



**Minutes of the Executive Committee Meeting  
August 02, 2024**

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/84365546967> Friday, August 02, 2024. 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:

<b>District</b>	<b>Meeting Address</b>
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 – Superintendent’s Conference Room
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
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. Paul Sevillano	Rim-Of-the-World
Dr. Carol Tsushima	Administrator, Alliance for Education & SBCROP, SBCSS

**Members not in attendance**

Ms. Cali Binks	Superintendent, Yucaipa-Calimesa Joint Unified School District
Dr. Gilbert Contreras	President, San Bernardino Valley College
Dr. Ed D’Souza	Acting Superintendent, Rialto Unified School District
Dr. Carol Tsushima	Administrator, Alliance for Education & SBCROP, SBCSS

**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  
Mrs. Kimberly Watson

Principal, Inland Career Education Center (San Bernardino Adult School)  
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>
Dr. Frank Miranda, Superintendent, Colton Joint Unified School District	x
Dr. Kevin Horan, President, Crafton Hills College	x
Mr. Juan Cabral, Superintendent, Redlands Unified School District	x
Dr. Ed D’Souza, Acting Superintendent, Rialto Unified School District	
Mr. Sevillano, Rim-Of-the-World	x
Mr. Mauricio Arellano, Superintendent, San Bernardino City Unified School District	x
Dr. Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS	
Dr. Contreras, President, San Bernardino Valley College	
Ms. Cali Binks, Superintendent, Yucaipa-Calimesa Joint Unified School District	

**1. Minutes**

<b>Motion:</b> Approval of April 26, 2024, IAEC Executive Committee Meeting Minutes.			
<b>Motion by:</b> Dr. Frank Miranda			
<b>Second by:</b> Mr. Juan Cabral			
<b>Discussion:</b> None			
<b>Member Name</b>	<b>AYE</b>	<b>NAY</b>	<b>Absent</b>
Dr. Frank Miranda, Superintendent, Colton Joint Unified School District	x		
Dr. Kevin Horan, President, Crafton Hills College	x		
Mr. Juan Cabral, Superintendent, Redlands Unified School District	x		
Dr. Ed D’Souza, Acting Superintendent, Rialto Unified School District			x
Mr. Sevillano, Rim-Of-the-World	x		
Mr. Mauricio Arellano, Superintendent, San Bernardino City Unified School District	x		
Dr. Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS			x
Mr. Contreras, President, San Bernardino Valley College			x
Ms. Cali Binks, Superintendent, Yucaipa-Calimesa Joint Unified School District			x
<b>The Minutes of the Inland Adult Education Consortium Executive Committee Meeting on April 26, 2024, were approved as presented, without changes.</b>			

**2. Public Comment**

2.1 None

**3. Reports**

3.1 2025-2028 Three-Year Planning Process, Dr. Emma Diaz presented:

- The guidance has not been released yet. The only thing we have right now is the release of fact sheets for every region a week ago. We will be able to use that data as we start our planning process. In the past, they usually send out the guidance sometime around August or September, and it gives us a whole year as the plan will be due next year in June. I don't have the exact date, but they think it might be towards the end of June, right before the annual plan. So, they're going to go hand in hand.

3.2 CCAE State Legislative Meeting, Dana Carter presented:

- A budget agreement was reached before the start of the fiscal year, addressing the \$47 billion deficit. Both the Governor and the Legislature believe they have also tackled potential budget shortfalls for the following year. However, deficits are expected in the 26/27 and 27/28 school years, so we need to keep an eye on that.
- Some good news: The COLA was higher than expected at 1.07%.
- We have been advocating for the inclusion of Adult Education in support of AB 2071, the English Learner Roadmap, which is already making progress. However, the response we've received is that while there is support for our request, the legislature is currently hesitant to pass anything that would require financial consideration. As a result, Adult Education has not been added to the bill at this time.
- Work is still being done to update the adult education credentialing process to align with community college requirements. A joint letter, crafted by CAEAA and CCAE, was drafted to request the inclusion of Adult Ed in the CTE state framework.
- The AB101 Medina, the Ethnic Studies Bill takes effect in 2030.
- The McCarty bill, recently passed, will require personal finance as a high school graduation requirement, effective in 2031.

3.3 Update on Allocation Passthrough Funds, Dr. Emma Diaz presented:

- Every year, towards the end of June, we send out new MOUs and contracts to every district. These documents need to go to their boards, come back to our board, and currently, we have completed the process to send all the pass-through funding, which is the base allocation from the CFAD, to all the school districts.

