



Minutes of the Executive Committee Meeting September 29, 2023

Date of approval:

Initials:

Call to order: Per Brown Act guidelines, the Inland Adult Education Consortium Executive Committee was held via Zoom: <https://sbccd-edu.zoom.us/j/87054625005> on Friday, September 29, 2023. The meeting convened at 8:02 a.m. Director Dr. Emma Diaz and Consultant Mr. Mitch Rosin conducted the meeting. Minutes recorded by Ms. Jessica Arellano Velasco. The public is welcome to join virtually, or via in-person attendance:

District	Meeting Address
Colton Joint USD	1212 Valencia Dr., Colton, CA, 92324 – Superintendent’s Conference Room
Crafton Hills College	11711 Sand Canyon Rd., Yucaipa, CA, 92399 – President’s Conference Room
Redlands USD	20 W. Lugonia Ave., Redlands, CA, 92374 – Superintendent’s Conference Room
Rialto USD	260 S. Willow Ave., Rialto, CA, 92376 – Superintendent’s Conference Room
San Bernardino City USD	777 N. F St., San Bernardino, CA, 92410 – Superintendent’s Conference Room
San Bernardino COE	601 N. E St., San Bernardino, CA, 92410 – Dorothy Inghram Learning Center
San Bernardino Valley College	701 S. Mt. Vernon Ave., San Bernardino, CA, 92410 – President’s Conference Room
Yucaipa-Calimesa Joint USD	12797 3rd St., Yucaipa, CA, 92399 – Superintendent’s Conference Room

Executive Committee Members in attendance

Ms. Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District
Mr. Juan Cabral	Superintendent, Redlands Unified School District
Dr. Linda Fontanilla	Interim President, San Bernardino Valley College
Dr. Frank Miranda	Superintendent, Colton Joint Unified School District

Members not in attendance

Mr. Mauricio Arellano	Superintendent, San Bernardino City Unified School District
Dr. Cuauhtémoc Avila	Superintendent, Rialto Unified School District
Dr. Kevin Horan	President, Crafton Hills College
Dr. Carol Tsushima	Administrator, Alliance for Education & SBCROP, SBCSS

Others Present

Mr. Dana Carter	Principal, Yucaipa-Calimesa Joint Unified School District Adult School
Ms. Angela Hatter	Principal, Colton Adult School
Mr. Troy Martinez	Principal, Redlands Adult School
Mr. Raul Pedraza Jr.	Principal, Inland Career Education Center Adult School
Ms. Kim Watson	Principal, Rialto Adult School

Quorum: 3 K12 plus 1 CC

Establish Quorum: 3 K12 plus 1 CC	
Member Name	Attending
Mr. Mauricio Arellano, Superintendent, Redlands Unified School District	
Dr. Cuauhtémoc Avila, Superintendent, Rialto Unified School District	
Ms. Cali Binks, Superintendent, Yucaipa-Calimesa Joint Unified School District	x
Mr. Juan Cabral, Superintendent, Redlands Unified School District	x
Dr. Kevin Horan, President, Crafton Hills College	
Dr. Frank Miranda, Superintendent, Colton Joint Unified School District	x
Dr. Linda Fontanilla, Interim President, San Bernardino Valley College	x
Dr. Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	

1. Minutes

Motion: Approval of August 4, 2023, IAEC Executive Committee Meeting Minutes.			
Motion by: Dr. Frank Miranda			
Second by: Mr. Juan Cabral			
Discussion: None			
Member Name	AYE	NAY	Absent
Mr. Mauricio Arellano, Superintendent, Redlands Unified School District			x
Dr. Cuauhtémoc Avila, Superintendent, Rialto Unified School District			x
Ms. Cali Binks, Superintendent, Yucaipa-Calimesa Joint Unified School District	x		
Mr. Juan Cabral, Superintendent, Redlands Unified School District	x		
Dr. Kevin Horan, President, Crafton Hills College			x
Dr. Frank Miranda, Superintendent, Colton Joint Unified School District	x		
Dr. Linda Fontanilla, Interim President, San Bernardino Valley College	x		
Dr. Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS			x
The Minutes of the Inland Adult Education Consortium Executive Committee Meeting on August 4, 2023, were approved as presented, without changes.			

