



## Minutes of the Executive Committee Meeting March 31, 2017

Approved

Date of approval: April 28, 2017

Initials:

**Call to order:** A regular meeting of the Inland Adult Education Consortium Executive Committee was held at San Bernardino Valley College, 701 S. Mt Vernon, San Bernardino, California; President's Conference Room 207 on Friday, March 31, 2017. The meeting was convened at 8:07 a.m. Coordinator Emma Diaz and Facilitator Becky Foreman conducted the meeting. Minutes recorded by Blanca Olguin.

### Members in attendance

Cuauhtémoc Avila	Superintendent, Rialto Unified School District
Dale Marsden	Superintendent, San Bernardino City Unified School District
Kit Alvarez	Administrator ROP, San Bernardino County Superintendent of Schools

### Members not in attendance

Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District
Diana Rodriguez	President, San Bernardino Valley College
Jerry Almendarez	Superintendent, Colton Joint Unified School District
Lori Rhodes	Superintendent, Redlands Unified School District
Wei Zhou	President, Crafton Hills College

### Designee (nonvoting)

#### Others Present

Karen Bautista	Principal, Inland Career Education Center
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The minutes of the Executive Committee meeting on February 24, 2017 were tabled due to no quorum until the April 28, 2017 meeting.

### 1. Public comments

1.1 None

### 2. Closed Session

2.1 There are no items submitted for closed session.

### 3. Reports

#### 3.1 State Reporting Calendar

Emma Diaz gave a brief update of the due dates:

- April 30, 2017 Student Data Information for 3<sup>rd</sup> quarter (outcome driven)
- May 2, 2017: CFAD Submission
  - Funding for Fiscal Year 2017-18 was released February 28, 2017
  - Voting will take place during the April 28<sup>th</sup> Executive Committee meeting
- May 15, 2017: Annual Plan, Governance Template, and 3 Year Plan amendments or revisions due
- August 1, 2017: Student Data Information
- August 15, 2017: Annual Plan due

#### 3.2 AEBG State Regional Training

Emma Diaz shared the success the Inland Adult Education Consortium had in hosting the State AEBG/WIOA trainings on March 7, 2017. Neil Kelly covered the AEBG portion in the morning and Jay Wright covered the CASAS training in the afternoon. Per the State, the Inland Adult Education consortium had the largest turn out of any other regional training:

- 80 attendees in the morning session
- 35 attendees in the afternoon session
- 14 consortia represented from the southland
- San Bernardino and the Riverside County Office of Education were both represented

#### 3.3 Conferences/Professional Development

Emma Diaz gave an update of the upcoming conferences and talked about a tentative Inland Adult Education Consortium professional development day on Friday, June 9, 2017:

- COABE – Orlando, Florida April 2-5, 2017
  - approved for 7 consortium members to attend
  - It is required by the State to share-out information – to be done during the June 9<sup>th</sup> Professional Development
- CCAE – Long Beach, California May 4-6, 2017
  - share-out information to be done during the June 9<sup>th</sup> Professional Development

#### 3.4 Student Data Reporting

Emma Diaz talked about the reports' due dates:

- 3<sup>rd</sup> quarter report is due April 30, 2017
  - report will include student data from January 1 – March 31, 2017
- 4<sup>th</sup> quarter report is due August 1, 2017
  - report will include student data from April 1 – June 30, 2017
- 1<sup>st</sup> quarter report is due October 31, 2017
  - report will include student data from July 1 – September 30, 2017

### 4. Discussion items

#### 4.1 Executive Committee Retreat

Emma Diaz gave a summary of outcomes of the AEBG Executive Committee Members' retreat held on Monday, March 6, 2017:

- Regional Labor Market Information (LMI)

