

29 Marin Adult Education Program Consortium

Plans & Goals

Executive Summary

As a result of a highly compliant citizenry, Marin County COVID vaccination rate is 87.3% for eligible individuals who have received an initial vaccination and a booster as of February 2022 (Marin County HHS). Purposeful outreach to the Hispanic and Black communities have improved vaccination rates to 88% for Hispanics and 64% for Blacks. Schools districts in the county implemented return to school guidelines which enabled students to return to in-person instruction in Fall 2021. As in other consortia, enrollment in adult programming fell once COVID restrictions were initiated in March 2020 as adult students with barriers encountered an increase in barriers and grappled with dilemmas including housing and food insecurity, lack of access to health care services, loss of jobs, and lack of reliable access to the internet in order to continue with distance learning. However, with the slow decrease in COVID, adult students are coming back to school, eager to continue their studies. Marin Adult Education Program Consortium will focus on: HSD/HSE attainment with special emphasis on Newcomer Students in San Rafael, ESL, short-term CTE, and parent/child success programs. Although the transition to distance learning was difficult for students and staff alike, some successes have been noted including the desire of some students to request continuing instruction in a Hyflex model. This request is being explored and piloted at Tamalpais Adult School. Continuing partnership with pre-apprenticeship North Bay Trades Introduction Program and Education 2 Career construction classes with CBO Canal Alliance continued through the pandemic. Member College of Marin has developed new 2022 CTE partnerships with CAL FIRE, Marin Clean Energy, and Golden Gate Transit to create programming which will lead to employment with competitive pay and benefits.

Regional Planning Overview

MAEP reviews Marin County in four geographic areas: North Marin, served by Novato Adult School; Central Marin, served by San Rafael Adult School; South Marin, served by Tamalpais Adult School; and West Marin, served by Shoreline Unified School District. MAEP members review and assess demographic census data to identify communities of need as well as high school graduation rates as posted in CDE Datamart. The cities of San Rafael and Novato are home to the largest number of Hispanic/Latinx individuals who also have the highest census response rate of a language other than English spoken at home. CDE Datamart reflects San Rafael City Schools with the lowest high school graduation rate in the county. Based on these statistics, MAEP has prioritized HSD completion for aged out Newcomer students in San Rafael along with continued ESL instruction. Novato Adult School focuses on ESL instruction, HSD, and HSE preparation. Tamalpais Adult School's programs match Novato Adult with the addition of short-term CTE. Rural West Marin has a smaller number of Hispanic/Latinx residents but a need for ESL classes. Member College of Marin is centrally located and offers post-high school, free, non-credit ESL instruction. Similarly, member Marin County Office of Education is centrally located to offer parent/child success instruction. The forced transition to on-line learning brought by COVID has not been a negative student experience and MAEP schools have chosen to continue on-line learning when possible. For example, in rural West Marin, using on-line classes enabled students to continue their studies without having to drive long distances at night on country roads to attend class. On-line instruction in ESL had the added benefit of students and teachers able to see one another's unmasked faces which added in pronunciation and speaking exercises. Each member is making their own instructional decisions on incorporating on-line and in-person instruction to accommodate their students' needs and preferences.

Meeting Regional Needs

Regional Need #1

Gaps in Service / Regional Needs

ESL instruction remains a regional need in Marin County, especially in the Canal neighborhood of San Rafael and in the city of Novato where higher numbers of immigrants live. The consortium has been strategic in placing classes throughout the county with Tam Adult serving southern Marin, San Rafael Adult serving aged out newcomers in Central Marin, Novato Adult serving North Marin, and Shoreline Unified serving West Marin.

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

College of Marin has noticed an increased need in ESL and literacy skills in students entering community college. Since community colleges no longer perform placement testing, they are seeing the number of struggling students increase. In offering CTE coursework, the demand for bilingual Spanish instruction continues to increase. The North Bay Trades Introduction Program, a consortium partner, is attempting to address this need by partnering with adult schools who offer VESL and career preparation courses as ESL courses.

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

The adult schools will continue their schedule of CASAS assessments in order to track student progress and improvement in English. At the San Rafael Adult School, all students are required to continue ESL instruction while enrolled and until they graduate. Communication with College of Marin will continue to gauge the level of student readiness for community college. Assistance from our dedicated consortium adult education counselor continues to be important in this area.