2. Public Comment

2.1 None

3. Reports

- 3.1 2022-2023 Enrollment & Allocations & Carry Over: Dr. Emma Diaz presented
- Dr. Emma Diaz submitted all of our data on September 1, 2023.
 - On the spreadsheet, the left-hand column on enrollment shows you the enrollment off of the DIR directly for each one of the school districts.

IAEC Member Agency	2022-2023				2023-2024	
	2022-23 Q4 Enrollment	2022-2023 Allocation	% Spent	Carry Over	2023-2024 Allocation	Total 2023-2024 Budget
Colton Joint Unified	388	\$716,304	91%	\$74,725	\$716,304	\$791,029
Redlands Unified	702	\$888,512	90%	\$103,376	\$888,512	\$991,888
Rialto Unified	1,099	\$1,415,152	63%	\$809,714	\$1,415,152	\$2,224,866
San Bernardino CCD - Consortium	NA	NA	NA		NA	NA
San Bernardino CCD - College	2,495	\$787,048	80%	\$162,730	\$787,048	\$949,778
San Bernardino City Unified	4,308	\$6,479,927	86%	\$1,113,327	\$6,479,927	\$7,593,254
San Bernardino Co. Office of Education	501	\$605,053	88%	\$112,408	\$605,053	\$717,461
Yucaipa-Calimesa Joint Unified	450	\$733,838	60%	\$431,299	\$733,838	\$1,165,137
TOTAL	9,943					

- The left-hand column of the enrollment spreadsheet shows the enrollment for each school district directly from the DIR. The total number of students worked with is 9,943, which is an increase from the previous year by almost 1,000 students. However, please note that this number only includes the students who were worked with touch points at Valley College, as we did not have anyone at Crafton for the entire year.
- Allocation column, that's what everybody gets in their budget for the year.
- New is a column called "Percent Spent" this year, which is in response to AB 1491 that was introduced last year. The new law requires us to spend at least 80% of our budget for the year. Therefore, Member Districts need to monitor spending closely to ensure that meeting this requirement.
- Currently, there is \$1,249,294 available for Members to request for funding proposals or COLAs through the fiscal agent or the bank.

4. Discussion Items

4.1 ELL Healthcare Grant: Mr. Mitch Rosin presented

- The legislature allocated \$130 million to consortia for healthcare career pathways for ESL students, but the funds were delayed by over a year.
- IAEC was one of the 50 out of 71 in the state that qualified for funding. However, due to various issues, including problems with oversight at the Chancellor's office, a decision was made to not apply for the funding of approximately \$550,000. It was noted that it was a grant and therefore would need to be run through the grant office of the College, even though it was in the legislative language that it needed to be managed by the consortium director, which is a contradiction of policy.
- As of yesterday, almost half of the consortia (23 out of 50) haven't submitted their applications yet. It's unclear whether these 23 consortia have valid reasons or if they've simply requested extensions. However, there are several concerns regarding this matter, including the lack of oversight and inadequate management at the state level.
- Before returning to the state, Dr. Emma Diaz wanted to ensure that she had all the necessary information. So, she contacted Dr. Carolyn Zachary to discuss certain issues related to the grant. Additionally, Dr. Emma Diaz reached out to Joanne Oxendine, who is our Dean of Institutional Effectiveness, to seek her opinion on the matter because some aspects of the grant proposal were not in line with the usual grant protocols. IAEC was meticulous in the approach and due diligence.

4.2 2023-24 Budget & Workplan Update: Dr. Emma Diaz presented

- Due to technical issues with the Nova system, the deadline to submit the budget and work plan has been extended from September 30th to October 20th.
- Dr. Emma Diaz has certified Q4 in Nova. The Q4 has been closed out, so the principal site administrators no longer have access to it. However, it shows a more up-to-date budget and carryover.

- Dr. Emma Diaz will be working with the Steering Committee to make sure that their budgets are ready and that we know exactly where we are going forward for this year.

4.3 Dr. Emma Diaz provided an informative explanation of the funding process. To start, site administrators submit a request outlining the areas where funding is required. Next, the Executive Committee reviews and discusses the proposals before voting on them at the upcoming meeting. A total of three requests were presented, in alphabetical order: Colton, Redlands, and Yucaipa.

