



**Minutes of the Executive Committee
April 26, 2024**

Meeting

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/81259523290> Friday, April 26, 2024. 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	670 E. Carnegie Dr., San Bernardino, CA, 92408 – 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

- Mr. Mauricio Arellano Superintendent, San Bernardino City Unified School District
- Dr. Cuauhtémoc Avila Superintendent, Rialto Unified School District
- Ms. Cali Binks Superintendent, Yucaipa-Calimesa Joint Unified School District
- Dr. Linda Fontanilla Interim President, San Bernardino Valley College
- Dr. Frank Miranda Superintendent, Colton Joint Unified School District
- Dr. Carol Tsushima Administrator, Alliance for Education & SBCROP, SBCSS

Members not in attendance

- Mr. Juan Cabral Superintendent, Redlands Unified School District
- Dr. Kevin Horan President, Crafton Hills College

Others Present

- Mr. Dana Carter Principal, Yucaipa Adult School
- Ms. Angela Hatter Principal, Colton Adult School

Mr. Troy Martinez Principal, Redlands Adult School
 Mr. Raul Pedraza Principal, Inland Career Education Center (San Bernardino Adult School)
 Mrs. Kimberly 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, San Bernardino City Unified School District	x
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	x

1. Minutes

Motion: Approval of March 15, 2024, IAEC Executive Committee Meeting Minutes.			
Motion by: Dr. Frank Miranda			
Second by: Dr. Linda Fontanilla			
Discussion: None			
Member Name	AYE	NAY	Absent
Mr. Mauricio Arellano, Superintendent, San Bernardino City 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 March 15, 2024, were approved as presented, without changes.			

2. Public Comment

2.1 Dr. Linda Fontanilla expressed her gratitude to Dr. Emma Diaz. Dr. Emma Diaz delivered an excellent presentation about the college's adult program to the managers during the last management meeting at San Bernardino Valley College, which took place last month. With nearly 40 managers at the college, not all of them were familiar with the details of the adult program, making Emma's presentation very informative. It sparked a lot of discussion and raised numerous questions. I just wanted to express my appreciation for her presentation.

3. Reports

3.1 None

4. Discussion Items

4.1 None

5. Action Items

5.1 Approve SBCCD as CAEP Fiscal Agent for the 2024-2025 Fiscal Year

Motion: To approve SBCCD as CAEP Fiscal Agent for the 2024-2025 Fiscal Year Motion by: Dr. Linda Fontanilla Second by: Dr. Frank Miranda Discussion: None			
Member Name	AYE	NAY	Absent
Mr. Mauricio Arellano, Superintendent, San Bernardino 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 motion carried unanimously by all present.			

- Dr. Emma Diaz presented: The fiscal agency is one of the options for the CFAD annually. She has been working with the fiscal agent, which is the community college district, to manage contracts and facilitate fund disbursement. Over the past three years, they have implemented a system called Oracle, enabling them to send out checks within two weeks of receiving the funds. This expedites the funding process, allowing recipients to receive the necessary funds for their programs while complying with the law, which mandates funds to be sent out within 45 days.

5.2 Approve Preliminary CFAD Allocation for 2024-2025



OPTION 1 - DISBURSE TO EACH AGENCY

2023-2024 Allocation \$12,874,673
 2024-2025 Preliminary COLA \$97,842
 2024-2025 Preliminary Allocation \$12,972,515

Agency	2023-24 CFAD + Ongoing Allocation Amendments	Current COLA	Portion of COLA based on % of Allocation	Preliminary 2024-25 CFAD
Colton				
TOTAL	\$1,028,551	0.76%	\$7,817	\$1,036,368
Redlands				
TOTAL	\$1,128,512	0.76%	\$8,577	\$1,137,089
Rialto				
TOTAL	\$1,415,152	0.76%	\$10,755	\$1,425,907
San Bernardino City				
TOTAL	\$6,479,927	0.76%	\$49,247	\$6,529,174
SBCCD				
SBCCD Allocation	\$787,048			
Pan Consortium	\$632,775			
TOTAL	\$1,419,823	0.76%	\$10,818	\$1,430,641
Yucaipa				
TOTAL	\$793,383	0.76%	\$6,030	\$799,413
SB County				
TOTAL	\$605,053	0.76%	\$4,598	\$609,651
TOTAL	\$12,874,673		\$97,842	\$12,972,515

OPTION 2 - PARK WITH FISCAL AGENT

Hold COLA with Fiscal Agent and Allocate to Members as Needed \$97,842

- Dr. Emma Diaz shared that this is the only time of the year when the consortium can make amendments to IAEC governance. There were a few updates, which were sent to as a draft for review. One notable change is that IAEC meetings will now take place on Zoom. She also proposed that the motion includes the reflection of the dollar amounts displayed on the screen, as this is important for documenting the minutes and for future reference. The dollar amounts allocated to each member district are listed below, as per the current CFAD. After today, IAEC will submit this information, and it will be sent to each voting member for approval before certification.

