



## Minutes of the Executive Committee Meeting May 15, 2020

Approved

Date of approval: June 3, 2020

Initials:

**Call to order:** Due to COVID-19, a virtual meeting of the Inland Adult Education Consortium Executive Committee was held via ZOOM: <https://cccconfer.zoom.us/j/99164441724> on Friday, May 15, 2020. The meeting convened at 8:13 a.m. Director Dr. Emma Diaz and Consultant Mitch Rosin conducted the meeting. Minutes recorded by Blanca Olguin.

### Executive Committee Members in attendance

Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District
Lorraine Perez	Assistant Superintendent, San Bernardino City Unified School District
Diana Rodríguez	President, San Bernardino Valley College
Carol Tsushima	Administrator, Alliance for Education & SBCROP, SBCSS

### Members not in attendance

Mauricio Arellano	Superintendent, Redlands Unified School District
Cuauhtémoc Avila	Superintendent, Rialto Unified School District
Kevin Horan	President, Crafton Hills College
Frank Miranda	Superintendent, Colton Joint Unified School District

### Designee (nonvoting)

Brian Pope	Principal, Colton Joint Unified School District
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### Others Present

Dana Carter	Principal, Yucaipa-Calimesa Joint Unified School District
Sandy Mortensen	Director of Student Services, Colton-Redlands-Yucaipa ROP
Raul Pedraza	Vice Principal, Inland Career Education Center, SBCUSD
Jorge Saucedo-Daniel	Assistant, Inland Adult Education Center
Leticia Villa	Principal, Inland Career Education Center, SBCUSD

## **IAEC Virtual Vote Record**

<b>Motion:</b> Approval of April 17, 2020 IAEC Executive Committee Meeting Minutes			
<b>Motion by:</b> Cali Binks			
<b>Second by:</b> Diana Rodriguez			
<b>Discussion:</b> None			
<b>Member Name</b>	<b>AYE</b>	<b>NAY</b>	<b>Absent</b>
Mauricio Arellano, Superintendent, Redlands USD			x
Cuauhtémoc Avila, Superintendent, Rialto USD			x
Cali Binks, Superintendent, Yucaipa-Calimesa Joint USD	x		
Kevin Horan, President, Crafton Hills College			x
Frank Miranda, Superintendent, Colton Joint USD			x
Lorraine Perez, Asst. Supt., San Bernardino City USD	x		
Diana Rodriguez, President, San Bernardino Valley College	x		
Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	x		
<b>The Minutes of the Inland Adult Education Consortium Executive Committee Meeting on April 17, 2020 were approved as presented, without changes.</b>			

### 1. Public comment

1.1 None

### 2. Reports

#### 2.1 CAEP Office Hour Webinar Series

Emma Diaz gave an update on the weekly CAEP Office Hour webinar series held every Friday from 1:00 to 2:00 p.m. Neil Kelly has stressed two key points of the challenges adult education is facing right now: the inability to do remote testing for CASAS and the inability to test either through GED or HiSET. CASAS testing means pay points for WIOA funded members, as well as it shows the outcomes for CAEP. It is in the current phase of piloting, they are trying to do remote testing in two different models: one-to-one ratio with one proctor or one proctor to five students. GED and HiSET are not open right now which causes the inability to test for any kind of equivalency. The challenge becomes for those students who were trying to use one of those methods to be able to finish their adult education program and transition to college.

#### 2.2 Annual Plan Memo

Emma Diaz read the Memo received from the State on April 13, 2020 regarding: Following the 2019-20 CAEP Annual Plan:

“This memo is to remind all CAEP funded consortia, member districts, and fiscal agents that CAEP related education code 84900-84920 and state issued guidance remains in effect during the 19-20 program year.

Consortia and their member districts must continue to follow their approved annual adult education plans. This would include paying all adult education related staff to follow the approved plan. CAEP Regional Consortia have

the right under EC84914 to reduce a member district funding if an approved plan is not being followed (see citation below):

EC84914 (2) (b) (1) For any fiscal year for which the chancellor and the Superintendent allocate an amount of funds to the consortium greater than the amount allocated in the prior fiscal year, the amount of funds to be distributed to a member of that consortium shall be equal to or greater than the amount distributed in the prior fiscal year, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced:

- (A) The member no longer wishes to provide services consistent with the adult education plan.
- (B) The member cannot provide services that address the needs identified in the adult education plan.
- (C) The member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements.

An approved adult education plan and its related budget can be modified with consortium approval and member certification in NOVA. The consortium must follow current public meeting requirements in order to agree upon annual plan and budget modifications . . .”

### 2.3 COVID-19 Questionnaire

Emma Diaz said that in response to the Memo, the COVID-19 Consortium Summary on Activity questionnaire was created. It was sent out to all IAEC members, asking them for their levels of service, what their challenges were, and also how they are being able to maintain their activity. It is a backup to show the state how IAEC members are approaching the COVID-19 quarantine: by continuing the participation in the annual plan, continuing classes, and there are some really great examples of how IAE Consortium was able to continue even early on before we received guidance from the state in any level. One of the best practices are the colleges and the services that are still offered through the transition counselors and advisors and the interest in students wanting to transition to college.

## 3. Discussion items

3.1 None

## 4. Old business

4.1 None

## 5. New business

5.1 None

## 6. Announcements

### 6.1 Annual Plan Sessions with Each Member District

Emma Diaz announced the upcoming virtual Planning sessions with each member:

- SBCCD: Monday, May 11, 2020
- Colton: Wednesday, May 13, 2020
- Redlands: Monday, May 18, 2020

- Yucaipa: Monday, May 18, 2020
- Rialto: Wednesday, May 20, 2020
- SB County: Thursday, May 21, 2020
- ICEC: Tuesday, May 26, 2020

## 6.2 Upcoming Conferences and Events

Emma Diaz shared the upcoming conferences and events that have been cancelled or have yet to be determined:

- CASAS Summer Institute on June 23-25, Anaheim - Cancelled
- GED Annual Conference on July 27-29, Atlanta, GA - Cancelled
- COABE August 16-18, Baltimore, MD - TBD

## 6.3 Executive & Steering Committee Meeting Dates

Emma Diaz reviewed the upcoming Executive Committee meeting dates:

- May 19, 2020 Virtual Steering Committee
- June 3, 2020 Virtual Annual Plan Retreat
- July TBD (Budget discussion)
- August 7, 2020 Executive Committee (TBD Annual Plan Vote)

## 6.4 Emma Diaz Doctorate Graduation & Cali Binks' Birthday

Mitch Rosin congratulated and announced Dr. Emma Diaz; her commencement ceremony is today at 10:00 a.m. via ZOOM.

Dr. Diaz announced Cali Binks' birthday.

## 7. Closed Session

7.1 None Requested

## 8. Adjournment

Motioned by Carol Tsushima seconded by Cali Binks, the meeting adjourned at 8:36 a.m.

The next regular virtual meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, August 7, 2020 at 8:00 a.m. via ZOOM, link TBD.