Colton Fiscal Request of \$249,736: Dr. Frank Miranda presented

4.3a \$ 70,265 – Ongoing: Enrollment, Assessment, Registration Personnel

- Purpose and Justification: Staff needed to improve student enrollment and registration processes; including CASAS test proctoring, generating reports, assisting with general office tasks, and handing other duties as assigned.

4.3b \$ 12,875 – Ongoing: School Admin Assistant 10 to 12 month

- Purpose and Justification: The school principal needs administrative support on a 12-month calendar. This change will improve school processes.

4.3c \$ 87,176 – Ongoing: School Safety Officer

- Purpose and Justification: Currently, there is no security to oversee campus safety during day and evening business hours. Security is needed to provide a safe school environment.

4.3d \$ 79,420 – Ongoing: Close Deficit

- Purpose and Justification: For several years, Colton Adult School has used rollover CAEP funds to cover deficits in spending. We are requesting ongoing funding to close the yearly deficit spending gap, along with providing ongoing funding necessary for us to add two new positions and fund the Administrative Assistant year-round. The annual expenses for ongoing school operations will be covered without relying on rollover funds to cover expenses.

4.4 Redlands Fiscal Request of \$240,000: Mr. Troy Martinez presented

4.4a \$125,000 – Ongoing: COLA

- Purpose and Justification: To meet those ongoing benefits and salary increases for Classified and Certificated Staff and to have adequate funding to meet salary obligations and provide services to students.

4.4b \$ 35,000 – Ongoing: Software Purchases

- Purpose and Justification: In order to provide a flexible on demand curriculum to our students in our high school diploma and ESL programs and support our expansion, we need a funding increase to continue to use both Acellus and Burlington English to support student learning. Without this additional funding, Redlands Adult School would be forced to decrease the services it provides to students which would endanger both the school's growth and continued success.

4.4c \$ 80,000 – Ongoing: Clerical Support

- Purpose and Justification: As Redlands Adult School continues to increase enrollment, there is a need for more clerical support to help with the enrollment process, data entry, and attendance accounting. The additional clerical support would take away some data entry from the counseling department and allow counselors to focus more on supporting students.

4.5 Yucaipa Fiscal Request of \$335,000: Mr. Dana Carter presented

4.5a \$275,000 – One-Time: Portable

- Purpose and Justification: Our goal is to create a College and Career Center that will house our Crafton Hills College transition counselor, Workforce Development Board American Job Centers of California (AJCC) services and add additional classroom space that will allow YAS to expand services to the community. It is a one-time request that would cover the gap between

what we have predicted the cost would be and where some of the additional costs came in due to some ADA compliance issues that will need to be addressed with putting a building in. Adding a portable will provide extra classroom space allowing YAS to expand ESL offerings. Presently every classroom is shared by 3-4 teachers and there are no open rooms to address the 22 students on our beginning ESL waitlist.

4.5b \$60,000 – Ongoing: CASAS Proctor/Tester

- Purpose and Justification: To relieve counselors from testing so they can provide in-class support lessons and meet with students individually to create their individual learning plans. It will allow our school to create and hire a testing proctor position that will be able to facilitate both CASAS and GED testing on our site. It will ensure that every student’s testing environment is consistent with CAEP, GED and CASAS guidelines.

Mr. Mitch Rosin informed us that the Consortium's fiscal impact from the three requests is \$824,736, leaving about \$424,000 in the bank for future expenses.

5. Action Items

5.1 None

6. Announcements

6.1 2023-24 Executive Committee Meeting Schedule
Dr. Emma Diaz shared the remaining EC meeting dates:

2023-2024 IAEC Executive Committee Meeting Dates	
Friday, August 4, 2023 – Virtual	Friday, February 23, 2024 – Virtual
Friday, September 29, 2023 – Virtual	Friday, March 15, 2024 - CFAD Discussion – Virtual
Friday, October 20, 2023 – Virtual	Friday, April 26, 2024 – CFAD Vote – Virtual
Friday, December 1, 2023 – Virtual	Friday, May 17, 2024 – Virtual
Friday, January 26, 2024 – Virtual	Wednesday, May 29, 2024 – Annual Plan Retreat - Location – In Person

6.2 Conferences Report Out

- September 5 – 7, 2023: CWA – Monterey, CA
 - Dr. Emma Diaz shared:
 - County Office of Education presented a curriculum they've created for helping teachers who teach in “gated communities” such as prisons, jails or similar systems.
- September 14 – 15, 2023: CAEP Director’s Event – Sacramento, CA
 - Dr. Emma Diaz shared:
 - It was a wonderful opportunity for all 71 directors in the state to convene, gain professional development, and network.

