



Executive Committee Meeting – AGENDA
SBVC President’s Conference – Room ADSS 207
Friday, December 13, 2019
Board Meeting: 8:00 a.m. – 10:00 a.m.

PLEASE NOTE: Agenda related documents distributed to the IAEC Executive Board for the Board Meeting may be viewed in the President’s Conference Room AD/SS 207 at San Bernardino Valley College, 701 S. Mt. Vernon Ave, San Bernardino, CA 92410. Individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating, or documentation in accessible formats, should contact the IAEC Executive Director at EDiaz@sbccd.edu at least two days before the meeting date.

1. Approval of the Minutes:

- 1.1 August 2, 2019

2. Public Comment

3. Reports

- 3.1 Conference Reports
 - CAEP State Training at SBVC
 - Google Summit at SBVC
- 3.2 Marketing Update
 - Radio Commercial
 - FCM Contract Renewal

4. Discussion Items

- 4.1 Fiscal and Data Review of 2018-19
 - Review of Summary Notes from October 25, 2019 Meeting

5. Action Items

- 5.1 Vote on 2019-20 COLA Allocation

6. Announcements

- 6.1 Dana Carter (ACSA Administrator of the Year) to attend California Adult Education Administrators Association (CAEAA) on behalf of IAEC – January 29-31, 2019 at Sheraton Sacramento
- 6.2 Upcoming Conference and Events

- CAEAA & ACCE	January 29-31, 2020	Sacramento, CA
- Non-Credit MIS Data & Accountability Summit	February 28, 2020	SBVC
- TDLS (OTAN)	March 6-7, 2020	Sacramento, CA
- COABE	April 5-8, 2020	Baltimore, MD
- CCAE	April 23-25, 2020	Sacramento, CA
- CASAS Summer Institute	June 23-25, 2020	Anaheim, CA
- 6.3 Executive Committee Meeting Dates
 - January 24, 2020
 - February 21, 2020
 - March 13, 2020 (CFAD Discussion)
 - April 17, 2020 (CFAD Vote)
 - May 15, 2020
 - June 3, 2020 (Annual Plan Retreat)
- 6.4 Congratulations to Jerry Almendarez on New Position as Superintendent of Santa Ana USD

7. Closed Session – Not Requested

8. Adjournment



Minutes of the Executive Committee Meeting August 2, 2019

Date of approval:

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 Conference Room 207 on Friday, August 2, 2019. The meeting convened at 8:05 a.m. Director Emma Diaz and Consultant Mitch Rosin conducted the meeting. Minutes recorded by Blanca Olguin.

Executive Committee Members in attendance

Jerry Almendarez	Superintendent, Colton Joint Unified School District
Mauricio Arellano	Superintendent, Redlands Unified School District (<i>joined meeting at 8:47 a.m.</i>)
Cuauhtémoc Avila	Superintendent, Rialto Unified School District
Kevin Horan	President, Crafton Hills College
Dale Marsden	Superintendent, San Bernardino City Unified School District

Members not in attendance

Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District
Diana Rodríguez	President, San Bernardino Valley College

Designee (nonvoting)

Other(s) Present

Pete Gonzalez	Transition Counselor, Inland Adult Education Consortium
Stephanie Houston	Assistant Superintendent, Innovation and Engagement branch, SBCSS
Raul Pedraza Jr.	Vice Principal, Inland Adult Education Center SBCUSD
Carol Tsushima	Administrator, Alliance for Education & SBCROP, SBCSS

Upon motion by Cuauhtémoc Avila seconded by Jerry Almendarez, and approved by the affirmative votes of Almendarez, Avila, Horan, and Marsden **Abstain:** None **Noes:** None. The Minutes for the Inland Adult Education Consortium Executive Committee meeting on May 17, 2019 were approved as presented, without changes.

Upon motion by Cuauhtémoc Avila seconded by Jerry Almendarez and approved by the affirmative votes of Almendarez, Avila, Horan, and Marsden **Abstain:** None **Noes:** None. The Minutes for the Inland Adult Education Consortium Executive Committee meeting on June 7, 2019 were approved as presented, without changes.