- Discussion was to identify skill levels; middle vs. lower skill levels and what common skills are required for the jobs in the area
- Create transition pathways from K-12 AEBG programs to post-secondary
- Identify intake information/process for student referrals
- Review of 2016-2017 Annual Plan
  - Discussion was to keep our 3 priority areas: ESL, Basic Skills, High School Diploma/GED
  - Developing a matrix of services to refer students who are seeking programs in pre-apprenticeship, CTE, or Adults with Disabilities to providers in the region
  - Hubs will begin to meet again and can provide recommendations
- Review of Service Gaps
  - Bear Valley and Rim of the World – both districts have new leadership and per the legislation, they are in our consortium boundaries, we will reach out to update them on what AEBG is about and see what the need is for services
- June 2<sup>nd</sup> Annual Plan Consortium Planning Day for 2017-2018
  - Will be held at San Bernardino Valley College room B100
  - Julie Pehkonen, Chair, Inland Empire/Desert Regional Consortium for Strong Workforce to come in and share their plan for CTE and priority sectors
  - Develop an agenda based on what the Inland Adult Education Consortium needs to be able to answer for the Annual Plan template that is due August 15, 2017
- Areas the Inland Adult Education Center is still working on
  - Data on the incarcerated population – AB109
  - Incarcerated youth
  - Ed Code on the ratio of administrators to students
  - Definition of a “disability”

Dr. Dale Marsden talked about Re-Inventing Schools Coalition (RISC) as a nonprofit organization and a division of Bob Marzano research.

Kit Alvarez gave an overview of the incarcerated population and talked about the need of services.

Dr. Dale Marsden recommended adopting the Federal IDEA (individual disability education act) for the definition of disability.

Dr. Cuauhtémoc Avila requested we differentiate the Federal IDEA from 504 and to do a self-assessment to see if we meet regulation for IDEA, i.e., restrooms, wheel chair access.

Kit Alvarez shared that County Schools’ Risk Management can do the assessments for IDEA regulations.

#### 4.2 Consortium Fiscal Administration Declaration (CFAD)

Emma Diaz reminded the AEBG Executive Committee Members that the CFAD is due with signatures on May 2, 2017. There are 5 areas all the members must certify that they agree on:

1. Inland Adult Education Consortium information (address, logo, primary contact)
2. Inland Adult Education Consortium membership and Organizational Chart
3. Fiscal management (fiscal agent vs. direct funding)
4. Member allocations:

	<b>15-16</b>	<b>16-17</b>	<b>17-18</b>
● SBCCD (Fiscal Agent)	\$961,771	\$1,053,736	\$1,053,736
● SBCOE	\$0	\$0	\$0
● Colton JUSD	\$528,580	\$528,580	\$528,580

- Redlands USD                    \$324,311            \$324,311            \$324,311
- Rialto USD                        \$924,470            \$924,470            \$924,470
- SBCUSD                            \$6,784,521        \$6,784,521        \$6,784,521
- Y-CJUSD                         \$345,876            \$345,876            \$345,876

5. Certification and submission

Dr. Karen Bautista asked which portion of the \$1,053,736 goes directly to the San Bernardino Community College District (Fiscal Agent) and suggested a breakdown for the 16-17 and 17-18 fiscal years.

Kit Alvarez asked about the procedure to be considered for an allocation amount.

Dr. Karen Bautista talked about a joint venture on behalf of the consortium; creating a boot camp for adult students from all of our adult school programs and have them go through boot camp to see if Introduction to Machinist is something they are interested in or are qualified for. Dr. Bautista asked about the protocol to get the proposal on the AEBG Executive Committee agenda.

**5. Old business**

5.1 None

**6. New business**

6.1 None

**7. Announcements**

7.1 CCAIE Legislation Day

Dr. Karen Bautista talked about the upcoming Annual Legislation Day; the request will be continuance of funding of Adult Education including COLA.

Dr. Cuauhtémoc Avila shared that he will be attending as well.

**8. Adjournment**

Due to no quorum the meeting informally adjourned at 9:26 a.m.

The next regular meeting of the Inland Adult Education Consortium Executive Committee will be held on Friday, April 28, 2017 at 8:00 a.m. at the San Bernardino Valley College, 701 S. Mount Vernon Ave., San Bernardino, CA, President’s Conference Room 207.