## 4. Discussion Items

4.1 Budget Overview, Dr. Emma Diaz presented:

- We received a 1% increase instead of the 0.76%. So, we need to take action later today to approve the new budget.
- I'm still working with the fiscal agent to close out the year. Today's estimate is as follows.

**4.1 Budget Overview**  
**New 2024-25 allocation total \$137,798**

2023-24 carryover: \$357,775  
 2023-24 carryover: \$275,000 (one-time for Yucaipa)  
 2023-24 carryover: \$4,272 (one-time for Colton)  
**Total 2023-24 carryover: \$637,047.00**  
 -\$396,453 Software Renewal Data & Accountability  
**Available funds: \$240,594**



- 4.2 Crafton Hills College Request: \$77,505
  - o Adjunct Counselors Ongoing (Salary and Benefits) – \$60,505
  - o Adult Education Student Engagement Programs Ongoing (Open House, Workshops) – \$15,000
  - o Marketing and Promotional Materials Ongoing (English, Spanish, Vietnamese) – \$2,000
- 4.3 Rialto Adult School Request: \$153,000
  - o Medical Office Course/Faculty Ongoing – \$75,000
  - o Phlebotomy Course/Faculty Ongoing – \$78,000

**5. Action Items**

5.1 Approve 2024-2025 IAEC Annual Plan

<b>Motion:</b> To approve the 2024-2025 IAEC Annual Plan			
<b>Motion by:</b> Dr. Frank Miranda			
<b>Second by:</b> Mr. Juan Cabral			
<b>Discussion:</b> None			
<b>Member Name</b>	<b>AYE</b>	<b>NAY</b>	<b>Absent</b>
Dr. Frank Miranda, Superintendent, Colton Joint Unified School District	x		
Dr. Kevin Horan, President, Crafton Hills College	x		
Mr. Juan Cabral, Superintendent, Redlands Unified School District	x		
Dr. Ed D’Souza, Acting Superintendent, Rialto Unified School District			x
Mr. Sevillano, Rim-Of-the-World	x		
Mr. Mauricio Arellano, Superintendent, San Bernardino City Unified School District	x		
Dr. Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS			x
Mr. Contreras, President, San Bernardino Valley College			x
Ms. Cali Binks, Superintendent, Yucaipa-Calimesa Joint Unified School District			x
<b>The motion carried unanimously by all present.</b>			

5.2 Approve May Revise CFAD Allocation to be Parked with Fiscal Agent: \$137,798

<b>Motion:</b> To approve May Revised CFAD Allocation to be Parked with Fiscal Agent: \$137,798			
<b>Motion by:</b> Mr. Mauricio Arellano			
<b>Second by:</b> Dr. Kevin Horan			
<b>Discussion:</b> None			
<b>Member Name</b>	<b>AYE</b>	<b>NAY</b>	<b>Absent</b>
Dr. Frank Miranda, Superintendent, Colton Joint Unified School District	x		
Dr. Kevin Horan, President, Crafton Hills College	x		
Mr. Juan Cabral, Superintendent, Redlands Unified School District	x		
Dr. Ed D’Souza, Acting Superintendent, Rialto Unified School District			x
Mr. Sevillano, Rim-Of-the-World	x		
Mr. Mauricio Arellano, Superintendent, San Bernardino City Unified School District	x		

Dr. Carol Tsushima, Administrator, Alliance for Education & SBCROP, SBCSS			x
Mr. Contreras, President, San Bernardino Valley College			x
Ms. Cali Binks, Superintendent, Yucaipa-Calimesa Joint Unified School District			x
<b>The motion carried unanimously by all present.</b>			

## 6. Announcements

### 6.1 2023-24 Executive Committee Meeting Schedule

- Dr. Emma Diaz presented the remaining EC meeting dates for this school and the proposed dates for the Steering Committee to discuss the Three-Year Plan.