1. Public comment

1.1 None

2. Reports

2.1 CAEP 2018-2019 Deadlines

Emma Diaz reviewed the CAEP deadlines and shared that all DIRs were received and submitted; two full years of data will be placed on a spreadsheet and shared during the next meeting:

- August 15, 2019: Annual Plan Due / Certified in NOVA
- August 26, 2019: Practice with Promise Report Due
- September 1, 2019 – 2018-19 Full Year Expenses due in NOVA
- September 1, 2019 - July 1, 2018 to June 30, 2019 expenses by program area due (estimates only) in NOVA

Mr. Rosin further elaborated on expenses by program area; he explained that last year, legislature asked for the consortia to submit the cost per pupil to run Adult Education. They asked for instructional hours and expenses against all seven-program areas. It was a one-time legislative request but they liked it and now it has to be done on a yearly basis. It is a separate report in NOVA; it includes instructional hours and how much money is spent per program area. The initial estimate is due September 1st and final is due on December 1st.

Ms. Diaz mentioned that CASAS is trying to come up with a system to be able to generate this data.

2.2 Conference Reports: CASAS Summer Institute; 2019 GEDTS Conference; IAEC 3rd Annual PD Day

Emma Diaz reported that there was solid presence at the Conferences and at the IAEC 3rd Annual Professional Development Day from the entire Inland Adult Education Consortium including the County Office of Education. She and other members served as panel members at the conferences. She brought back great resources for the Steering Committee to be able to standardize textbooks and curriculum and offer Spanish GED. She shared that there are some colleges that offer college credit, if a student scores high enough on the GED exam, she said it would be great to look at as an incentive. She also mentioned that there were 7 Consortia represented and 15 sessions were offered during the 3rd Annual Super Consortium Professional Development day. Some of the presentations were from Aztec, Burlington, DACA, CASAS, Workforce Development Board, and many more.

Mr. Rosin mentioned that the Inland Adult Education Consortium holds the second largest Professional Development day in the State.

Mr. Almendarez asked about best practices and the HACU Conference.

Ms. Diaz responded that during the hour lunch on the PD day, there was an activity where participants were seated by program area and were able to share best practices. She also mentioned that the presentation for HACU was not accepted but Ms. Rodriguez was invited to participate as a panel member on K-12 partnership at the pre-conference, since Ms. Rodriguez will not be able to attend, she has been assigned to participate.

3. Discussion items

3.1 The Cambrian Group

Emma Diaz asked the Executive Committee for the next steps to take regarding the Cambrian Group. She said the presentation was done but there has not been an opportunity to discuss and make a decision.

Dr. Horan stated he was unclear on what the desired outcome is for hiring the Cambrian Group and why. He asked why isn't a proposal comparison being offered and if they would facilitate the Strategic Planning?

Ms. Diaz replied that initially the conversation started with the annual and three year plan that were coming up; the recommendation at that time was to develop a strategic plan for the group and Dr. Avila and Dr. Marsden recommended the Cambrian Group.

Mr. Rosin clarified that the Cambrian Group's proposal was of a four-day back-to-back retreat. He asked the Executive Committee if there was an interest in moving forward with the Cambrian Group.

Dr. Horan responded that not from his perspective. He said he was not engaged during the presentation and asked for an alternative.

Dr. Marsden asked who the presenter was and recommended Dr. Lindsey Gunn from the Cambrian Group.

Ms. Diaz replied that Dr. Cook presented.

Dr. Avila mentioned that while Dr. Cook is not the most dynamic presenter, he is the most provocative and challenging and he oversees the entire operation.

It was agreed, that an alternative would be explored at a future date.

3.2 Plan for 2019-2020 COLA

Emma Diaz asked the Executive Committee which meeting date would work best to discuss the allocation of COLA funds.

Mr. Almendarez recommended October 25th and all members present agreed.

3.3 September 27, 2019 IAEC Executive Committee Meeting – Mandatory Director's Meeting Conflict

Emma Diaz stated that two weeks ago she was notified of the mandatory Director's meeting being held on September 27th at the Sacramento County Office of Education, which creates a conflict with the currently scheduled IAEC Executive Committee Meeting on September 27th. Ms. Diaz asked if the meeting should be rescheduled or cancelled.

Mr. Rosin stated that there is nothing pressing and there would not be any action items.

Executive Committee present agreed to cancel the IAEC Executive Committee meeting scheduled for September 27, 2019.

4. **Old business**

4.1 None

5. **New business**

5.1 Revised 2019-2020 CFAD

Motion: Moved by Dale Marsden seconded by Cuauhtémoc Avila to approve the Revised 2019-2020 CFAD allocation with the reduction of \$20,780.00.

Discussion:

Dr. Horan asked if they are able to approve the allocation with a negative balance. His concern is that it will raise an unnecessary audit flag.

Mr. Rosin said the amounts had not been disbursed; it is not part of the members' budget yet.