6.3 Upcoming Conferences and Professional Development Opportunities

Dr. Emma Diaz shared the upcoming conference dates:

- October 4 - 5, 2023: CCCCCO Vision 2030 Adult Education Summit – San Diego, CA

<https://www.eventbrite.com/e/vision-2030-a-call-to-action-adult-educationsummit-tickets-676272688817?aff=oddtcreator>

- October 17 - 19, 2023: NCHSE – Seattle, WA
<https://healthscienceconsortium.org/conferences/>
- October 24 – 26, 2023: CAEP State Summit – Hilton, Universal, CA
<https://register.caladulthood.org/Home/EventDetail/635>
- November 6 - 8, 2023: NAWDP Youth Symposium – Las Vegas, NV
<https://www.nawdp.org/page/YDS23>
- November 17-18, 2023: CCAE Southern & South Coast Fall Conference – Palm Springs, CA
<https://www.ccaestate.org/southern.html>
- November 28 - 30, 2023: ACTE – Phoenix, AZ
<https://www.acteonline.org/tech-news-vision/>

7. Closed Session

7.1 None Requested

8. Adjournment

The meeting adjourned at 8:33 a.m.

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



18829 Orange Street • Bloomington, CA 92316 • (909) 580-5034 • www.cjUSD.net/adulted

**PROPOSAL TO ADD:
INTEGRATED EDUCATION TRAINING, NURSING ASSISTANT PROGRAM**

Colton Adult School seeks IAEC member consideration for additional CAEP funding to add an Integrated Education Training Career Technical Education program for Nursing Assistant Training, with a special focus on accelerating training for English Language Learners. This program would be a partnership between Colton Adult School and Colton, Redlands, Yucaipa Regional Occupational Program (CRY-ROP). According to the US Census data, population estimates in the Colton area for July 1, 2022 show that of the 53,918 people, 51.1% have a language other than English spoken at home. 14.8% of the population in the area are living in poverty. 23.6% do not have a high school diploma. According to the School Accountability Report Card data of the nearest CJUSD high school in our area, Bloomington High School, 93.8% of enrolled students are Hispanic or Latino. Last year, Topspro Enterprise Data for Colton Adult School showed that 47% of enrolled students were English Language Learners (106 students). Integrated Education Training programs accelerate the learning for EL Learners, allowing them to access higher wages and transition faster into better jobs or higher education programs.

Currently, there are no IET programs operating in the IAEC Consortium. Having access to IET programs will benefit adult students in our community. Colton Adult School seeks to be the first IAEC member to bring IET programs to the region. Since there is already a fully functioning CRY-ROP, Nursing Assistant program on the CAS campus that is open to high school students in the evening, CAS is requesting to leverage the existing Nursing Assistant CTE program on its campus, open a section in the morning that would be dedicated to adult learners, and make this new section an IET program. It would help to close a gap in service to EL Learners and would help adult EL students' transition to higher paying jobs in the growing Health Industry in the region.

A CNA license is typically a required license for Vocational Nurse programs. The attached Labor Market Information data shows that CNA jobs are in demand in the region with a bright outlook (O*NET online, Oct2023, Nursing Assistants LMI data), with California being the state with the highest level of employment for CNA's (US Bureau of Labor Statistics, May 2022). Vocational Nursing jobs are also in high demand with a bright outlook (O*NET online, Oct2023, Vocational Nursing LMI data) and considered a high-quality occupation according to the 2023 COE Report: Workforce Demand Assessment Inland Empire-San Bernardino County Metro Subregion report, page 25. A CNA license is a pathway to a career as a Vocational Nurse and to other Health Occupations. Also, according to the noted 2023 COE report, page 9, the Health Care and Social Assistance industry is expected to have 14,5674 jobs added between 2021-2026. Two other IAEC members, Inland Career Education Center and Crafton Hills College, currently offer CNA training programs, with limited seats for enrollment. However, CAS would



18829 Orange Street • Bloomington, CA 92316 • (909) 580-5034 • www.cjUSD.net/adulted

be the only IAEC member school offering an IET-CNA program. The demand for health occupation workers is high in the region, and a new IET-CNA program would not saturate the market for employment.