Regional Need #2

Gaps in Service / Regional Needs

The consortium has continued to expand short-term CTE class offerings and works with community partners who provide both CTE instruction and student enrollment referrals. Career Technical Education: In the area of developing entry level jobs with viable career paths, the MCCD has partnered with Canal Alliance to offer an introduction to construction classes (E2C) while TUHSD provides a Home Health Care Aide course, and all members continue support of the North Bay TIPS program. Career Technical Education program development aligns with regional workforce needs and targets career pathways that provide a liveable wage, with the goal to focus on industries that pay a minimum of \$20 hourly.

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

Using monthly EDD labor outlook reports, classes have been built around projected labor needs. Tam Adult School has been successful with a Home Care Aid course, even making a successful transition to full Zoom instruction during COVID. This course is designed for entry level employment but maps to dental assisting, medical assisting, and nursing, all offered at CIM. COM has submitted an application to the State to offer a Certified Nurse Assistant course, another entry level position which maps to COM health courses. Marin County Office of Education offers an Instructional Aid Bootcamp in which participants can learn about working in a public school as an Instructional Aid. All school districts in Marin need Instructional Assistants, positions with competitive pay and benefits. Construction job demand is being met by COM and partner Canal Alliance and the Maring Building Trades and the North Bay Trades Introduction Program, working with the North Bay building Trades Council.

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

Members continue to track participants and employment outcomes for these short-term CTE classes. CASAS is updated when employment is secured.

Regional Need #3

Gaps in Service / Regional Needs

Parent-Child Success: The Marin County Office of Education, in conjunction with Marin school districts and community partners, support adult education training classes, workshops and activities for parents, guardians and adults who support K-12 students. Due to the COVID19 pandemic, the disparity of lack of digital literacy and access to technology has come to light among Marin's historically underserved community members in the LatinX community. Going forward, there will be a targeted focus on digital literacy as a major component of the Parent-Child Success program in the county. Digital literacy skill building will be concentrated in districts with large populations of newcomer families and adults in need of support and bilingual services. Emphasized when the pandemic hit, the need for technology assistance for parents and guardians to support student success was apparent. All schools had their own programs developed, quickly, to meet this need, however, challenges continue to exist for adults who do not have a personal device other than a phone to use, or no access to the internet.

Community partner Canal Alliance made extensive improvements in internet connectivity in the Canal neighborhood of San Rafael, however, other areas, such as rural West Marin, continue the hard work of improving access to the internet.

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

Known lack of internet access was well documented in the county and programs to resolve this issue continue today. All school districts did their best to provide devices to families who needed them with loaner programs. MAEP is currently surveying adult ed members and providers to evaluate interest in short-term technology classes for adults. These classes, which can be taught in English and Spanish, will build upon the courses offered by K12 school districts who trained parents on web-based systems used by local districts for on-line learning, tracking student work and communicate with the school. These new trainings will be focused, skill builder course on topics such as Chromebook basics, how to be a Zoom participant, using email, accessing your student's school portal, Google Workspace, Microsoft Suite.

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

The consortium is currently working with Technology 4 Life, a company which offers short term instruction on a variety of topics mentioned above, will be provided via in person, small classes, 15 students maximum. Instruction can be given in Spanish or English. Marin County Office of Education continues to focus on parent/student success and supports Technology 4 Life for all consortium members. Future classes may be planned for ESL students at COM in addition to county adult schools. Student participation will be documented in CASAS.

Regional Need #4

Gaps in Service / Regional Needs

High school diploma/high school equivalency programming is offered by three MAEP members, TUHSD, SRCS, NUSD. SRCS offers a high school diploma program to Newcomer high school students who age out of SRCS without attaining a high school diploma. San Rafael City Schools educates the majority of the high school newcomer students in the county. Tamalpais Adult School and Novato Adult School serve adult school students from San Rafael who are working towards high school diploma/equivalency in addition to in-district students who need to earn a GED or diploma.

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

CDE data continues to reflect the lowest high school graduation rate in the county is in the San Rafael City Schools district in addition to slightly lower graduation rates in all high schools during the COVID pandemic. The consortium prioritizes high school diploma completion for aged out Newcomers who will also continue with ESL instruction while enrolled at AR Adult School. Tam Adult School and Novato Adult School serve remaining adults who can continue their studies in English. Novato Adult is currently looking for a bilingual Spanish teacher who can teach GED prep in Spanish.

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

Student enrollment and progress will be documented in CASAS as required. San Rafael Adult School has seen a trend of developing of graduating around 20 Newcomer students each academic year. Upon graduation, students are encouraged to enroll at College of Marin to continue ESL instruction in order to work towards college readiness.

