

California Adult Education Program : Annual Plan : 2020-21 Produced: Sep 2, 2020, 08:02 PM UTC Bob Raines

## 29 Marin County Adult Education Block Grant Consortium

### Plans & Goals - Consortium Approved

#### Executive Summary

Our 20-21 allocations align w/ the 3-year adult education plan goals to provide: 1) ESL instruction in all geographic locations of the county; 2) HSD/HSE instruction to increase the number of graduates in the county; and, 3) Non-credit CTE programs to address local workforce needs. Recent events impacted the consortium's capacity to carry out programs and highlighted critical areas of need. MAEP is committed to: addressing the impact of COVID-19 on Marin's Latino community, applying an equity lens to analyze data; addressing limited CAEP funding among members; leveraging resources and programs to assist Marin adults in securing sustaining wages and benefits for themselves and family members. The past year, the following accomplishments were made: •In partnership w/ CBO Canal Alliance, COM continues to develop the Education to Career Basic Skills Construction program. 19 of 20 students completed the Fall 2019 8-week training course. An enhanced 12-week course w/ integrated ESL instruction was designed and piloted in Spring 2020, and enrolled 20 students. Due to the impact of COVID-19, this cohort did not complete the course. Plans are underway to schedule completion during Summer 2020. •Summer Bridge: In June, the first of two cohorts will near the completion of the online COM Summer Bridge program. This program targets incoming low-income and first generation, first-time college students (w/ trending higher representation among Latinx and African American students) for intensive review and tutoring in order to improve college readiness and enhance the students' transition to college. •The MAEP Transitions Outreach Counselor maintained communication w/ many adult students throughout the Spring 2020 transition to online education, via text, providing critical educational support and navigating students to available resources. •Tamalpais Adult School (TAS) continued a second year of successful partnership w/ San Rafael City Schools District and adult learners at Bahia Vista Elementary School and Albert J. Boro Community Center to serve 100+ adult learners in ESL and Parent-Child Success programs. This partnership strengthens school and community service programs in the Canal District where the need is high. •TAS increased bilingual support services to immigrant adult learners and their families through targeted outreach, counseling support, bilingual newsletters and co-taught career tech education classes. •TAS partnered w/ NUSD to offer a second year of the Home Care Aide course onsite in Novato where the need is high for ESL, GED Prep and Career Technical education classes. Over 20 students participated in this training course. •TAS partnered w/ MCOE to provide an online pilot class to aspiring educators in how to become a Para Educator and Substitute teacher in Marin. TAS provided industry required elements of successful job training such as technology integration, resume building, job search and working w/ special populations (special education, adult learners and ELD students). •TAS pivoted to online learning and support services for all programs in mid-March. 518 students were served in ESL, GED/Diploma and CTE classes, 16 GED and Diploma graduates, and over 500 Pearson Vue examinations were provided prior to mid-March. •San Rafael Adult School's first class of Newcomer high school graduates (15 graduates) who previously aged out of high school w/out a diploma. Primary goals for the upcoming program year: 1) Re-evaluate resources/funding across the Consortium in light of recent social events, 2) Re-identify areas of greatest need, site capacity and ability to support Marin adult students; 3) Make strategic funding and programming decisions as needed, based on continual data review and discussion; 4) Carry out existing programming consistent w/ MAEP's 3-year plan. Though geographically small, Marin is not spared from COVID-19's effect on adult education. COM, 2 of 3 adult schools, and an ESL class in remote West Marin made full transitions to on-line learning. Despite most schools providing hardware, hot spots and food assistance, geographic/social challenges exist for many Marin adult students- internet "dead zones," a lack of suitable space for learning, and job insecurity. Due to pre-COVID-19 counseling by our Adult Ed Transitions Outreach Counselor and community partners, students knew where to turn for help. Emotional support for students increased w/ teachers maintaining contact w/ students via text/phone. Focus by students and teachers on using on-line platforms will continue as SIP orders lift and re-instated when needed. SIP orders will determine whether parent/child success workshops will continue in 20 – 21. CTE programming, such as Basic Construction Skills (COM), Home Care Aide (TAS) and Become a Para Educator/Substitute (MCOE, TAS), may be carried out in person w/ approved health and safety protocols, otherwise most CTE programming will be carried out through on-line instruction.

#### Regional Planning Overview

(Continued from above) The high rate of COVID-19 cases among Marin's Latino population underscores the makeup of county's essential work force and the critical role of the MAEP to develop adult education to address systemic racial injustices. While the

consortium will continue to work to place adult programs in areas of greatest need, during the upcoming program year we will utilize resources such as TOPSPro student reports, Launchboard, regional and district data sets, and equity-focused assessments to evaluate the distribution of funding across members and determine if programs are adequately supported. The 20 – 21 budget reduction will not allow for any program growth, but the Consortium will review program offerings throughout the year to ensure programs are equitably serving adult learners throughout the county. Focus areas of the consortium are:

- English as a Second Language (ESL) classes offered in geographic areas of need
- High school diploma/high school equivalency programs and services, including aged-out English Language Development newcomer high school students in the San Rafael City Schools district
- Non-credit, short-term career technical education (CTE) offerings
- Programs to educate adults/guardians in supporting child academic success.