Opening an IET-CNA program at CAS would also work to increased completion rates for ESL programs at CAS, as many students would be motivated to transition from ESL into the new IET-CNA program. ESL students from other adult schools may also be interested in participating in the IET-CNA program at CAS, since it would be the only IET-CNA program offered in the area. Currently, CAS refers to other adult schools in the region for CTE training. It would be beneficial for CAS to offer a local CTE program to its adult community members.

The new CAS principal has participated in Calpro IET training programs and has had years of experience designing and implementing CDE approved IET programs at other adult schools. While working on the design for the new IET-CAN program, Colton Adult School staff would receive training from the administrator and also participate in Calpro and other available IET training opportunities. Colton Adult School will work closely with the CRY-ROP Nursing Director and CRY-ROP CNA teacher on the initial design and implementation of the program. Time has been outlined in the budget for program design and teacher collaboration prior to and during the IET-CNA program implementation phase.

Because this IET-CNA leverages a fully stocked existing CRY-ROP CNA program, there are no one-time purchases needed for equipment.

The budget details for the proposal to add an IET-CNA program to CAS are as follows and include funding for Fall and Spring sessions:

One-Time funding:

1. Justification and Proposal: Add 30 hours of program design time for Nurse Director to work with ESL teacher and site administrator on IET-CNA program development. **\$2,154 additional salary (One-time funding).** Nursing Director to be subcontracted with CRY-ROP for services.
2. Justification and Proposal: 35 Textbooks purchased to be loaned to students and reused year to year. **\$2,118, including tax and shipping (One-time funding).** Text Book purchases would be sub-contracted through CRY-ROP to avail of bulk discounts.

Ongoing funding (Yearly):

3. Justification and Proposal: Add Nursing Assistant Teacher for IET-CNA program. **\$45,974 salary, plus \$4,088 of collaboration time with ESL Teacher = \$50,062 Salary per year (on-going funding).** Additional weekly collaboration time with the IET ESL teacher would be needed. Student Support Hours and Additional non-teacher hours for weekly CNA staff meetings are also included. Teacher to be subcontracted



18829 Orange Street • Bloomington, CA 92316 • (909) 580-5034 • www.cjUSD.net/adulted

with CRY-ROP to teach 16 weeks of board approved CNA classes to CAS IET students, including weekly collaboration, meeting and additional student support hours.

4. Justification and Proposal: Add 10 hours weekly for 10 weeks for two sessions for clinical and adult student coordination. **\$7,179 salary (Ongoing funding)**. Nursing Director to be subcontracted with CRY-ROP for services.
5. Justification and Proposal: Marketing for adult IET-CNA program, mailers, social media and other marketing material. **\$1,000 salary (Ongoing funding)**. Marketing activities to be subcontracted with CRY-ROP for services.
6. Justification and Proposal: Other instructional supplies to include masks, Covid-19 tests required by clinical sites, gloves, wipes, gowns, miscellaneous. **\$2,200 (ongoing funding)** Costs to be subcontracted through CRY-ROP to avail of bulk discount.
7. Justification and Proposal: Consumable workbooks: **\$770 (ongoing funding)** Costs to be subcontracted through CRY-ROP to avail of bulk discount.
8. Justification and Proposal: Other books used in class and during licensure testing: Medical dictionaries in various languages, purchased based on enrollment. **\$400 (ongoing funding)** CAS to make direct purchases.
9. Justification and Proposal: Copies, office supplies, miscellaneous, technology subscriptions for the classroom teacher. **\$800 (ongoing funding)** CAS to make direct purchases.
10. Justification and Proposal: Postage for mailing student applications to the state and for envelopes for testing results. **\$100 (ongoing funding)** CAS to make direct purchases.

Note: Each IET-CTE student would incur personal costs related to licensing (\$120) fingerprinting (\$62), uniforms (\$110 for two uniforms) and CPR card (\$25) that cannot be covered under CAEP or WIOA Title II. However, CRY-ROP and San Bernardino AJCC could assist eligible students with covering those personal costs. CRY-ROP and AJCC would communicate regarding adult student WIOA Title I assessment and eligibility. CRY-ROP would manage payment and accounting of those costs for enrolled students.

