



**Executive Committee Meeting – Agenda
Friday, January 20, 2023**

Board Meeting: 8:00 am - 10:00 am

**DUE TO COVID-19, THIS WILL BE A ZOOM MEETING
THE PUBLIC IS INVITED TO PARTICIPATE**

ZOOM Link: <https://sbccd-edu.zoom.us/j/81570481627>

Board documents can be found here: <https://inlandaebg.org/consortium-meetings/>

1. Approval of AB361 for IAEC Board meeting

<https://www.nossaman.com/newsroom-insights-everything-local-public-agencies-need-to-know-about-california-virtual-meeting-laws>

2. Approval of the Minutes

2.1 December 9, 2022

3. Public Comment

4. Reports

4.1 Preliminary Governor’s Budget Released: 8.13% COLA for Adult Education

5. Discussion Items

5.1 Colton Adult School Request for Funds:

A. COLA to cover increase in staff costs	\$ 80,000.00
B. Replacement of Computer Equipment	<u>\$ 30,000.00</u>
Total additional funds requested	\$110,000.00

5.2 In-Person or Virtual Meetings – State of Emergency ends February 28, 2023

Brown Act Teleconferencing Rules

Local agencies may always rely on the teleconferencing rules that applied pre-COVID:

- all votes must be by rollcall
- the meeting must be conducted so as to protect the rights of the public appearing before the body or wishing to comment
- all members of the public must be able to access the meeting and provide public comment
- teleconference locations must be identified in the agenda
- copies of the agenda must be posted at all teleconference locations
- teleconference locations must be open to the public
- at least a quorum of the members of the legislative body who are participating remotely must do so from locations within the agency’s jurisdiction

This will be an action item at the February 10, 2023, IAEC Board Meeting

5.3 Data & Accountability Funds to be Spent on Annual Licenses for NEDP, ASAP, Aztec
~\$225,000 (Quotes due in March 2023)

6. Action Items

6.1	Yucaipa Adult School COLA Request: \$105,000.00	
	A. COLA to cover increase in staff costs	\$ 75,000.00
	B. Counseling to increase counseling services to students	<u>\$ 30,000.00</u>
	Total additional funds requested	\$105,000.00
6.2	San Bernardino City COLA Request: \$542,545.00	
	A. Classified Ongoing Funding:	\$170,545.00
	B. Certificated Ongoing Funding:	\$289,333.00
	C. Certificated One-Time Funding:	<u>\$ 82,667.00</u>
	Total additional funds requested:	\$542,545.00

7. Announcements

7.1 IAEC Executive Committee Meeting Dates (All meetings are at 8:00 am)

2022-2023 (All meetings at 8:00 am)	
July 2022 — NO MEETING	Friday January 20, 2023 – Virtual
Friday August 5, 2022 — VIRTUAL — Annual Plan Vote (Due Sept 14)	Friday February 10, 2023 – Virtual
Friday September 23, 2022 — TBD	Friday March 10, 2023 – TBD CFAD Discussion
Friday October 28, 2022 — Cancelled	Friday April 21, 2023 – TBD CFAD Vote
November 2022 — NO MEETING	Friday May 12, 2023 – TBD
Friday December 9, 2022 — Virtual	Friday May 31, 2023 – TBD Annual Plan Retreat

7.2. Upcoming Conferences and Professional Development Opportunities

- February 3, 2023: CAEAA – Virtual
<https://www.caeaa.org/2023-conference-registration.html>
- February 15, 2023: CASAS Training – San Bernardino Valley College
<https://register.caladulthood.org/Home/EventDetail/585>
- February 26-28, 2023: Educating for Careers (CA CTE) – Sacramento, CA
<https://2023.educatingforcareers.org/>
- March 2 – 3, 2023: ACCE – Virtual
Registration Link to come in January 2023
- April 2-5, 2023: COABE – Atlanta, GA
<https://coabe.org/2023-coabe-national-conference/>

- April 13 – 15, 2023: CCAE – Oakland, CA
<https://www.ccaestate.org/conference-2023.html>
- May 31, 2023: Inland Adult Education Consortium Annual Plan Retreat
San Bernardino Valley College – In-Person, Room B100
- June 13 – 15, 2023: CASAS Summer Institute – Anaheim, CA
<https://www.casas.org/>

8. Closed Session – Not Requested

9. Adjournment



INLAND
ADULT EDUCATION CONSORTIUM
Empowering Change

**Minutes of the Executive Committee
December 9, 2022**

Meeting

Date of approval:

Initials:

Call to order: Due to COVID-19 and with the IAEC Board approval of AB 361, a virtual meeting of the Inland Adult Education Consortium Executive Committee was held via Zoom: <https://sbccd-edu.zoom.us/j/86450557962> on Friday, December 9, 2022. The meeting convened at 8:03 a.m. Director Dr. Emma Diaz and Consultant Mr. Mitch Rosin conducted the meeting. Minutes recorded by Ms. Melissa Heredia.