Yea: Jerry Almendarez, Cuauhtémoc Avila, Kevin Horan, and Dale Marsden **Nay:** none **Absentee voting:** none
Abstain: none

Motion carried

5.2 2019-2020 IAEC Annual Plan

Motion: Moved by Jerry Almendarez seconded by Dale Marsden to approve the 2019-2020 Inland Adult Education Consortium Annual Plan as is.

Discussion: None

Yea: Jerry Almendarez, Cuauhtémoc Avila, Kevin Horan, and Dale Marsden **Nay:** none **Absentee voting:** none
Abstain: none

Motion carried

6. Announcements

6.1 Pete Gonzalez

Emma Diaz introduced Pete Gonzalez, Consortium Transition Counselor; she shared that Maria Duran had a baby boy, Matias, a couple of weeks ago and Pete is covering for her until her return from maternity leave. She would like the Executive Committee to meet and become familiar with Pete. Pete briefly introduced himself and shared that he was born and raised in San Bernardino, spent a decade in the Air Force, got a college education at Valley and Redlands University. He is looking forward to giving back and service the community.

6.2 SBCSS Retirement of Kit Alvarez

Emma Diaz announced the retirement of Ms. Alvarez as of July 1st and said the new designee will be announced on August 5th; she will be reaching out to the new SBCSS designee soon after.

6.3 Executive Committee Meeting Dates

Emma Diaz reviewed the Executive Committee meeting dates:

- September 27, 2019* now cancelled
- October 25, 2019
- December 13, 2019

6.4 Conferences and Presentations

Emma Diaz mentioned the upcoming Conferences:

- CWA Meeting of the Minds: September 3-5, 2019 in Monterey, CA – will be presenting
- CAEP Director's Summit – September 27, 2019 in Sacramento, CA
- CAEP Summit: October 29-30 in Orange County – will be presenting
- CAEP Data Training – November 21 at SBVC
- CCAE Southern Section – November 22-23 in Palm Springs, CA – proposal to present has been submitted
- 2nd Annual Google Summit – December 6, 2019 at SBVC

6.5 Rialto Unified School District Adult School is WASC Accredited

Emma Diaz announced the exciting news that Rialto Unified School District Adult School is fully WASC accredited. She said that all five school districts under the Inland Adult Education Consortium are accredited now.

6.6 Media

Emma Diaz shared the mailer and mentioned that it went out to 250,000 households; Rim of the World, Crestline, and Big Bear zip codes were included. She also dropped some off to public libraries, the Mexican Consulate, and other businesses; she feels it will boost enrollment. She also mentioned that the radio ad is going on right now and she is working on having the IAEC logo be placed on the San Bernardino Valley College website.

Mr. Almendarez recommended a QR code be added to the mailer and have it available during Professional Development, Trainings, Conferences, and include it to the IAEC social media feeds.

6.7 Citizenship Fair and Annual Community Gathering for Excellence

Dr. Marsden invited the Executive Committee Members to attend the Citizenship Fair on Saturday, August 17th at 1:00 p.m. at the Inland Career Education Center and the Annual Community Gathering for Excellence on Wednesday, November 13, 2019 at 9:00 a.m. at the National Orange Show, Orange Pavilion.

Blanca will be emailing Carla Cross all the IAEC Executive Committee Members' email addresses so they can be included in the invitation.

6.8 College Promise Program

Dr. Horan shared that the deadline for the applications closed; their goal was to attract 1,000 students and the turnout was about 1,400. The District is really pleased and shared that it will be an interesting ride the first semester on trying to track the success. He thanked everyone that supported the program.

7. Closed Session

7.1 None Requested

8. Adjournment

Moved by Mauricio Arellano seconded by Cuauhtémoc Avila, the meeting adjourned at 8:53 a.m.

The next regular meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, October 25, 2019 at 8:00 a.m. at the San Bernardino Valley College, 701 S. Mount Vernon Ave., San Bernardino, CA, President Conference Room 207.



Executive Committee Meeting Summary October 25, 2019

Due to unmet quorum, a workgroup meeting of the Inland Adult Education Consortium Executive Committee was held at San Bernardino Valley College, 701 S. Mt Vernon, San Bernardino, California; President Conference Room 207 on Friday, October 25, 2019. The meeting started at 8:14 a.m. Director Emma Diaz and Consultant Mitch Rosin conducted the meeting. Summary recorded by Blanca Olguin.

