



Minutes of the Executive Committee Meeting March 12, 2021

Approved

Date of approval: April 16, 2021

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/92744627943> on Friday, March 12, 2021. The meeting convened at 8:04 a.m. Director Dr. Emma Diaz and Consultant Mr. Mitch Rosin conducted the meeting. Minutes recorded by Ms. Blanca Olguin.

Executive Committee Members in attendance

Ms. Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District
Dr. Frank Miranda	Superintendent, Colton Joint Unified School District
Ms. Diana Rodríguez	President, San Bernardino Valley College
Dr. Sandra Rodríguez	Assistant Superintendent, San Bernardino City Unified School District
Dr. Carol Tsushima	Administrator, Alliance for Education & SBCROP, SBCSS

Members not in attendance

Mr. Mauricio Arellano	Superintendent, Redlands Unified School District
Dr. Cuauhtémoc Avila	Superintendent, Rialto Unified School District
Dr. Kevin Horan	President, Crafton Hills College

Others Present

Mr. Dana Carter	Principal, Yucaipa-Calimesa Joint Unified School District
Mr. Raul Pedraza Jr.	Vice Principal, Inland Career Education Center, SBCUSD
Dr. Cindy Prentice	ROP/CTE Program Manager, SBCSS
Mr. Jorge Saucedo-Daniel	Assistant, Inland Adult Education Consortium
Ms. Leticia Villa	Principal, Inland Career Education Center, SBCUSD

IAEC Virtual Vote Record

Motion: Approval of February 19, 2021 IAEC Executive Committee Meeting Minutes.

Motion by: Dr. Sandra Rodriguez

Second by: Ms. Cali Binks

Discussion: None

Member Name	AYE	NAY	Absent
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		
Sandra Rodriguez, Asst. Supt., San Bernardino City USD	X		
Diana Rodríguez, President, San Bernardino Valley College	X		
Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	X		

The Minutes of the Inland Adult Education Consortium Executive Committee Meeting on February 19, 2021 were approved as presented, without changes.

1. Public comment

1.1 None

2. Reports

2.1 CAEP Update

Dr. Diaz read the Notice of Targeted Technical Assistance (TTA) for Consortia Effectiveness Memo dated March 3, 2021. The memo is an official announcement that the CAEP Office will be offering targeted technical assistance to the consortia and their members. The purpose of the TTA is to provide consortia leads and their members with structured, intensive coaching and support to positively affect student, member, and consortia outcomes. The state has hired 5 coaches and is partnering with OTAN and the CAEP TAP Office to provide the assistance. Selected Consortia that are non WIOA funded will get assistance first, they will get notified by the state.

Mr. Rosin stated that the Inland Adult Education Consortium is not on the list.

2.2 2018-19 FY Closed; 2020-2021 Q2 Certified

Dr. Diaz stated that the 2018-2019 fiscal year is closed. The 2020-2021 quarter 2 has been certified. On December 31st the previous fiscal year is closed; 18 months are given to use the funds.

2.3 Marketing Update

Mr. Rosin presented the monthly marketing report. He stated that they are working with Phoenix Design and the Steering Committee and have done a Facebook Ad push to targeted demographics in the region. It has reached over 7,000 people in the prior four weeks, with 312 post engagements, and 253 link clicks.

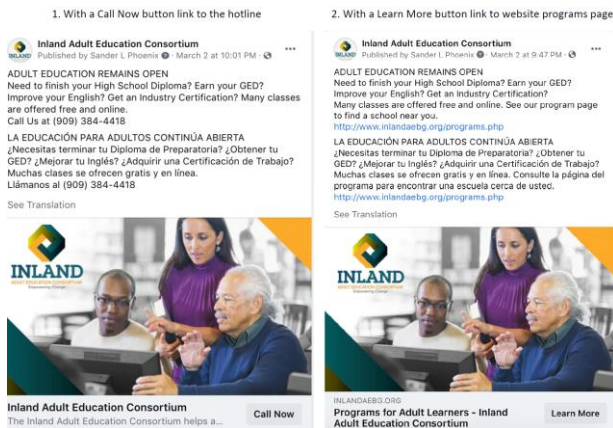
Social Media Report - March 2021											
Facebook Activity Feb 11 - Mar 10			Main Audience						Top 3 Languages		
Page Views	Post Reach	Post Engagement	Male	Age Range	Female	Age Range	Mobile	Desktop	English	Spanish	Spanish (Spain)
53	6,741	676	35%	55-64	65%	45-54	4,129	61	3,252	2,820	214

Dr. Diaz shared that she received 3 emails regarding the GED program and 2 for the ESL program; she is forwarding them to the counselors so they can better assist them.

Dr. Tsushima requested to see what the ad looks like.

Mr. Rosin shared it on his screen via Zoom and said that the IAEC is keeping the branding consistent with the Mailer so it is the same imagery as the Mailer and it is in English and Spanish. The ad on the left has a Call Now button that links to the hotline and the one on the right has a Learn More button that links to the consortium website programs.