Motion: To approve Preliminary CFAD Allocation for 2024-2025, option 2 to park funds with Fiscal

Motion by: Dr. Frank Miranda

Second by: Ms. Cali Binks

Discussion: None

Member Name	AYE	NAY	Absent
Mr. Mauricio Arellano, Superintendent, San Bernardino 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 motion carried unanimously by all present.

5.3 Approve CFAD Submission in NOVA (Governance)

4:58:44 PM NOVA: CAEP (CAEP) of San Bern Education Committee

CAEP
1044
44 Redlands Adult Education Consortium (am)

Fiscal Declaration - Draft
Consent Item Number: 17 - Redlands Member Consortium
Handling District: Fiscal Agent
Fiscal Agent: San Bernardino CCD
Memo: The IAEC Consent Item Number and Iteming to member are used to discuss items pertinent to the committee. This includes the annual plan, their priorities, and legal compliance of member District performance contracts, budget data, submission to, and from counterparties.
Changes to Changes

Member Allocations

Member Name	08/24-25	09/23-24	10/22-23
Colton Joint Unified	\$1,028,551	\$715,254	\$552,254
Redlands Unified	\$1,128,512	\$885,512	\$685,512
Rialto Unified	\$1,415,152	\$1,415,152	\$1,415,152
San Bernardino CCD	\$1,521,937	\$2,825,524	\$1,505,000
San Bernardino City Unified	\$6,479,927	\$6,479,927	\$6,479,927
San Bernardino Co. Office of Education	\$605,053	\$605,053	\$605,053
Yucaipa-Calimesa Joint Unified	\$793,383	\$135,383	\$435,383
Total Allocated to Members	\$12,972,515	\$12,886,089	\$11,786,634
Total CAEP Funds	\$12,972,515	\$12,876,872	\$11,806,752
Total Remaining	\$0	\$10,788	\$117,118

Carryover Threshold
Track a percentage of Carryover that your consortium agrees will be considered an excess amount.

Member Name	(2024-25)
Colton Joint Unified	\$1,028,551
Redlands Unified	\$1,128,512
Rialto Unified	\$1,415,152
San Bernardino CCD	\$1,521,937
San Bernardino City Unified	\$6,479,927
San Bernardino Co. Office of Education	\$605,053
Yucaipa-Calimesa Joint Unified	\$793,383
Total Allocated to Members	\$12,972,515
Total CAEP Funds	\$12,972,515
Total Remaining	\$0

Motion: To approve CFAD Submission in NOVA (Governance)
Motion by: Mr. Mauricio Arellano
Second by: Dr. Linda Fontanilla
Discussion: None

Member Name	AYE	NAY	Absent
Mr. Mauricio Arellano, Superintendent, San Bernardino 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 motion carried unanimously by all present.

- Mr. Mitch Rosin reminded the members present that IAEC still needs to approve the motion in NOVA. So, once this meeting is over, either Dr. Emma Diaz or he will submit it. Executive members will receive an email. Please click on it and approve it for the board vote today. This needs to be done no later than May 2nd.

5.3CFAD/Fiscal Summary	
2022-2023 COLA Held with Fiscal Agent	\$271,375
2023-2024 COLA Held with Fiscal Agent	\$977,919
TOTAL COLA ON HOLD	\$1,249,294
2023-2024 COLA Requests:	
Colton Adult School - CTE	\$66,783
Colton Adult School	\$249,736
Redlands Adult School	\$240,000
Yucaipa Adult School	\$335,000
TOTAL COLA REQUESTED	\$891,519
Remaining Funds	\$357,775

- Dr. Emma Diaz discussed the CFAD/Fiscal summary. One of the items here is for the community college district. It shows a total of \$1,521,937, but not all that money belongs to the college. IAEC doesn't have a way of separating that money. After sending out allocations to the districts, IAEC still have \$357,775 in the bank as of today.