Executive Committee Members in attendance

Mauricio Arellano Superintendent, Redlands Unified School District
Diana Rodríguez President, San Bernardino Valley College
Carol Tsushima Administrator, Alliance for Education & SBCROP, SBCSS

Members not in attendance

Jerry Almendarez Superintendent, Colton Joint Unified School District
Cuauhtémoc Avila Superintendent, Rialto Unified School District
Cali Binks Superintendent, Yucaipa-Calimesa Joint Unified School District
Kevin Horan President, Crafton Hills College
Dale Marsden Superintendent, San Bernardino City Unified School District

Designee (nonvoting)

Amanda Corridan Assistant Superintendent, Colton Joint Unified School District
Ed D'Souza Lead Academic Agent, Liberal Arts/Literacy Intervention, Rialto USD

Other(s) Present

Raul Pedraza Jr. Vice Principal, Inland Career Education Center, SBCUSD
Elena Rivera Director, Barstow Area Consortium for Adult Education
Leticia Villa Principal, Inland Career Education Center, San Bernardino City Unified School District
Kimberly Watson Principal, Rialto Adult School, Rialto Unified School District

Ms. Diaz introduced Carol Tshushima from SBCSS as the new Inland Adult Education Consortium Executive Committee voting member.

Ms. Diaz reviewed the CAEP Memos regarding Fiscal Year 2019-20 Program and Accountability Requirements for Student Outcome Data Collection and Submission, CAEP Program Areas 18-19 Data Request, and Workforce Preparation Definition. She said the state is now sending guidance for the year. The first memo addresses data accountability requirements and training. The State will be conducting training on November 21 and February; San Bernardino Valley College will be hosting. The second memo addresses the NOVA reporting requirements, data submission guidance, and reporting parameters. The third memo gives the Workforce Preparation definition.

Mr. Rosin shared the Welcome to the 2019-20 School Year video from the CA State Director of Adult Education, Dr. Carolyn Zachary. She covered four topic areas: Follow up Employment and Earning Survey, 2020 Census, New Gender Classification, and The Use of Data.

Mr. Rosin said that the census is a sensitive topic for undocumented students but the census drives the WIOA funding. He asked to include the census as part of the curriculum or one-day event to accurately report and prevent loss of funds. He also mentioned that the census COAAPs can be reported through TOPspro data reporting. He said that there are CAPE Webinars at <https://caladulthood.org> that will walk you through the process.

Emma Diaz reported on the following conferences:

- CWA Meeting of the Minds
- HACU
- CAEP Directors' Meeting
- CCAE Southern Palm Springs

Ms. Rodriguez shared that they took 23 students to HACU, three were sponsored on full scholarship from HACU. These students won 2nd place in a National competition through HACU for their work in Social Justice. She also shared that Ms. Diaz, “Knocked it out of the park,” by serving as a panel member; they were really impressed with her presentation.

Mr. Rosin mentioned that there are \$338,751.00 in funds sitting in COLA. Ms. Diaz elaborated that this amount is only CAEP funding. She reviewed the Year-to-Year CFAD/DIR enrollment numbers. She explained that the numbers in red denote enrollment numbers that went down.

Mr. Rosin mentioned that the other chart shown was Per Pupil Spend per Year; the state average is about \$1,000.00. The red numbers denote the highest cost per pupil.

Mr. Rosin clarified that there will not be a comparison until December.

Ms. Corridan on behalf of Colton USD is requesting funding to increase classes and update technology = \$150k as permanent CFAD allocation out of the 19-20 COLA. She is also requesting an additional \$17,000.00 for salaries.

Mr. Arellano is requesting funds, due to ongoing negotiations; he does not know the exact amount that will be needed. He estimates about 5-6% total; 3% would be retroactive to July 1, 2018 and another 3% retro to July 1, 2019.

Ms. Rodriguez would also like to request approximately 3% due to ongoing negotiations.

Ms. Watson is requesting \$276,417.00 plus additional for Clerical for the office for enrollment. Per Mr. Rosin, per pupil spend reflects it.

Mr. Rosin said that the amounts requested exceed the amount available; it will be discussed during the December 13 meeting.

Ms. Diaz shared the upcoming CAEAA conference on January 29-31, 2020 at the Sheraton in Sacramento. She will not be able to attend because she is attending the ACE Conference. She recommended someone else to attend and report out.

Mr. Rosin asked if one of the principals should and would like to attend.

Ms. Watson said she would try to attend.

Mr. Rosin reminded the Members of the next Executive Committee meeting dates: December 13, 2019, January 24, 2020, February 21, and March 13, 2020. He mentioned that the discussion of CFAD would be in March.