In 20 – 21, the consortium will continue to review census, labor market and program enrollment data to assess the program offerings in Marin County. Guiding figures from the US Census Bureau show:

- Language other than English spoken at home:
  - o36.6% in San Rafael
  - o26.5% Novato
  - o19.3% Kentfield
  - o16.4% Larkspur
  - o65% of students in Shoreline Unified School district are English learners.
- The cities listed above are locations of Adult Schools and College of Marin (Kentfield)
- High School Diploma by Race
  - o96% White
  - o81% Black
  - o69% Hispanic or Latino
- EDD: Occupations in Marin County with the Most Openings, April 2020
  - o7,730 – Personal Care Aids, \$13.54/hr
  - o6,380 – Waiters/Waitresses, \$13.84/hr
  - o5,680 – Retail Sales, \$16.92/hr
  - o5,530 – Food Prep/Fast Food, \$12.92/hr
  - o4,570 – Cashiers, \$13.19/hr
  - o2,730 – Carpenters, \$34.73/hr.

Throughout 2020- 21, the Marin Adult Education Program (MAEP) consortium will review program data for enrollment by program, number of student completers, and number of high school diploma/high school equivalence outcomes. Voting consortium members have agreed to support funding for the four program areas of ESL, HSD/HSE, short term non-credit CTE and Adults/guardians supporting child academic success.

## Meeting Regional Needs

### Regional Need #1

#### Gaps in Service / Regional Needs

Regional Need #1: ESL classes in regions of need Gaps in Service/Regional Needs: Two adult schools, Tamalpais and San Rafael, made full transitions to online remote learning with the SIP order, as did an ESL class offered in remote Pt. Reyes Station. Unreliable internet connections, especially in West Marin, parts of Novato and the Canal district of San Rafael, add daily learning challenges for teachers and students alike; however, work continues to enhance the learning environment and internet connectivity for students. ESL classes not held at adult schools will be re-evaluated and may be discontinued due to reduced funding. Hence, the progress made in the consortium's ability to offer ESL at non-adult school sites will be reduced. Program re-organization is in effect at the Novato Unified School District so exact program offerings will be confirmed at the beginning of the 20 – 21 school year. Community Partner Canal Alliance halted adult ESL offerings when the COVID-19 pandemic hit, having to re-focus their resources on meeting essential needs for clients in housing, food, health care and employment and securing funding to improve internet access in the Canal neighborhood of San Rafael.

#### How do you know? What resources did you use to identify these gaps?

Reports collected from member schools and partners informed the description and understanding of the identified gaps.

#### How will you measure effectiveness / progress towards meeting this need?

Continual data collection, record reporting, and on-going conversation at the monthly MAEP Governance Committee meetings will measure progress.

### Regional Need #2

#### Gaps in Service / Regional Needs

Gaps in Service/Regional Needs: At this time, should Novato Adult School offer HSD/HSE, it will only be offered in English, dropping the Spanish/bilingual classes held in 19 – 20. Status of the Pearson Vue Testing Center at Novato Adult School has not yet been determined by the district office. Tamalpais Adult will continue with English only HSD/HSE and Pearson Vue Testing Center. San Rafael Adult School is focusing on HSD for aged-out Newcomer high school students, but continues to have greater need than the current budget can accommodate. The consortium had 43 HSD/HSE completers for 2019 – 20.

#### How do you know? What resources did you use to identify these gaps?

Reports collected from member schools and partners informed the description and understanding of the identified gaps.

**How will you measure effectiveness / progress towards meeting this need?**

Continual data collection, record reporting, and on-going conversation at the monthly MAEP Governance Committee meetings will measure progress.

**Regional Need #3****Gaps in Service / Regional Needs**

Gaps in Service/Regional Needs: Marin County currently has one MAEP funded program, Education 2 Career, and leverages three construction related courses:1.Education 2 Career, Basic Skills Construction program developed by College of Marin and community partner Canal Alliance, in partnership with Marin Builders Association, a professional association of building contractors. Up to two 8-week and two 12-week cohorts are planned with County and District approval of critical health and safety protocols. Discussion is underway to expand the College of Marin and Canal Alliance Education 2 Career partnership by offering new workforce re-entry programs. 2.ROP Construction Course to be offered spring, 2021.3.Marin County Office of Education/Mario Ghilotti Family Foundation North Bay Construction Corp will be offered again pending Foundation notification.4.North Bay Trades Introduction Program, sponsored by the North Bay Building and Trades Council, has been awarded funding from SB-1. The pre-apprenticeship curriculum has fully migrated to an online format. The instructors completed curriculum training and certification from the National Building Trades to teach this pre-apprenticeship class and participated in OTAN classes on the use of Zoom and Google classroom. A schedule of course offerings is being developed with a grant start date of Fall 2020.Additional non-credit CTE courses in 20 – 21:•Home Care Aide Class – 2 cohorts planned. Co-taught by ESL instructor and Health Care Professional. 30-hour course following state guidelines for content. Course ends with a job fair and discussion on career pathway field.•Para Educator-Substitute Teacher training course co-taught by MCOE and Tamalpais Adult School. Week-long course for adults interested in the educational field. Topics covered working with special populations, special ed, ELD, adult learners, skilling up in technology and becoming familiar with web platforms like Google Meet, Zoom, and how to use Google Classroom, EdJoin, etc.•One food handler certificate course was held in Pt. Reyes in 19 – 20 with ten (10) completers. As the COVID-19 restrictions continue, the consortium will make determinations throughout 20 – 21 on what programs can safely be offered as non-credit classes.The consortium will explore new courses in janitorial and instructional aide if CAEP funding remains stable.

