



## Minutes of the Executive Committee Meeting October 20, 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/81205969002> on Friday, October 20, 2023. The meeting convened at 8:04 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

Dr. Cuauhtémoc Avila	Superintendent, Rialto Unified School District
Ms. Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District
Mr. Juan Cabral	Superintendent, Redlands Unified School District
Dr. Kevin Horan	President, Crafton Hills College
Dr. Frank Miranda	Superintendent, Colton Joint Unified School District
Dr. Carol Tsushima	Administrator, Alliance for Education & SBCROP, SBCSS <i>arrived late at 8:06</i>

### Members not in attendance

Mr. Mauricio Arellano	Superintendent, San Bernardino City Unified School District
Dr. Linda Fontanilla	Interim President, San Bernardino Valley College

### Others Present

Mr. John Carranza	Vice Principal, Inland Career Education Center Adult School
Ms. Angela Hatter	Principal, Colton Adult School
Mr. Troy Martinez	Principal, Redlands Adult School
Dr. Sandra Rodriguez	Assistant Superintendent, San Bernardino City Unified School District
Mr. Raul Pedraza Jr.	Principal, Inland Career Education Center Adult School

Dr. Scott Thayer  
Ms. Kim Watson

Vice President Student Services, San Bernardino Valley College  
Principal, Rialto Adult School

**Quorum: 3 K12 plus 1 CC**

<b>Establish Quorum: 3 K12 plus 1 CC</b>	
<b>Member Name</b>	<b>Attending</b>
Mr. Mauricio Arellano, Superintendent, Redlands Unified School District	
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	
Dr. Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	x

**1. Minutes**

<b>Motion:</b> Approval of September 29, 2023, IAEC Executive Committee Meeting Minutes. <b>Motion by:</b> Dr. Frank Miranda <b>Second by:</b> Dr. Kevin Horan <b>Discussion:</b> None			
<b>Member Name</b>	<b>AYE</b>	<b>NAY</b>	<b>Absent</b>
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		
<b>The Minutes of the Inland Adult Education Consortium Executive Committee Meeting on September 29, 2023, were approved as presented, without changes.</b>			

**2. Public Comment**

2.1 None

**3. Reports**

3.1 None

#### 4. Discussion Items

- 4.1 2023-24 Budget & Workplan Update: Dr. Emma Diaz presented
- The due date is October 20, 2023. Please disregard the non-compliance email from CAEP TAP.
  - Certification is due by November 17, 2023. Once all those allocations go through, we will be able to settle our budget.
- 4.2 Colton Fiscal Request of \$66,783 (\$4,272 one-time funding; \$62,511 ongoing funding): Ms. Angela Hatter presented.
- Purpose and Justification: Colton Adult School houses a certified nursing assistant program on its campus, which is fully functional. Currently, the program is only available to high school students in the evenings as part of an after-school program. However, the school administration is interested in expanding the program for adults as well.

##### **One-Time funding:**

1. \$2,154 additional salary: Add 30 hours of program design time for Nurse Director to work with ESL teacher and site administrator on IET-CNA program development.
2. \$2,118: 35 Textbooks purchased to be loaned to students and reused year to year.

##### **Ongoing funding:**

3. \$50,062 Salary per year: Add Nursing Assistant Teacher for IET-CNA program.
4. \$7,179 salary: Add 10 hours weekly for 10 weeks for two sessions for clinical and adult student coordination.
5. \$1,000 salary: Marketing for adult IET-CNA program.
6. \$2,200: Instructional supplies.
7. \$770: Consumable workbooks.
8. \$400: Books used in class and during licensure testing.
9. \$800: Office supplies, miscellaneous, technology subscriptions for the classroom teacher.
10. \$100: Postage for mailing student applications to the state and for envelopes for testing results.