Mr. Rosin mentioned the upcoming Conferences:

- CAEP State Summit: October 29-30 in Anaheim, CA – Dr. Cheryl Marshall keynote
- CAEP Data Training – November 21 at San Bernardino Valley College data due in December
- CCAE South Coast Section – November 22-23 in Palm Springs, CA
- 2nd Annual Google Summit – December 6, 2019 at San Bernardino Valley College
- Speaking to the State about hosting an MIS Data Training in February

Ms. Diaz shared that Jorge is using Google Analytics to see the growth and compare it with DIR numbers.

Mr. Rosin mentioned that the WIOA funding application will be coming out in the next few weeks.

Meeting ended at 9:02 a.m.

The next regular meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, December 13, 2019 at 8:00 a.m. at the San Bernardino Valley College, 701 S. Mount Vernon Ave., San Bernardino, CA, President Conference Room 207.

BAI 4.1



Agency	2016-17		2017-18		2018-19			Carryover	2019-20 (Q1)			
	CFAD	DIR	CFAD	DIR	CFAD	DIR	HSE/HSD		CFAD	Avail. Funds	Q1 Expend.	DIR
Colton JUSD	\$528,580	369	\$528,580	503	\$528,580	637	38 (6%)	\$101,958	\$528,580	\$630,538	\$107,968	454
Redlands USD	\$324,311	466	\$384,311	541	\$478,811	692	87 (13%)	\$14,217	\$478,811	\$493,028	\$72,946	577
Rialto USD	\$924,470	975	\$924,470	1,122	\$924,470	1,386	21 (2%)	\$314,393	\$924,470	\$1,238,863	\$138,802	788
SB CCD	\$1,053,736	n/a	\$716,736	96	\$506,493	780	n/a	\$148,104	\$506,493	\$654,597	\$221,410	404
SB City USD	\$6,784,521	5,081	\$6,884,521	5,119	\$7,097,021	4,520	199 (4%)	\$751,909	\$7,097,021	\$7,848,930	\$1,195,082	2,253
SB COE	Not Funded		Not Funded		\$237,303	816	n/a	\$73,781	\$237,303	\$311,084	\$44,272	548
Yucaipa-Calimesa JUSD	\$345,876	517	\$522,876	461	\$618,376	538	36 (7%)	\$235,385	\$618,376	\$853,761	\$118,610	311
TOTAL	\$9,961,494	7,408	\$9,961,494	7,842	\$10,391,054	9,369		\$1,639,747	\$10,391,054	\$12,030,801	\$1,899,090	5,335

* Drop in DIR

Agency	2016-17 Per Pupil	2017-18 Per Pupil	2018-19 Per Pupil
Colton JUSD	\$1,432.47	\$1,050.85	\$829.80
Redlands USD	\$695.95	\$710.37	\$691.92
Rialto USD	\$948.17	\$823.95	\$667.01
SB CCD	n/a	n/a	n/a
SB City USD	\$1,335.27	\$1,344.90	\$1,570.14
SB COE	Not Funded	Not Funded	\$290.81
Yucaipa-Calimesa JUSD	\$669.01	\$1,134.22	\$1,149.40

*Largest Deviation from State Average of \$1,000/pupil/year



2019-20 COLA ALLOCATION

\$338,751

Agency	Request		2018-19 (Expensed Salary & Benefits)		2019-20			Suggested Allocations
	\$ Request	COLA %	1000, 2000, 3000	% of 1000, 2000, 3000	CFAD	CFAD + COLA	Additional Request	
Colton JUSD	\$130,000	2.5%	\$648,935	\$16,223	\$528,580	\$544,803	\$113,777	\$112,731
Redlands USD	\$0	6.0%	\$461,676	\$27,701	\$478,811	\$506,512	\$0	\$27,701
Rialto USD	\$231,000	6.0%	\$997,566	\$59,854	\$924,470	\$984,324	\$171,146	\$186,000
SB CCD	\$0	3.0%	\$410,663	\$12,320	\$506,493	\$518,813	\$0	\$12,320
SB City USD	\$0	0.0%	\$0.00	\$0.00	\$7,097,021	\$0	\$0	\$0
SB COE	\$0	0.0%	\$0.00	\$0.00	\$237,303	\$0	\$0	\$0
Yucaipa-Calimesa JUSD	\$0	0.0%	\$0.00	\$0.00	\$618,376	\$0	\$0	\$0
TOTAL	\$361,000	NA	NA	\$116,098	\$10,391,054	NA	\$284,923	\$338,751

Reduced by \$45K because Consortium D&A will extend online licenses

Reduced by \$20K because Consortium D&A will extend online licenses