Executive Committee Members in attendance

Mr. Mauricio Arellano Superintendent, Redlands Unified School District
 Ms. Cali Binks Superintendent, Yucaipa-Calimesa Joint Unified School District *joined at 8:23am*
 Dr. Kevin Horan President, Crafton Hills College
 Dr. Frank Miranda Superintendent, Colton Joint Unified School District *joined at 8:10am*
 Dr. Sandra Rodríguez Assistant Superintendent, San Bernardino City Unified School District
 Dr. Carol Tsushima Administrator, Alliance for Education & SBCROP, SBCSS

Members not in attendance

Dr. Cuauhtémoc Avila Superintendent, Rialto Unified School District
 Dr. Scott Thayer Interim President, San Bernardino Valley College

Others Present

Dana Carter Principal, Yucaipa-Calimesa Joint Unified School District
 Raul Pedraza Jr. Principal, Inland Career Education Center
 Mr. Jorge Saucedo-Daniel Assistant, Inland Adult Education Consortium

1. AB 361 for IAEC Board Meeting

<p>Motion: Inland Adult Education Consortium Board approval of AB 361 for a virtual meeting to be held via Zoom: https://sbccd-edu.zoom.us/j/86450557962 on Friday, December 9, 2022. https://www.nossaman.com/newsroom-insights-everything-local-public-agencies-need-to-know-about-california-virtual-meeting-laws</p> <p>Motion by: Sandra Rodriguez Second by: Kevin Horan Discussion: None</p>			
Member Name	AYE	NAY	Absent
Mauricio Arellano, Superintendent, Redlands USD	x		
Cuauhtémoc Ávila, 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		
Scott Thayer, Interim President, San Bernardino Valley College			x
Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	x		
Motion carried unanimously by all present.			

2. Minutes

Motion: Approval of the September 23, 2022, IAEC Executive Committee Meeting Minutes.			
Motion by: Mauricio Arellano			
Second by: Sandra Rodriguez			
Discussion: None			
Member Name	AYE	NAY	Absent
Mauricio Arellano, Superintendent, Redlands USD	x		
Cuauhtémoc Ávila, 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		
Scott Thayer, Interim 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 September 23, 2022, were approved as presented, without changes.			

3. Public comment

3.1 None

4. Reports

4.1 AB1491 Update

Retroactive back to July 1, 2022, this is legislation signed by the governor which requires both district and consortium to spend 80 percent of their annual allocations. Should a district or consortium fail to spend 80 percent of CAEP allocations for two consecutive years, an intervention will take place. Mr. Rosin reported our consortium has no issues with this, but additional guidance will be coming out in January 2023 and contracts may/may not need to be amended.

4.2 2022-2023 Budget and Workplan Update

Once we receive additional information on AB1491 we may need to go back and amend percentages, but everything has been submitted and certified.

4.3 2021-2022 Program Area Report

We have met the state deliverables for the beginning of the year.

4.4 CCAIE South/ern Conference

Mr. Rosin reported on the South Coast and Southern Region CCAIE Conference that was held in Palm Spring in November. Some updates which came out of the meeting - Protection of CAEP funding, Healthcare and vocational Educations funding coming. Specifically for entry level ESL students with pathways in the healthcare sector. CDE and Chancellors Office are coordinating and collaborating with each other for all things CAEP, maintain joint planning and the ongoing effort to standardize the credentialing of teachers in adult education.

5. Discussion items

5.1 Review of:

- 2021-2022 Carry-Over
- 2022-2023 Q1 Expenses
- 2022-2023 Q1 Enrollment

Dr. Diaz presented a data integrity report so everyone could see where they stand currently. Enrollments are very strong compared to the last three Q1's. The next column shows everyone's carryover funds as of June 30th, with the third column displaying carryover plus allocation for this year. Our Q1 was submitted at the end of October.

5.2 Yucaipa Adult School COLA Request: \$105,000.00

- COLA to cover increase in staff costs \$75,000.00
- Counseling to increase counseling services to students \$30,000.00
 - Total additional funds requested \$105,000.00

Dana Carter stated the amount requested for COLA is what is projected to cover what is needed but not exceed it. This will cover all 20 of the adult education staff.