2024-2025 IAEC Executive Committee Meeting Dates	
Friday, August 2, 2024 – Annual Plan Vote	Friday, February 28, 2025 - Steering Committed 3-Year Planning
Friday, September 20, 2024	Friday, March 14, 2025, CFAD Discussion and 3-Year Plan Review
Friday, October 25, 2024	Friday, April 25, 2025 – CFAD Vote; 3-Year Plan Vote
Friday, December 13, 2024	Friday, May 16, 2025
Friday, January 31, 2025 – Steering Committee Visioning	Wednesday, May 28, 2025 – Annual Plan Retreat (EC Members are invited but not required to attend)

### 6.2 Conference Report Out

- CASAS Summer Institute – Anaheim, CA – June 17-20, 2024
  - Dr. Emma Diaz presented: The consortium participated in 3 different presentations. IAEC counselors co-presented with Neil Kelly, who is currently a consultant with CDE. N. Kelly mentioned that we have some of the best transition data in the state and was very impressed with our information, and co-presenting with him was definitely a highlight.
- IAEC Super-Consortia Professional Development Day – San Bernardino, CA – August 1, 2024
  - Dr. Emma Diaz presented: During our 7th annual regional professional development event, we were pleased to welcome over 100 attendees. As part of the event, four students shared their personal stories. Their narratives highlighted the significance of adult education in shaping their paths beyond the classroom. It was inspiring to hear how adult education played a vital role in their journeys.
  - Ms. Angela Hatter and Mr. Dana Carter shared how much they enjoyed attending the event and how helpful it is for networking with staff members of the consortium.

### 6.3 Upcoming Conferences and Professional Development Opportunities

Mr. Mitch Rosin shared the upcoming conference dates:

- CWA Meeting of the Minds – Monterey, CA – Sept 3-5, 2024
- ACTE Post Secondary – Chicago, IL – September 18-21, 2024
- CAEP Directors – Sacramento, CA – September 26-27, 2024
- NEDP National – Niagara Falls, NY – Sept 30-Oct 1, 2024
- CA Noncredit Summit – Anaheim, CA – Oct 3-4, 2024
- CAEP Summit – Oakland, CA – 28-30, 2024
- CA CTE – Rancho Mirage, CA – November 20-22, 2024
- CCAE South/South Coast – Palm Springs, CA – November 22-24, 2024
- ACTE International – San Antonio, TX – Dec 4-7, 2024

Dr. Emma Diaz reminded all that we share all upcoming professional development opportunities at our meetings because it is a significant part of CAPE's original objectives.

### 6.4 Model Programs, Dr. Emma Diaz presented:

- We are excited to share your program with all CAEP Summit 2024 attendees. The following two programs qualified to be added to the repository on the Advancing CA Adult Education website as Model Programs:
  - San Bernardino Valley College: “The Role of Transition Counseling in Student Success”
  - Rialto Adult School: “ESL Expansion”
- Each program will have a 24”x30” poster printed and highlighted in the main ballroom through the duration of the CAEP Summit in addition to being recognized on the Advancing CA Adult Education website.
- That will be a total of four model programs that are recognized by the state.

### 6.5 Postal Mailer, Dr. Emma Diaz presented:

- The annual summer postal mailer was sent out to the community, which is one of the best ways to reach our Adult Education population. This mailer gets sent to everyone within the community college district boundaries. It contains an advertisement on the front and our contact information for every site on the back.
- It will be going out the 1st week of August.

## 7. Closed Session

7.1 None Requested

## 8. Adjournment

A quorum was lost when Dr. Frank Miranda left the meeting at 8:21 a.m.  
The meeting adjourned at 8:25 a.m.

The next meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, September 20, 2024, at 8:00 a.m.

IAEC Member Agency	2022-2023	2023-2024				2024-2025	
	2022-23 Q4 Enrollment	2023-24 Q4 Enrollment	2023-2024 Allocation	% Spent	Carry Over	2024-2025 Allocation	Total 2024-2025 Budget
Colton Joint Unified	388	446	\$1,032,823	82%	\$202,673	\$1,028,551	\$1,231,224
Redlands Unified	702	815	\$1,128,512	79%	\$263,407	\$1,128,512	\$1,391,919
Rialto Unified	1,099	1,383	\$1,415,152	100%	\$0	\$1,415,152	\$1,415,152
San Bernardino CCD - College	MIS	MIS	\$1,144,823	74%	\$364,222	\$1,561,863	\$1,926,085
San Bernardino City Unified	4,308	5,018	\$6,479,927	95%	\$364,080	\$6,479,927	\$6,844,007
San Bernardino Co. Office of Education	501	582	\$605,053	60%	\$289,013	\$605,053	\$894,066
Yucaipa-Calimesa Joint Unified	450	778	\$1,068,383	52%	\$675,739	\$793,838	\$1,469,577
<b>TOTAL</b>	<b>7,448</b>	<b>9,022</b>					