CJUSD Colton Adult School is requesting:

- **One-time funding: \$ 4,272**
- **Ongoing funding: \$ 62,511**
- **Total Additional Funding Requested: \$66,783**



Goal: Colton Adult School seeks additional CAEP funding to improve school processes; to improve school safety and to close a funding gap that has persisted for many years. To operate with maximum efficiency, CAS will need to hire a CASAS testing proctor that will also handle data entry and reporting and perform general office duties. Currently, the principal's Administrative Assistant and the Career Guidance Technician share in performing student enrollment tasks. With a small school office team and with plans being implemented to increase student enrollment, it has become increasingly difficult for these two staff persons to manage assessment and registration tasks along with their regularly assigned duties. Colton Adult School is open from 8:00 AM to 8:30 PM, Monday through Thursday, and from 8:00 AM to 4:30 PM on Fridays. Currently, the School Office Administrative Assistant only works a 10-month calendar. Also, there is no security to oversee the campus. To provide the principal and school with year-round administrative support and to provide necessary safety for our students and staff, we are requesting CAEP funding to increase the School Office Administrative Assistant position to a 12-month position, and to also add a District Safety Office-Patrol to our staff. Until now, program enhancement and expansion have only been possible with rollover funds available in the budget since 2016. However, all rollover funds will be expended in the 2023-24 school year and ongoing funds will be needed to continue smooth school operations.

1. Proposal: Add School Office Assistant to staff for the 2023-24 academic year to handle enrollment, assessment, and registration processes. **\$70,265 (on-going funding).**

Purpose and Justification: Staff needed to improve student enrollment and registration processes; including CASAS test proctoring, generating reports, assisting with general office tasks, and handling other duties as assigned.

2. Proposal: Increase School Administrative Assistant position from a 10-month to 12-month position. **\$12,875 additional salary (ongoing funding).**

Purpose and Justification: The school principal needs administrative support on a 12-month calendar. This change will improve school processes.

3. Proposal: Add a District Safety Office-Patrol to our school staff. **\$87,176 (ongoing funding).**

Purpose and Justification: Currently, there is no security to oversee campus safety during day and evening business hours. Security is needed to provide a safe school environment.



18829 Orange Street • Bloomington, CA 92316 • (909) 580-5034 • www.cjUSD.net/adulted

4. Proposal: Close spending deficit gap. \$79,420 (ongoing funding)

Purpose: For several years, Colton Adult School has used rollover CAEP funds to cover deficits in spending. Because of the deficit spending, CJUSD has been unable to charge indirect fees to CAEP for services and support provided to adult education because CAS CAEP annual income has not covered annual expenses. CJUSD CAS CAEP rollover funding will be completely expended during the 2023-24 school year. We are requesting ongoing funding to close the yearly deficit spending gap, along with providing ongoing funding necessary for us to add two new positions and fund the Administrative Assistant year-round.

Justification: The annual expenses for ongoing school operations will be covered without relying on rollover funds to cover expenses.

CJUSD Colton Adult School is requesting:

- **Ongoing funding: \$249,736**
- **Total Additional Funding Requested: \$249,736**



1214 Indiana Court, Building B, P.O. Redlands, CA 92374 Mailing Address: Box 3008, Redlands, CA 92374

Goal: Redlands Adult School has been on an upward trend of enrollment and outcomes over the past 4 years. The budget for the 2023-2024 academic year was built on the use of \$150,000 of carry-over funding. As a result, Redlands Adult School has hired additional teachers and counselors to provide services to students. The additional funding will allow students to have more virtual and evening options to work toward earning their high school diploma or GED and increase transitional and academic counseling services to students. Redlands Adult School needs additional clerical support to manage the additional data entry and records keeping associated with increased enrollment. To continue providing these on-going services, and cover costs associated with salary schedule increases Redlands Adult School is asking for additional ongoing funding.

1. Proposal: Classified and Certificated COLA increases for the 2023-24 academic year: \$125,000(on-going funding)

Purpose: Redlands Unified School District and the Classified bargaining unit settle for 12.05% salary schedule increase and Certificated bargaining unit settled on a 11.3% increase for salary members and 16.47% increase for adult education salary schedule for the 2022-23 academic year which affected our current budget and requires additional funding in order to maintain expanded services to students.