Address Educational Needs

2022-23 Strategies

Strategy Name

HSD/HSE

Activity that Applies to this Strategy

Increase marketing and outreach

Metrics that Apply to this Activity/Strategy

- Student Barriers: English Language Learner (AE 305 - Overall)

Strategy Description

HSD/HSE programs are available in North, Central, and Southern Marin. Investigation into serving West Marin with HSE instruction has begun. The San Rafael Adult School, which focuses only on aged out Newcomer students, will have a dedicated HSD adult ed lead teacher/program manager to work closely with the San Rafael high schools who are offering a 5th year of high school when appropriate. This focus will assist in accurately developing educational plans for students to move through their high school and adult school studies smoothly. Tamalpais and Novato Adult Schools serve a larger number of students for both HSD and HSE. A shared Transition Counselor meets with students regularly at all member sites to support and inform about higher education and pathways to local community colleges.

A simple web page that offers information about all Marin Adult Ed programs and is easy to find will fill an awareness gap. We will use google key words to better lead individuals to this site, as well as better market this site on other collateral material. The site will also be provided in Spanish.

Strategy Name

ESL

Activity that Applies to this Strategy

Monitor student data on progress and outcomes

Metrics that Apply to this Activity/Strategy

- Student Barriers: English Language Learner (AE 305 - Overall)

Strategy Description

The consortium has worked to provide ESL classes in all four areas of Marin County for the past five years. Options for in-person and distance learning classes exist within the county and will continue to be offered. Requests from stakeholders for construction related ESL classes is being evaluated in order to complement the construction course offered by College of Marin and the North Bay Trades Introductions Program (NB TIP), an apprenticeship readiness course funded through the North Bay Building Trades Council. A shared Transition Counselor meets with students regularly at all member sites to support and inform about available ESL classes in Marin County, higher education and pathways to local community colleges.

Strategy Name

CTE

Activity that Applies to this Strategy

Increase marketing and outreach

Metrics that Apply to this Activity/Strategy

- Student Barriers: English Language Learner (AE 305 - Overall)

Strategy Description

A shared Transition Counselor meets with students regularly at all member sites to provide referrals to student support services, outreach on adult education programs in Marin County, and to support and inform about higher education and pathways to local community colleges.

Tamalpais Adult plans to continue the successful Intro to Home Health course targeting English language learners. MCOE offers a boot camp for individuals interested in becoming Instructional Aids (many openings are available throughout the county). Shoreline Unified will offer a Food Handler certification class to serve workers in the local daycare centers as well as in local restaurants. MAEP members work closely with the NB TIP by outreach to students and providing instructional space. College of Marin will support Construction classes at Canal Alliance (CBO) and is awaiting State approval for a Certified Nursing Assistant program and a Bus Transit Driver certification program. Digital literacy upskilling is a focused goal to minimize lack of access to education, including newly implemented remote-only classes as a result of COVID19 pandemic changes in instructional delivery.

Strategy Name

Adults Supporting Children

Activity that Applies to this Strategy

Monitor student data on progress and outcomes

Metrics that Apply to this Activity/Strategy

- Student Barriers: English Language Learner (AE 305 - Overall)

Strategy Description

Adults Supporting Children: MAEP began working with Technology 4 Life(Tech4Life) in 2022 which offers short term courses in using a Chromebook, phone apps, email, and Google Workplace programs. MCOE will sponsor these classes this year for all members. Tech4Life is able to offer classes in Spanish and English on a variety of topics. Shoreline Unified will continue work with the Parent Services Project (CBO) to boost internet access in West Marin and short term classes for adults in using technology.

Improve Integration of Services & Transitions**2022-23 Strategies****Strategy Name**

Integration

Activity that Applies to this Strategy

Increase marketing and outreach

Metrics that Apply to this Activity/Strategy

- Student Barriers: English Language Learner (AE 305 - Overall)

Strategy Description

San Rafael Adult School will continue HSD for aged out Newcomers. In 22 – 23, an adult ed lead teacher/program manager was hired to work with the district high schools to identify students who will benefit from a 5th in high school vs those who should transition to the adult school to complete their diploma requirements. Eligible students can enroll in both the high school and adult school if they are 18+ years of age. Spring transfers into the adult school will be offered. Previously enrolled students in San Rafael Adult School can return as space permits.

Offering ESL via distance learning has been effective in rural West Marin where small cities are far apart and driving is primarily on two lane highways. Tamalpais Adult will also offer a distance learning option. With the success of College of Marin sponsored Construction classes and NB TIP, offering a construction focused ESL class is being evaluated.