5.3 San Bernardino City COLA Request: \$542,545.00

- Classified Ongoing Funding: \$170,545.00
- Certificated Ongoing Funding: \$289,333.00
- Certificated One-Time Funding: \$ 82,667.00
 - Total additional funds requested: \$542,545.00

It was asked if carry-over funding can be used to offset the request San Bernardino City is requesting. San Bernardino stated if this is allowed, they are willing to cover their own costs.

5.4 Data & Accountability Funds to be spent on Annual Licenses for NEDP, ASAP, Aztec.

Quorum was lost – this item will be revisited at the January 2023 meeting.

6. Action Items

6.1 None

7. Announcements

7.1 Executive Committee Meeting Dates

Dr. Diaz shared the remaining EC meeting dates which will be virtual:

- January 20, 2023 – Virtual
- February 10, 2023 – Virtual
- March 10, 2023 – TBD – CFAD Discussion
- April 21, 2023 – TBD – CFAD Vote
- May 12, 2023 – TBD
- May 31, 2023 – TBD - Annual Plan Retreat

7.2 CAEP Model Program

Our consortium has been the central hub for professional development and as a whole made a collective impact. At the CAEP Summit in October it was recognized as a model program on how we are working together across the region. Congratulations everyone!

7.2 Conferences

Dr. Diaz shared the upcoming conference dates:

- February 3, 2023: CAEAA – Virtual <https://www.caeaa.org/2023-conference-registration.html>
- February 15, 2023: CASAS Training – San Bernardino Valley College <https://register.caladulthood.org/Home/EventDetail/585>
- February 26-28, 2023: Educating for Careers (CA CTE) – Sacramento, CA <https://2023.educatingforcareers.org/>
- March 2 – 3, 2023: ACCE – Virtual (Registration to Come in January)
- April 2-5, 2023: COABE – Atlanta, GA <https://coabe.org/2023-coabe-national-conference/>
- April 13 – 15, 2023: CCAE – Oakland, CA <https://www.ccaestate.org/conference-2023.html>
- May 31, 2023: Inland Adult Education Consortium Annual Plan Retreat @ San Bernardino Valley College
- June 13 – 15, 2023: CASAS Summer Institute – Anaheim, CA <https://www.casas.org/>

8. Closed Session

8.1 None Requested

9. Adjournment

The meeting adjourned at 8:49 a.m.

The next meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, January 20, 2023 at 8:00 a.m.



COLTON ADULT SCHOOL

18829 Orange St. ♦ Bloomington, CA 92316 ♦ (909) 580-5034

Allotment Increase Proposal

Executive Committee;

Brian Pope
Principal

Colton Adult School is requesting an ongoing COLA increase of \$80,000 to our CAEP Allocation, along with a \$30,000 one-time fund to replace our computers in our computer lab.

Maria Felix
Principals Secretary

While our current CBA has yet to be settled, there are rumors floating around the certificated side of our district, that ACE (our certificated union) will not settle for anything less than a 10% salary increase, but shooting for 13%. Historically, CSEA settles for the same percentage as ACE, and then management settles with the 'Me too'.

Belen Rubio
Head Counselor

We are requesting our increase based off of the average of the two (11.5%)

Jessica Gutierrez
Career Guidance

COLA

Our 2021-2022 budget for 1000, 2000 and 3000's was 97.5% of our allocation, therefore our \$80,000 increase will be allocated as such;

- 1000's: \$45,000
 - 2000's: \$13,000
 - 3000's: \$23,000
- \$80,000 Total COLA request

Teachers

Debra Alonzo
Eileen Garza
Gabriel Davila
Jeannette Leach
Matthew Sutherland
Catherine Faoro
Anna Luna
Daniel Cordero

ONE TIME

Our computer lab was furnished over 5 years ago and we are starting to have computers to go down. We have no more in storage to replace failing devices, so we would like to replace the entire lab.

We here at CAS understand that this is a results-oriented world, and that our enrollment has dropped, thus our quantitative results have dropped. However, our qualitative results have continually increased. In running reports, the percentage of students with less than 12 hours of instruction has continually decreased. The students that we are getting into classrooms are showing up on a more consistent basis and are engaged. Currently 48% of our students show at less than 12, however, we have had a 10% enrollment increase in the last 3 weeks, thus skewing this data. If you compare this to previous years YTD, 21/22 was 55%, 20/21: 71%. 19/20 (our largest enrollment year) 50% and 18/19 was 56%. Our recent Demonstrated Effectiveness for WIOA also shows that, even though our enrollment has dropped, our proficiency in instruction has increased. Our average % of students who showed and EFL gain in the previous WIOA window was 29%, with our most recent application showing at 34%.

Recap:

- \$80,000 COLA Ongoing allocation increase
- \$30,000 to replace Computer Lab devices

I am more than happy to answer any questions regarding this request.