2023-2024 COLA Held with Fiscal Agent	\$240,594
2024-2025 COLA Held with Fiscal Agent	\$137,798
<b>TOTAL COLA ON HOLD</b>	<b>\$378,392</b>

<b>2024-2025 COLA Requests:</b>	
Rialto Adult School	\$343,000
Colton Adult School	\$97,851
Crafton - BOARD VOTE TODAY	\$77,505
<b>TOTAL COLA REQUESTED</b>	<b>\$518,356</b>

<b>Remaining Funds</b>	<b>-\$139,964</b>
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# RIALTO ADULT SCHOOL

324 N. Palm Ave. Rialto, CA 92376  
(909) 879-6010, ext. 2963  
<https://kec.rialto.k12.ca.us/Domain/1195>

Kim Watson Principal  
Monica Garcia, Asst. Principal  
[www.instagram.com/rialto\\_adult\\_school/](http://www.instagram.com/rialto_adult_school/)

## RIALTO ADULT SCHOOL- REQUEST FOR INCREASE IN FUNDS

**Goal-** In order to maintain the increase of student participation in the RUSD Adult Education program, the District would like to request additional funding to sustain the increased enrollment that we have experienced over the last three years since the pandemic shut down. Additionally, the RAS teachers have joined the teachers union and are expected to receive incremental pay increases based on their years of experience. Lastly, Rialto Unified has received the following pay increases over the last four years: a 1.07% increase in 2024-2025, a 9% increase in 2023-2024, a 6.56% pay increase in 2022, and a 5% increase in 2021. The increase in teacher salaries, along with the growing student population, has exhausted the RAS funds. This will result in RAS being over extended in the 2024-2025 school year by \$209,000 dollars. We are asking for additional funds to support and maintain Rialto Adult School.

The increased funds would be utilized as follows:

1. **Proposal: Certificated Teacher Salary increases & Benefits \$ 290,000**

**Purpose:** Employ a certificated teacher to fill an ESL teacher vacancy. This includes the salary and benefits.

**Justification:** These classes would be offered August through May. Our student population has increased from 500 to 1350, as a result we have a need to offer more courses which require an additional teacher. The additional funds would allow us to meet increased enrollment needs and pay the staff accordingly. Rialto Adult School teachers have also recently joined the RUSD teachers union which affords them a salary increase each year upon completion of a specific number of hours. This new pay scale will inevitably consume more of the CAEP budget.

2. **Proposal Cost for Online licenses, books, materials, and technology: \$53,000**

**Purpose:** Additional materials, software and supplies with the increase in adult enrollment

**Justification:** With the increase in student enrollment, there is a need for more online licenses (Edgenuity, Burlington English, Aztec) as well as updated textbooks and supplemental curriculum and materials in the core areas that are aligned to the College and Career Readiness Standards and English Language Proficiency Standards for Adult Education (CCRS and ELPS).

**Total additional funds requested \$ 343,000.00**





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**Goal:** CJUSD Adult Education seeks additional CAEP funding to cover the cost of district-wide salary increases negotiated in the 2023-24 program year by certificated and classified employee unions for CJUSD staff. At the end of the 2023-24 school year, all full-time CJUSD staff received 6% raises, retroactive to July 1, 2023. On 7-1-24, 6% raises were effective for CJUSD hourly employees. These raises have had a negative impact on the CJUSD Adult Education budget, which has created a tighter budget than anticipated in 2023-24. The impact has resulted in removing professional development and equipment upgrades from the 2024-25 Adult Education budget projections. Details of the fiscal impact to adult education of the CJUSD district-wide salary increases are noted below:

In 2023-24: Full-time staff (includes 4 CJUSD Adult Education employees staffed all year, plus 2 new employees hired in April 2024) received 6% raises retroactive to 7-1-23, resulting in an additional \$34,357 added to the CJUSD Adult Education expenses for salaries.

In 2024-25: Hourly staff (includes 11 CJUSD Adult Education Extra-Duty/Hourly Teachers and 2 childcare/ babysitters) received 6% pay increases, beginning in the 2024-25 program year. The 6% salary increases for hourly staff, plus the ongoing 6% increases from 2023-24 for full-time certificated and classified staff, are projected to add an additional **\$63,494** as ongoing annual salary expenses.