This year a Food Handler class in West Marin will be offered, as all of the students who attended in 2019 hold certificates that expire in October 2022. This class was offered at the request of local pre-schools which require this certification at most locations. Outreach will also target local restaurants and cafes. College of Marin submitted an application to offer Certified Nursing Assistant courses and are awaiting State approval. In addition to the College of Marin Construction class and NB TIP, the ROP construction course continues as does the North Bay Construction Corps offering.

Improve Effectiveness of Services**2022-23 Strategies****Strategy Name**

Improved effectiveness

Activity that Applies to this Strategy

Monitor student data on progress and outcomes

Metrics that Apply to this Activity/Strategy

- Student Barriers: English Language Learner (AE 305 - Overall)

Strategy Description

MAEP plans to continue funding a part-time Program Outreach and Data Analyst position which will focus on recruiting and directing students to courses and data collection and analysis to benefit program success and improvement for Marin County adult education members and partners.

Due to retirements and personnel changes, new contacts have been re-established with a new Career Point Marin office, Marin County Probation, Marin County Jail and the District Attorney and Public Defender offices. Continued contact with these agencies will assist potential students not only with educational planning but services to address barriers to employment. The consortium participated in the Public Defender's, "Clean Slate," workshop where attendees could talk to educational and service providers and have an evaluation performed to assess if criminal records could be "cleaned" through expungements. At least one more Clean Slate workshop will be offered in Marin County in 2022 – 23 in which MAEP will participate.

HSE in the Marin County Jail is provided through 5 Keys, supported through the Marin County Office of Education. In addition, the consortium will evaluate if CTE overview classes can be offered at the jail.

MAEP will continue to have a dedicated adult education counselor who will serve all students throughout the county. This position will be supported by College of Marin and has been successful in transitioning eligible students from adult school to community college and CTE programs.

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.

Marin Community College District (MCCD) will continue to serve as the fiscal agent for the consortium. 2022 - 23 fund evaluation and distribution is as follows:

COM: In addition to Strong Workforce funds, MCCD will leverage district funding supplemented with CAEP funding to advance noncredit ESL programs and activities, noncredit, Short-Term CTE, and the courses and programs serving Adults with Disabilities. COM has submitted an application to the State to offer a Certified Nursing Assistant course and is awaiting approval. COM uses allocated funds to support the consortium-wide adult education counselor.

MCOE: CAEP funding will supplement general funds to support adults caring for K12 students in an Alternative Education program, provide help to 18-year-old students in a modified "5th-year" program in attaining a high school diploma/equivalent, and to continue Para-educator Trainings for adults hoping to work in K12 schools. MCOE will use limited CTEIG/Strong Workforce funding for CTE classes that will include adult students. MCOE will fund Technology 4 Life instruction for adults through all consortium members.

NUSD: In addition to CAEP funds, NUSD will use CALWORKS and periodic grants to help eliminate barriers for adult ed students. Support has included curriculum material, Chromebooks, and fee waivers for testing. NUSD will also leverage funding to continue providing ESL, Basic Skills, and HSE classes. Novato Adult School may also host a future Clean Slate workshop and a NB TIP cohort.

TUHSD: Modest funding outside of CAEP includes WIOA Title II, in-kind donations for classrooms at co-located offsite locations, and a small reserve including CALWORKS funding and fees collected from Pearson Vue test center examinees. TUHSD leverages all available funding in the operation of its WASC accredited school to provide free classes in CTE, ESL, and HSE.

SRCS: CAEP funds will provide in person instruction to Newcomer SRCS students and formerly enrolled students to earn a high school diploma. SRCS also uses CAEP funding to offer non-credit ELD classes to SRCS adult school students in order to improve English skills for college or career opportunities. District funding provides necessary infrastructure for Adult School operations.

SUSD: CAEP funds will provide ESL classes through the Marin County Public Library, short-term ServSafe CTE classes, and classes in effective use of technology to aid families in accessing SUSD student portals. The library may provide in-kind classroom space. Exploration of future Citizenship and HSE preparation in Spanish classes is underway.

An approach to incorporating remaining carry-over funds from prior year(s) into strategies planned for 2022-23.

MAEP updated its bylaws to include statements regarding funding evaluation of both annual allocations and carry-over funds. Members with funding which can be allocated to other members have always been in practice in Marin County. This enables members to offer additional courses and assist with purchases of educational materials. Year-to-year enrollment data is evaluated by members in order to gauge progress, outcomes, and funding decisions. Discussion on fiscal solvency and deliverables of MAEP members is regularly agendaized.

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