Justification: To have adequate funding to meet salary obligations and provide services to students.

2. Proposal: On-going Software Learning Management Systems Software Costs: \$35,000 (on-going funding)

Purpose: As Redlands Adult School continues to grow, we have become creative in how we service students. One of those ways through synchronous virtual instruction in high school diploma. As we look to the future, we are working toward hybrid instruction in our other programs. In order to provide a flexible on demand curriculum to our students in our high school diploma and ESL programs and support our expansion, we need a funding increase to continue to use both Acellus and Burlington English support student learning. Burlington English also provides digital literacy to our ESL students which are virtual to the workforce.

Justification: Currently, 85% of Redlands Adult School's funding provides services to students in the form of course offerings or academic counseling services. Without this additional funding, Redlands Adult School would be forced to decrease the services it provides to students which would endanger both the school's growth and continued success.



1214 Indiana Court, Building B, P.O. Redlands, CA 92374 Mailing Address: Box 3008, Redlands, CA 92374

3. Proposal: Additional Clerical Support

Purpose: As Redlands Adult School continues to increase enrollment, there is a need for more clerical support to help with the enrollment process, data entry, and attendance accounting.

Justification: The additional clerical support would take away some data entry from the counseling department and allow counselors to focus more on supporting students.
\$80,000 (on-going funding)

Ongoing Funding: \$240,000

Total Additional Funding Requested: \$240,000

Date: September 29, 2023

To: Executive Committee, IAC
From: Yucaipa Adult School, YCJUSD

RE: College and Career Center Project Proposal – Phase II

Project Summary:

Our goal is to create a College and Career Center that will house our Crafton Hills College transition counselor, Workforce Development Board American Job Centers of California (AJCC) services and add additional classroom space that will allow YAS to expand services to the community. The goal is to complete the project in two phases.

History:

In February 2022, the IAEC granted YAS one time funds of \$20,000 to renovate a vacant classroom that was being used by YCJUSD for storage.

In May of 2023, YAS signed an MOU with WDD establishing a formal agreement to host an AJCC Connection Site through June of 2026.

One-time CAEP funds, YAS and YCJUSD funds were used to complete the renovations to room 56 which included:

- Repair and refresh the HVAC system
- Repair and install electrical outlets
- Replace all light fixtures
- Remove and replace all windows
- Provide Wi-Fi to the classroom
- Paint ceiling and walls
- Cover labor costs for Phase I
- Deep clean classroom

August 2023, Phase I was completed and the classroom space was ready for YAS use.

Request:

YAS is requesting \$275,000 of one-time additional funds from the IAEC to allow completion of the Phase II, adding a portable classroom to our campus. Adding the portable will allow YAS to complete the following goals.

- Adding a portable will provide extra classroom space allowing YAS to expand ESL offerings. Presently every classroom is shared by 3-4 teachers and there are no open rooms to address the 22 students on our beginning ESL waitlist.
- Relocate the school office from the back of our campus to the front of our campus, increasing access for students
- Relocate our College and Career center from RM 56 to the current office space. This will centralize our counseling, college and career services.

Funding Requested:

- \$275,000 – One time

The original estimated project cost for Phase II provided in the fall of 2021 was \$250,000. It was our intent to complete Phase II using existing district and site funds. Since initiating this process in February 2022, YAS worked through several issues with the Division of the State Architect (DSA) and has gained approval to move forward. The job was sent out to bid, and the bid costs came in much higher than anticipated. The higher projected install cost included required ADA improvements for path of travel to and from the proposed building.

- Architect Fee: \$ 50,000
- DSA Inspector Fee: \$ 63,000
- Portable Building: \$156,468
- Installation Cost: \$450,000 (estimated)
 - Varies greatly – the three bids we received were for: \$350,000, \$509,000, and \$790,000. Our district purchasing agent recommended planning on the final cost being in the middle range for the install.