FACEBOOK AD



The Facebooks Ads are all posted here and can be shared by each district: <https://www.facebook.com/inlandaebg>

3. Discussion items

3.1 CFAD Allocation

Dr. Diaz talked about 2 options for the CFAD allocation: Option 1 distributes the COLA portion based on the percentage of allocation and Option 2 is to hold the COLA funds of \$160,938.00 with the Fiscal Agent and allocate it to members as needed.

OPTION 1				
2020-21 Allocation	\$10,729,804			
2021-22 Preliminary COLA	\$160,938			
2021-22 Preliminary Allocation	\$10,890,742			
Agency	2020-21 CFAD	% of Allocation	Portion of COLA based on % of Allocation	Tentative 2021-22 CFAD
Colton	TOTAL \$636,304	6%	\$9,544	\$645,848
Redlands	TOTAL \$686,512	6%	\$10,297	\$696,809
Rialto	TOTAL \$1,105,470	10%	\$16,581	\$1,122,051
San Bernardino City	TOTAL \$6,237,927	58%	\$93,564	\$6,331,491
SB CCD (Allocation and Fiscal Hold)	\$518,811	11%	\$17,968	\$1,215,873
Held by Fiscal Agent	\$679,094			
TOTAL	\$1,197,905			
Yucaipa	TOTAL \$628,383	6%	\$9,425	\$637,808
SB County	TOTAL \$237,303	2%	\$3,559	\$240,862
TOTAL	\$10,729,804	100%	\$160,938	\$10,890,742
OPTION 2				
Hold COLA with Fiscal Agent and Allocate to Members as Needed			\$160,938	

Ms. Binks stated that historically, COLA is held with the Fiscal Agent until the May Revise to decide and due to the different options in the districts for bargaining units.

Dr. Diaz replied that traditionally it is waited until the August meeting to decide because typically, there is no meeting in July. In August is when the bargaining units have finalized contracts and at that point the discussion begins. There is still \$679,094.00 held by the Fiscal Agent.

Dr. Miranda said to wait until after the May Revise to see where it is at and then revisit it in August to apply it at that point. He wondered if there is any information regarding the stimulus package being approved and if the IAEC will be receiving any additional funding? He requested the marketing report to be shared.

Mr. Rosin talked about the Education Summary – American Rescue Plan; it was signed by President Biden last night. The first part of the document is a summary of where the money is going, a lot of it is going to IBA (Bureau of Indian Education) and to support infrastructure upgrades of the schools. It includes maintenance of effort and maintenance of equity allocations and then in terms of the actual legislator funding it does mention AFLA (Adult Education and Family Literacy Act), which is the WIOA II part.

Dr. Tsushima asked if it is connected since it lists Perkins and Perkins is all CTE legislation. She also recommended in regards to CFAD, to stick with what's worked in the past.

Mr. Rosin replied that the actual bill language says that any unused funds for the above activities can be used for Perkins or WIOA II; they didn't earmark specific funds but they authorized the use of remaining funds.

Mr. Rosin asked the members present if there is a recommendation from the board on which of the 2 options they would like to have as a voting item next meeting?

The general consensus by members present was to park the COLA funding with the Fiscal Agent.

Mr. Rosin asked if there was any objection to parking COLA with the Fiscal Agent and doing amendment allocations later on? He stated that this will be the voting item for the April executive committee meeting.

Dr. Diaz reviewed the NOVA quarter 2 expenditures and shared the district members' 2016-2021 reported student totals by quarters:

<u>NOVA Q2 Expenditures</u>	
<u>District</u>	<u>Q2 % Expensed</u> <u>(Goal=30%)</u>
<u>Colton</u>	<u>35.7%</u>
<u>Redlands</u>	<u>24.6%</u>
<u>Rialto</u>	<u>35.3%</u>
<u>San Bernardino City (ICEC)</u>	<u>34.4%</u>
<u>Yucaipa</u>	<u>27.3%</u>
<u>SBCSS</u>	<u>20%</u>
<u>SBCCD</u>	<u>24%</u>

Ms. Binks asked if this includes the percentages of the excess carry over that needed to be spent down?

Dr. Diaz replied that yes, this is for the entire budget for your fiscal year, so this incorporates any rollover, this is the percentage of your working budget. She also stated that the College is at 35% because of the carry over that belongs to the IAEC; it offsets it a little because there isn't a category and nowhere for her to differentiate between the colleges as a member and the Fiscal Agent; it gets lumped all as one.

Dr. Diaz gave an overview of the student data. She shared that Neil Kelly spoke about the trends being reported that track state or regional unemployment data; they're looking at consortium reporting, and the impacts of the pandemic. He said in terms of data, for those reportable individuals (for IAEC it's one hour or more) that receive services across the state was 867,347. The initial count shows that this is an 8% decrease from the 18-19 year across the state. Participants with 12 hours or more were recorded at 460,711 and this shows that this is a 6% decrease from 18-19.