#### 5. Action Items

- 5.1 Approve \$824,736 in Ongoing and One-Time funding as outlined below and in the IAEC Board Packet

Colton Fiscal Request: \$249,736

4.3a	\$ 70,265 – Ongoing: Enrollment, Assessment, Registration Personnel
4.3b	\$ 12,875 – Ongoing: School Admin Assistant 10 to 12 month
4.3c	\$ 87,176 – Ongoing: School Safety Officer
4.3d	<u>\$ 79,420</u> – Ongoing: Close Deficit
TOTAL:	\$249,736

Redlands Fiscal Request: \$240,000

4.4a	\$125,000 – Ongoing: COLA
4.4b	\$ 35,000 – Ongoing: Software Purchases

4.4c                    \$ 80,000 – Ongoing: Clerical Support  
TOTAL:                 \$240,000

Yucaipa Fiscal Request: \$335,000

4.5a                    \$275,000 – One-Time: Portable  
4.5b                    \$ 60,000 – Ongoing: CASAS Proctor/Tester  
TOTAL                    \$335,000

**Motion:** To approve \$824,736 in Ongoing and One -Time funding as outlined below and in the IAEC Board Packet.

**Motion by:** Dr. Cuauhtémoc Avila

**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		

**Motion carried unanimously by all present.**

- Dr. Emma Diaz presented the Summary of Action Items

2022-2023 COLA Held with Fiscal Agent	\$271,375
2023-2024 COLA Held with Fiscal Agent	\$977,919
<b>TOTAL COLA ON HOLD</b>	<b>\$1,249,294</b>

<b>2023-2024 COLA Requests:</b>	
Colton Adult School	\$249,736
Redlands Adult School	\$240,000
Yucaipa Adult School	\$335,000
<b>TOTAL COLA REQUESTED</b>	<b>\$824,736</b>

<b>Remaining Funds</b>	<b>\$424,558</b>
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- Dr. Emma Diaz presented the Summary of New CFAD Allocations
  - Budgets for 2023-2024

- Colton \$966,040 – Ongoing
  - Redlands \$1,128,512 – Ongoing
  - Yucaipa \$793,383 – Ongoing
  - Yucaipa \$275,000 – One-time
  - SBVC and CHC – \$787,048 – Ongoing
  - Fiscal Agent – \$424,558 – Current Balance
- Dr. Emma Diaz clarified that Crafton and Valley Colleges retain their budget of \$787,048, and the fiscal agent is the one that holds that pot of money.
  - Dr. Emma Diaz processes the allocation amendment in NOVA so all Executive Committee members should already have an email from NOVA asking to approve.

## 6. Announcements

### 6.1 2023-24 Executive Committee Meeting Schedule

Dr. Emma Diaz shared the remaining Executive Committee meeting dates:

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

- The December 1, 2023 Executive Committee meeting will be rescheduled due to a conflict with the California Superintendent School Boards meeting.

### 6.2 Conferences Report Out

- October 4 - 5, 2023: CCCCCO Vision 2030 Adult Education Summit – San Diego, CA
  - Dr. Emma Diaz shared:
    - The focus was on the challenges related to non-credit and adult education. There was discussion about faculty pay, reporting on student data, and advocacy of continuing to fund these programs.
- October 17 - 19, 2023: NCHSE – Seattle, WA
  - Mr. Mitch Rosin shared:
    - The national consortium for Health Science educators is for educators who specialize in health career pathways at the K-12 level and in community colleges.

### 6.3 Upcoming Conferences and Professional Development Opportunities

Dr. Emma Diaz shared the upcoming conference dates:

- October 24 – 26, 2023: CAEP State Summit – Hilton, Universal, CA  
<https://register.caladulthood.org/Home/EventDetail/635>

- October 28 – 30, 2023: HACU – Hilton, Chicago, IL  
[https://www.hacu.net/hacu/Annual\\_Conference1.asp](https://www.hacu.net/hacu/Annual_Conference1.asp)
- November 6 - 8, 2023: NAWDP Youth Symposium – Las Vegas, NV  
<https://www.nawdp.org/page/YDS23>
- November 9, 2023: Association of Community and Continuing Education (ACCE) Zoom In  
[www.acceonline.org/events.html](http://www.acceonline.org/events.html)
- 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 8:22 a.m.