To maintain the existing level of service CJAE respectfully requests the following:

1. Proposal: Add funding to cover the additional 6% salary increases in 2023-24. **\$34,357 (ONE-TIME COLA funding)**.

Purpose and Justification: 6% negotiated district salary increases in 2023-24 had a negative impact on CJUSD Adult Education budget. Additional funding was expended to maintain the existing level of service. Expenditures in 2023-24 were higher than anticipated.

2. Proposal: Add ongoing funding to cover the additional 6% salary increases in 2024-25. **\$63,494 (ONGOING COLA funding)**.

Purpose and Justification: 6% negotiated district salary increases in 2024-25 will have a negative impact on CJUSD Adult Education budget. Without adding this ongoing funding, annual staff professional development and equipment upgrades will need to be removed from annual CJUSD Adult Education budget projections.

### **CJUSD Adult Education is requesting:**

- **One-Time funding: \$34,357**
- **Ongoing funding: \$63,494**
- **Total Additional Funding Requested: \$97,851**

## **Adult Education Memo**

**To:** Emma Diaz

**From:** Kevin Horan

**Date:** 7/17/2024

**Re:** Adult Education Budget Request

### **Overview:**

This proposal is being presented by Crafton Hills College; we are requesting an ongoing budget increase to meet the student growth demand within our adult education population. We have seen the numbers in each school district significantly expand each quarter. The data below show the increase in student demand for Counseling.

- Number of Students in Yucaipa Adult School
  - Fall: 425
  - Winter: 523
  - Spring: 778(The data listed above show an 83 % increase within the academic year)
  
- Number of students in Redlands Adult School
  - Fall: 610
  - Winter: 781
  - Spring: 815(The data listed above show a 34% increase within the academic year)
  
- CHC (Crafton Hills College) Adult Ed. Counselor
  - Total Student Visits: 806 (Duplicated student count, 473 Unduplicated)

To keep the best counseling practices, Crafton Hills College seeks to hire two part-time adjunct counselors that will serve Adult Education students looking to transition to Crafton Hills College. These positions will help the current model that has one full-time tenured counselor serving two school districts, ESL (English as a Second Language) population, and community groups. The total for these two part-time positions is \$60,505.

Crafton Hills College is also requesting funds to increase the overall programming for our Adult Education students through ongoing engagement activities. We are looking to increase workshops, outreach efforts in the community, and targeted campus events (open house) for our adult students and their families to learn more about Crafton. This will also encompass our programming efforts in multiple languages for \$17,000.

**Justification:**

In 2023 Crafton Hills College hired a Fulltime Tenured Counselor to serve as our transition counselor. We have helped hundreds of adult students transition from adult school to Crafton Hills College despite some limitations.

Two of the major limitations that we have experienced are not being able to serve one site because the counselor is at another site and extending counseling appointments into the evening.

Having one full-time counselor produces limitations of our services that can only be provided at one site at a time, which increases the chance of the counselor missing the students. Examples of these key functions include limitations of creating educational plans, career counseling, and overall academic advising during the students' schedule at the adult school.

While this model has allowed us to support students, we recognize that not having adjunct counselors directly at the adult school site when the primary counselor is not there serves as a barrier for students looking to transition into Crafton Hills College. Looking at the student growth has also increased the student to counselor ratio, currently 1,600 to 1. According to the American School Counselor Association an ideal ratio would be 250 to 1; with the national average being 385 to 1.

Many of these adult school students lack transportation means to make it to campus or as first-generation non-traditional students are still learning how to navigate our higher education system. Therefore, having an adjunct onsite when the primary counselor is not there increases our contact, provides visibility, and would allow for more programming surrounding adult education.

Adding two adjunct counselors would increase the level of support we provide adult education students by increasing our outreach efforts, hosting workshops on campus, and exploring weekend counseling hours. Additionally, this transition would allow us to better align to the California Adult Education Program (CAEP) goals of transitioning adult education students to college.

**Ongoing Budget Request:**

- Adjunct Counselors – **\$60,505 (Salary and Benefits)**
- Adult Education Student Engagement Programs (Open House, Workshops) – **\$15,000**
  - 2 Open House Events for Fall \$4,000
  - Spring Open House and Life Skills Workshops \$4,000
  - Field Trip for Fall and Spring (Partner with EOPS and Transfer \$5,000)
  - Networking Under the Start Event \$1,500 (Partner with Career Center)
  - Workshops \$500
  
- Marketing and Promotional Materials (English, Spanish, Vietnamese) – **\$2,000**

**Total Budget Request: \$77,505**