<u>District</u>	<u>Q4 2016-17 Reported Student Totals</u>	<u>Q4 2017-18 Reported Student Totals</u>	<u>Q4 2018-19 Reported Student Totals</u>	<u>Q4 2019-20 Reported Student Totals</u>	<u>Q1 2020-21 Reported Student Totals</u>	<u>Q2 2020-21 Reported Student Totals</u>
<u>Colton</u>	<u>369</u>	<u>503</u>	<u>637</u>	<u>544</u>	276	290
<u>Redlands</u>	<u>466</u>	<u>541</u>	<u>692</u>	<u>829</u>	454	545
<u>Rialto</u>	<u>1171</u>	<u>1122</u>	<u>1386</u>	<u>1083</u>	558	595
<u>San Bernardino</u>	<u>5081</u>	<u>5311</u>	<u>4520</u>	<u>3975</u>	1260	2191
<u>Yucaipa</u>	<u>517</u>	<u>461</u>	<u>538</u>	<u>497</u>	247	302
<u>SBCCD</u>	<u>X</u>	<u>96</u>	<u>MIS</u>	<u>MIS</u>	MIS	MIS
<u>SBCSS</u>	<u>X</u>	<u>X</u>	<u>816</u>	<u>1054</u>	174	240
<u>Totals</u>	<u>7,604</u>	<u>8,034</u>	<u>8,589</u>	<u>7,982</u>		

Dr. Rodriguez asked about the data in regards to some of the Xs in the 16-17 and 17-18 fiscal years and was wondering if there wasn't a program in place.

Dr. Diaz replied that it is correct, she stated that the County didn't get funded until 18-19 and that's the first year the County reported. She said the Colleges report through the MIS system.

3.2 Use of Carry-over Funds

Dr. Diaz stated that the carry-over funds could be used to purchase software licenses for member districts not to exceed \$225,000 total. This is a one-time allocation to pay for the yearly subscription.

- 2020-21 funds with Fiscal Agent \$902,934
- Use of carryover funds to purchase software licenses for member districts as a Consortium to leverage quantity discounts, not to exceed \$225,000, one-time allocation.
- Originally part of the Data & Accountability Plan
 - Aztec software licenses for all levels
 - ASAP software licenses for all members

Dr. Rodriguez asked if they go through and pay for the software license for everyone will each member have some carryover reallocated back to them in order to spend it on things they need?

Dr. Diaz replied, yes, there would still be a balance from the \$902,000.00 if \$225,000 is subtracted. That balance is still with the Fiscal Agent for you as an executive body to reallocate. There are two different ways that it has been

done in the past: a one-time request, where you might have a special project, then you just need one-time funds or request the funds to be ongoing.

Dr. Tsushima asked what does the software do.

Mr. Rosin explained that Aztec Software is the provider for all of the member districts for adult basic education. Reading and Math is assessed on the CASAS tests, as well as GED and HiSET preparation. They also have workforce materials; it is the current online curriculum that everybody is using. ASAP software is data management for the K 12 and adult schools.

Dr. Miranda asked if these licenses were renewals?

Dr. Diaz replied yes, this is for a one-year renewal. Traditionally the last four years, IAEC has been able to use data and accountability funds, but those are now expensed out. She would work with each of the sites to make sure they have the right levels and quantities needed.

Mr. Rosin stated that it could be a two-year renewal but it is totally up to the Executive Committee. He said Dr. Diaz would need to negotiate on mass for everyone and get a reduced rate for that type of renewal.

4. Old business

4.1 None

5. Action Items

5.1 None

6. Announcements

6.1 Executive Committee Meeting Dates

Dr. Diaz announced the upcoming meeting dates and the importance of meeting quorum:

- April 16, 2021 (CFAD Approval)
- May 14, 2021
- June 2, 2021 (Annual Plan Retreat)

6.2 Conferences

Dr. Diaz shared the upcoming conferences:

- March 21-24, 2021: COABE – Virtual
- April 21-23, 2021: CCAE – Virtual
- April 30 – May 1, 2021: Career Non-Credit Education Institute – Virtual
- June 17-18 & 22-23, 2021: CASAS – Virtual

6.4 Panel on Transitions

Dr. Diaz shared that Pete Gonzalez and her were part of the State Office Transitions panel. They had about 80 people across the state talking about transitions. The Summer Bridge Program and offering courses at the adult sites are some of the IAEC activity that is on the report.

6.5 Y-CJUSD Vaccination Partnership with Crafton and SBCCD

Ms. Binks announced their partnership with Crafton and the San Bernardino Community College District to vaccinate as many people as possible.

Dr. Miranda asked if the members are going back in person?

Ms. Rodriguez replied that although it is not official yet, Valley will work remotely into the summer and fall. They are taking a phase-in approach and awaiting guidelines from OSHA.

Ms. Binks thanked the IAEC staff for their work.

7. Closed Session

7.1 None Requested

8. Adjournment

Motioned by Ms. Cali Binks seconded by Ms. Diana Rodriguez, the meeting adjourned at 8:50 a.m.

The next virtual meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, April 16, 2021 at 8:00 a.m. via ZOOM.