The next meeting of the Inland Adult Education Consortium Executive Committee will be rescheduled, an email will be sent with the new updates.



*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 stands at the forefront of adult education within our community and the border region. Over the years, we have witnessed firsthand the transformative power of adult education. Today, we approach you with a pressing request, grounded in the context of our expanding service demand and the conscious decisions we made in the past fiscal year to prioritize the consortium's greater good.

**Contextual Review:**

1. On-Schedule Wage Increases:

In fiscal year 2022-2023, we submitted a fiscal request to address the on-schedule wage increases amounting to \$542,545. Demonstrating our commitment to the broader consortium, especially members with more constrained budgets, we took the decision to bear this cost internally.

2. Implications of this Decision:

While our absorption of this cost showcased our dedication to the collective objectives of the consortium, it has placed additional pressures on our current fiscal resources.

3. Justification:

Inland Career Education Center's commitment to fiscal responsibility and sustainable growth is exemplified by our policy of covering annual expenses for ongoing school operations without relying on rollover funds. This approach ensures a stable and predictable financial framework, aligned with the principles of our district's Budget Development Process, which mandates budgeting strictly within our base amount. By adhering to this disciplined financial strategy, we guarantee the continuity and quality of our educational services. Additionally, 98% of the base budget is allocated to staff salaries and benefits. Carry Over Funds are utilized to support other essential operating expenses such as supplies, equipment, furniture, utilities, conference participation, maintenance agreements, building upkeep, ongoing licensures, and contractual negotiated increases.

**Current Landscape and Funding Needs:**

1. Enrollment Increase:

Our programs are experiencing an extraordinary increase in demand, demonstrating the community's growing trust and reliance on our offerings. This surge is most evident in our ESL Evening classes, which



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

are now accommodating double their intended capacity. Impressively, our current enrollment has reached 4,125, nearly matching the total enrollment of 4,307 for the entire 2022/2023 school year, and we are only halfway through this academic year. This significant growth not only underscores the value of our programs but also highlights an urgent need for enhanced financial support to continue meeting this expanding demand.

#### 2. Necessity for More Instructors:

With the student body having more than doubled, it is clear that our existing instructor pool is insufficient to maintain the quality of instruction our students have come to expect.

#### 3. Increased Demand for Student Services:

The enhanced student numbers also translate into a heightened need for student services:

- Counseling
- Transition Services
- Career Placement Services
- Collaborative Partnership - Establishing Career Pathways
- Community Resource Hub - increase need for services via our strategic partnerships

#### 4. Bargaining Settlement:

The anticipated 6% certificated bargaining agreement further mandates a review and adjustment of our budgetary commitments.

Given these multifaceted challenges, our additional funding request stands at **\$179,407.13 of ongoing funding, specifically for 1 additional full-time instructor and 1 part-time instructor**. Securing this amount is paramount for us to sustain our current service quality and to cater effectively to our enlarged student base.

#### **Conclusion:**

Inland Career Education Center, through its vision and mission, has always championed the transformative power of Adult Education. The choices we made last fiscal year were reflective of a vision that transcends individual institutional interests and prioritizes the consortium's holistic development. As we embark on another year, with challenges compounded by our success, we humbly request an ongoing budget increment of \$179,407.13. This support will be instrumental in ensuring that we continue to deliver





Inland Career  
Education Center  
San Bernardino City Unified School District

*Today's graduates... Tomorrow's workforce*

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

on our promise of top-tier education for every adult entrusting us with their academic journey.

Certificated Ongoing Funding: \$179, 407.13

**Total Additional Funds Requested: \$179,407.13**



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**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

CJUSD Colton Adult School request: one-time + increase in CAEP ongoing funding – New IET-CNA Program



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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



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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**