Brian Pope
Colton Adult
Principal



Today's graduates... Tomorrow's workforce

Raul Pedraza, Principal ◊ John Carranza, Vice Principal ◊ Jesus Galdamez, Vice Principal ◊ Helena Zarate-Simolin, Vice Principal

Inland Career Education Center (ICEC) -Request for increase in funds.

Goal - Inland Career Education Center empowers and inspires individuals through education to contribute to the economic growth of the community. We provide a bridge to postsecondary education and the workforce through the delivery of quality education and student support services. *Inland Career Education Center believes that the following shared principles, priorities, and values allow us to be a beacon of education in the Inland Empire:*

*Customer Driven Excellence
Opportunity
Results
Empowerment*

In order to continue these CORE values, it is imperative that the Inland Career Education Center employs the number of classified and certificated staff that reflects the needs of our student population. This would include assuring wage increases are reflected in our allocation.

Use of Increased Funds:

- 1. Proposal: \$170,545 for classified staff, on-schedule increase for the 2022-2023 school year.**

Purpose: Classified staff has an anticipated ongoing wage increase of 8% for the 2022-2023 school year which will affect our current budget and require additional funding.

Justification: To have adequate funding to meet salary obligations

- 2. Proposal: \$289,333 for certificated staff, on-schedule increase for the 2022-2023 school year and \$82,667 one-time monies.**

Purpose: Certificate staff has an ongoing wage increase of 7% and a one-time wage increase of 2% for the 2022-2023 school year which will affect our current budget and require additional funding.

Justification: To have adequate funding to meet salary obligations

Classified Ongoing Funding: \$170,545

Certificated Ongoing Funding: \$289,333

Certificated One-Time Funding: \$82,667

Total additional funds requested \$542,545



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Dana Carter
 PRINCIPAL

Janet Gutierrez
 Victoria Orozco-Sapp
 COUNSELOR

Shannon Laird
 SECRETARY

Patricia Ponce-Reyes
 INTERMEDIATE CLERK

Irving Fernandez
 SPANISH PREP GED TEACHER

Marcia Stewart
 Cathy Schmidt

ASE TEACHER

CITIZENSHIP TEACHER

Susana Ramirez
 Darwin Dallas
 Dulce Martinez
 Michelle Burr
 ESL TEACHER

Irma Sanders
 Scott Colin
 ABE – ELA TEACHER

Darwin Dallas
 Lynn Kick-Holod
 ABE – MATH TEACHER

Yucaipa-Calimesa
 Joint Unified
 School District
 MAKING A DIFFERENCE IN THE
 LIFE OF EACH STUDENT

To: Inland Adult Executive Committee
 From: Yucaipa Adult School
 Dana Carter, Principal

RE: Request for increase in CAEP allocation

I am requesting, on behalf of Yucaipa Adult School, that the Executive Committee boost YAS's base budget by \$105,000 for the 2022-2023 school year ongoing.

These funds would be used for the following purpose:

1. COLA - \$75,00 to cover increase in staff costs
2. Counseling - \$30,000 to increase counseling services to students

Justification:

COLA – The YAS staff cost for benefits and wages for the 2021-22 school year was \$610,766, which is equivalent to 97.2% of our current CAEP allocation. YAS allocated 80% of WIOA monies received to staff, hence reducing the CAEP's personnel costs from 97% to 85%.

Our personnel are YAS's most valued asset for meeting the needs of our students. The salaries of classified and certified YAS employees are determined by the increases agreed by our K-12 YCEA and CSEA bargaining units. The existing YAS CAEP budget is insufficient to maintain anticipated compensation increases without severely impacting our staff or students. For this reason, I request that our annual base funding be increased by \$75,000. This amount will cover anticipated cost increases resulting from the bargaining process.

Counseling – Presently, YAS employs two part-time counselors that aim to serve all of our 312 students. YAS maintains open enrollment for most classes letting students enroll throughout the year. This flexibility allows us to meet students where they are as well as when they are ready to pursue their learning goals. Our intake process includes a 1:1 appointment with a counselor to inform students of all their options and help them choose the best one for success. Additionally, our counselors assess transcripts, register and enroll students, provide career advice, aid teachers CASAS pre/post testing, and much more. Due to limited time, some students receive greater levels of service from our counselors than others. I request \$30,000 per year to enhance counselor hours so all students receive high-quality counseling. Review of their workload showed that YAS counselors have counseled an average of 426 students annually over the past three years.

YAS CAEP Funding History:

2022-2023	\$628,383		2018-2019	\$618,376
2021-2022	\$628,383		2017-2018	\$345,876
2020-2021	\$618,376		2016-2017	\$345,876
2019-2020	\$618,376		2015-2016	\$262,676