YAS with the support of YCJUSD has set aside \$400,000 for this project and went out to bid. Upon receiving actual estimates YAS was able to identify the following required costs: Based on this information the cost to purchase and install a new portable on our campus using the low bid is estimated at \$619,468. Upon learning this, YAS and YCJUSD reviewed our fiscal standing to and are able to reallocate funds so that we can put \$400,000 toward this project. The request to the IAEC is for provide one-time funding in the amount of \$275,000 to assist YAS and YCJUSD with the completion of the purchase and installation of the portable classroom on the YAS site.

Project alignment with CAEP State priorities:

Project addresses the CAEP State Priorities of Equity, Learner Transition and Marketing

Type of Request:

One Time: \$275,000 for the purpose of obtaining and installing a portable classroom.

LMI Data to support proposal:

This Career Center would work in conjunction with the existing San Bernardino AJCC providing employment services and opportunities for the citizens of Yucaipa, and would also be open to the public to serve other residents within the county as well. Yucaipa Adult school presently targets some of the mountain communities to provide academic services. This would expand those opportunities to include college and career services.

The California Employment Development Department (EDD) data identifies our Riverside-San Bernardino-Ontario Metropolitan Statistical Area (MSA) unemployment rate in August of 2023 as 5.3% which is slightly higher than the previous month where it was 4.9%. The EDD 2022 annual unemployment rate for the city of Yucaipa is 3.4%.

Hosting an AJCC Connection site on the YAS campus will provide our students and our community with access to current data identifying what jobs are available as they seek to obtain new or better employment opportunities. Additionally, combining this service with our college transition counselor will allow clients who need additional education access to all that YAS, CHC and SBVC can offer.

[EDD MSA DATA for Riverside-San Bernardino-Ontario.pdf](#)

Budget Code	Detail/Narrative	Estimated Amount
1000		
2000		
3000		
4000		
5000		
6000	Purchase of new portable building \$156,468 DSA Inspector \$ 63,000 Architect Fee (paid \$50,000 in fiscal year 2022-2023) \$ 0 Installation \$450,000 (estimate based on bids and feedback from District Purchasing office)	\$669,468 (\$275,000 requested) (\$394,468) from YAS/YCJUSD
7000		

Attachments: AJCC Connection Site MOU, Signed May 18, 2023

Date: September 29, 2023

To: Executive Committee, IAC
From: Yucaipa Adult School, YCJUSD

RE: CAEP On-Going Funding Request – Support Staff

Project Summary:

YAS has identified that having our counselor administer most of the site CASAS testing consumes a large portion of their scheduled work time and limits their ability to provide students with other counseling services. YAS is requesting on-going funding that will allow our school to create and hire a testing proctor position that will be able to facilitate both CASAS and GED testing on our site.

History:

1. YAS Counselors have historically completed all CASAS student intake testing. While this historical process allows our counselors to interact with every student who enrolls, it also hinders the time counselors have to develop individual student learning plans. The plans are crucial in helping students understand their options and best path to achieving their educational goals at YAS.
2. Annually it has been a challenge to staff our GED testing center. Historically the center has been run by staff working extra duty hours, classified staff from other sites, our counselors and administration. Many of our YAS staff hold full time positions in addition to their YAS teaching role and find that adding GED test proctor to their responsibilities is too much and there is a greater need to identify alternate options that allow greater testing opportunities for our students and our community.

Request:

YAS is requesting additional \$60,000 in on-ongoing funds from the IAEC to hire CASAS/GED testing proctors.

Project alignment with CAEP State priorities: Project addresses the following CAEP priorities:

- Equity: will help to ensure that every student's testing environment is consistent with CAEP, GED and CASAS guidelines.
- Program Development: will relieve counselors from testing so they can provide in-class support lessons and meet with students individually to create their individual learning plans.
- Program Evaluation: Support student learning by increasing the availability of progress monitor and post testing options for teachers and students.

Type of Request:

Ongoing

Data to support proposal:

Number of CASAS tests administered by YAS counselors source: TopsPro Enterprise
August 7, 2023 – September 21, 2023 376 (avg. 11 test per day)
July 1, 2022 – June 30, 2023 792
July 1, 2021 – June 30, 2022 678
July 1, 2021 – June 30, 2021 484

Funding Requested:

\$60,000 on-going

Budget Code	Detail/Narrative	Estimated Amount
1000		
2000	Testing Proctor Salary – two 3.75 hour positions	\$44,000
3000	Mandated benefit cost	\$16,000
4000		
5000		
6000		
7000		