**

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

Meeting time: 1 – 2:10 pm, June 5, 2024

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

Meeting Moderator: Jen Russell, Novato Adult School

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

- I. Public Comment
- II. Items for Discussion and/or Action
 - A. Vote on minutes of May 1, 2024 meeting
 - B. Outreach Coordinator Update - Rebecca
 - 1. Vote on 24-25 Annual Plan
 - 2. Deliverables
 - 3. Summer calendar
 - a) Q4 Data
 - b) Core Performance Survey
 - 4. Website Update
 - 5. Community Tech Network Update
 - 6. End of Year Report
 - a) Google form
 - b) Creating in August and sharing with stakeholders

c) Potential stakeholders for inclusion or distribution

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

- A. SUSD
- B. COM
- C. TUHSD
- D. MCOE
- E. NUSD
- F. SRCS
- G. Canal Alliance

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

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

July 2024

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL

August 2024

- **Aug 15:** Annual Plan for 2024-25 due in NOVA *

September 2024

- **Sep 1:** 22/23 and 23/24 Member Expense Report due in NOVA (Q4)
- **Sep 1:** 23/24 Certification of Allocation Amendment due in NOVA
- **Sep 30:** 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Sep 30:** 24/25 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

October 2024

- **Oct 30:** 24/25 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 2024

- **Dec 1:** July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 1:** 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

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

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1. [CASAS Training Portal](#)
2. [TOPS Enterprise Help Page](#)
3. [OTAN Professional Development](#)