6. Announcements

6.1 2023-24 Executive Committee Meeting Schedule

- Dr. Emma Diaz shared the remaining EC meeting dates for this school and the new EC meeting dates for the upcoming school year 2024-2025. Please reach out and let Dr. Emma Diaz know if there are any scheduling conflicts. We will try to find the best times and dates. In the past, the last Friday of the month has worked well.
- IAEC has a May meeting scheduled just in case it is needed for budgetary reasons or for a quick vote on something. However, if there are no action items by then, it's likely that it will be cancelled.
- On Wednesday, May 29, IAEC will have the annual planning retreat. The executive team is invited, but attendance is not mandatory. The annual plan for next year will be discussed, and in August, the EC will vote on the activities. During the retreat, the Steering Committee will meet, and Becky Foreman will facilitate the meeting. This will be an opportunity for networking and reporting between the different districts.
- Mr. Mitch Rosin reminded those present that if the May revision adjusts the COLA, there may be a need for an additional executive committee meeting to vote on the Revised Governor's budget at some point.
- Dr. Emma Diaz thanked Dr. Linda Fontanilla for supporting the growth of adult education at Valley College. This will be Dr. Linda Fontanilla's final executive meeting as the Interim President at San Bernardino Valley College.

2023-2024 IAEC Executive Committee Meeting Dates	
Friday, August 4, 2023 — Virtual	Friday, February 23, 2024 — Virtual *Cancelled*
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 *Cancelled*	Friday, May 17, 2024 – Virtual
Friday, January 26, 2024 – Virtual	Wednesday, May 29, 2024 – Annual Plan Retreat – ICEC to Host – In Person

2024-2025 IAEC Executive Committee Meeting Dates	
Friday, August 2, 2024 – Annual Plan Vote	Friday, February 28, 2025
Friday, September 20, 2024	Friday, March 14, 2025, CFAD Discussion
Friday, October 25, 2024	Friday, April 25, 2025 – CFAD Vote
Friday, December 13, 2024	Friday, May 16, 2025
Friday, January 31, 2025	Wednesday, May 28, 2025 – Annual Plan Retreat (EC Members are invited but not required to attend)

6.2 Upcoming Conferences / Events

Dr. Emma Diaz and Mr. Mitch Rosin shared the upcoming conference dates:

- May 1, 2024: Resource Fair - Rialto Adult School from 10:00 am -2:00 pm
- May 1, 2024: CTE Workshop “Designing Engaging Classroom Experiences and Assessment for the CTE Teacher” - SBCSS ROP from 8:30 am – 3:00 pm
- May 9-11, 2024: CCAE – Anaheim, CA <https://www.ccaestate.org/conference-2024.html>
- May 29, 2024: 2024-25 Annual Plan Retreat – Inland Career Education Center, Green Room from 8:00 am – 12:00 pm
- Graduations – Adult Education and Community Colleges
- June 17-20, 2024: CASAS Summer Institute – Anaheim, CA <https://www.casas.org/training-and-support/SI>
- August 1, 2024: IAEC – Super-Consortia Annual Professional Development Day – SBVC, B100 –

6.3 Conference Report Out

Dr. Emma Diaz shared:

- March 17-20, 2024: COABE – Nashville, TN –<https://coabe.org/2024-coabe-national-conference/>
 - 3000 people attended the event. IAEC’s presentation was well-received, with over 100 attendees eager to learn about our work. IAECs always receive strong feedback on how participants can take what is learned from our transition services to implement at their own programs.
- April 2024: Open Houses – SBVC & CHC
 - CHC had its first adult Ed Open House. There was one at Valley and one at Crafton, and Cali Binks came in to do the welcoming at Crafton Hills College. Mauricio Arellano welcomed parents at Valley College.

Mr. Raul Pedraza shared:

- April 2024: Leg Day – Sacramento, CA
 - ICEC discussed the impact of education on the communities served, particularly focusing on how a dollar of investment in education can make a difference. During our discussion, Administration shared stories of students and staff members, advocating for the inclusion of initiatives like the AB2071 (Carrillo) bill, which outlines a roadmap for English Learners (EL) parents and provides them with a toolkit to support their families and children.

Mr. Dana Carter shared:

- Mr. Carter represented almost all of Southern California at the Sacramento Legislative Day, specifically the Inland Empire. Attendees connected with three local assembly members. As a group, the IE delegation connected with 25 legislators within our contingent. Additionally, five students presented.

Ms. Angela Hatter shared:

- April 24, 2024: Adult Ed Presentation - Colton JUSD Community Cabinet
 - Ms. Angela Hatter presented to the community about adult education and our partnerships with CRY-ROP and workforce partners. Additionally, Equus discussed youth programs. Colton Adult School is preparing for the upcoming event and the launch of IET programs in partnership with CRY-ROP for certified nursing assistants. CRY-ROP are currently in the process of recruiting a teacher, and it is expected that the program will go online in May.

7. Closed Session

7.1 None Requested

8. Adjournment

The meeting adjourned at 8:32 a.m.

The next meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, May 17, 2024, at 8:00 a.m.