**How do you know? What resources did you use to identify these gaps?**

Reports collected from member schools and partners informed the description and understanding of the identified needs.

**How will you measure effectiveness / progress towards meeting this need?**

Continual data collection, record reporting, and on-going conversation at the monthly MAEP Governance Committee meetings will measure progress.

**Gaps In Service****New Strategies****Strategy #1**

The consortium plans to continue to fund a dedicated, Spanish bilingual, part-time MAEP Transitions Outreach Counselor to counsel students at all adult programs in the county. This counselor has been a positive addition in regard to assisting students who are not yet familiar with career and college choices upon HSD/HSE completion. The Outreach Department at College of Marin has been instrumental in assisting with the application process so students can enroll in non-credit ESL to improve their English skills to college-ready levels in order to transition to community college programs.

**Strategy #2**

Consortium members refer young adult students to the County of Marin summer internship program as applicable. This special program for young adults was developed to introduce young adults to the possibility of a career in county departments and government and provides paid, summer internships in a variety of county departments.

## Seamless Transitions

### New Strategies

#### Strategy #1

As funding allows, San Rafael Adult School will continue to focus on transitioning aged-out ELD newcomer high school seniors to its adult school high school diploma program. A bilingual Case Manager interviews each aging-out newcomer student prior to the end of their senior year and encourages them to attend the adult school. Currently, 55 students are enrolled in this program with an estimate of 75 eligible students at the end of the 19 – 20 school year. Ten (10) adults graduated with a high school diploma in December, 2019, with 11 graduates at the end of July, 2020 summer session. Status of the 20 – 21 full year program is not yet confirmed, as funding discussions are underway.

## Student Acceleration

### New Strategies

#### Strategy #1

The Marin County Office of Education will continue to offer comprehensive workshops and seminars to help adults/guardians support academic success. Workshop topics include learning to use the CMS, planning for college and site visits to local colleges, and available mental health services. These workshops are concentrated in San Rafael, which has the highest number of first-generation students attending school in the county, to help families understand and navigate the public education system and how to obtain services and assistance.

#### Strategy #2

In 20 - 21, the consortium will continue to focus on reviewing data to track student enrollment, progression and outcomes to employment.

## Professional Development

### New Strategies

#### Strategy #1

Consortium members have already taken advantage of the free professional development workshops and lectures offered by CAEP, CASAS, COABE, OTAN and other partners. Topics regarding successful transition to on-line learning have been extremely helpful to teachers and staff personnel.

## Leveraging Resources

### New Strategies

#### Strategy #1

A part-time Program Outreach & Support Coordinator will continue to promote all programs offered in Marin County, serve as the data coordinator for three members, and maintain the consortium website. Additional duties include serving on the Steering Committee for North Bay Trades Introduction Program, responding to student inquiries across all seven adult education program areas via email and telephone, CASAS assessment proctoring, and assisting all members with back-up duties as needed.

**Strategy #2**

A dedicated, bi-lingual Spanish adult school MAEP Transitions Outreach Counselor will be serving all member locations to assist students with education and career goals.

**Strategy #3**

MAEP remains in close communication with community partners in order to promote programs and recruit suitable students. Successful partnerships in 19 – 20 include Canal Alliance, Albert J. Boro Community Center, Bahia Vista Elementary School, Pt. Reyes Library, North Bay TIP, Marin Builders, YWCA 50+ and CareerPoint Marin, all member school districts and selected sites.

**Strategy #4**

CareerPoint Marin and the Workforce Alliance of the North Bay (WDB) provide information on local labor markets and skills needed by workers to be competitive candidates for employment.

## Fiscal Management

**A narrative justifying how the planned allocations are consistent with the annual adult education plan which is based on your CAEP 3-year plan.**

The 2020 - 21 budget was allocated to support four areas of continued course offerings. MAEP discussed changing from fiscal agent to direct funding, but decided to remain with the fiscal agent model due to the delay in funding stream between the CCCC and K12 member sites. Members agree on and acknowledge the need for periodic reallocation of funding during the program year. These reallocations will be determined by member voting at monthly governance meetings.

**An approach to incorporating remaining carry-over funds from prior year(s) into strategies planned for 2020-21.**

All remaining carry-over funds are incorporated into 20-21 annual plans.

## Certification

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