



**Minutes of the Executive Committee Meeting  
January 31, 2025**

Date of approval: 02.28.2025

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/84107138059> Friday, January 31, 2025. The meeting convened at 8:08 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. Gilbert Contreras      President, San Bernardino Valley College  
 Dr. Ed D’Souza              Acting Superintendent, Rialto Unified School District  
 Dr. Kevin Horan             President, Crafton Hills College  
 Dr. Carol Tsushima         Administrator, Alliance for Education & SBCROP, SBCSS

**Members not in attendance**

Dr. Frank Miranda         Superintendent, Colton Joint Unified School District  
 Dr. Paul Sevillano         Rim-Of-the-World

**Others Present**

Dr. Ortiz                      Colton Joint Unified School District  
 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)

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

1. Approval of the Minutes

1.1 August 2, 2024

<b>Motion:</b> Approval of August 2, 2024, IAEC Executive Committee Meeting Minutes.			
<b>Motion by:</b> Ms. Cali Binks			
<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		
Dr. Gilbert 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 August 2, 2024, were approved as presented, without changes.</b>			

2. Public Comment

2.1 None

3. Reports

3.1 2025-2028 Three-Year Planning Process – No NOVA Template Open Until May, Dr. Emma Diaz presented:

- The State has notified us that Nova templates will not be open until May after the certification of the CFAD.
- During the workshop at Valley College, Becky led a consensus session where we reviewed last year's strategies.
- Attendees included members from all the districts, several community members, and representatives from libraries and workforce development.
- We worked together to create a 3-year plan due on June 20th, which requires your approval in NOVA.

3.2 Budget Overview & Student Data Report, Dr. Emma Diaz presented:

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>					

- Today is the deadline for Q2 student data submission
- In the school year 2022-2023, we ended the year with 7,448 students, and in 2023-2024, we served over 9,000 students in adult education.
- In the past we could carry over 40% and now with the implementation of AB1491 we are only able to carry 20% as an individual school and as a consortium. As a consortium, we had a 16% carryover, which kept it under the radar for the State. The last column reflects the total operating budget for this year.
- The data does not include the college student data.

## SBVC & Crafton Transitions Data

SSSP Completion Academic Year 2023/2024	
Application	488
Orientation	478
Placement	466
Education Plan	440
Registered	400
Continuing	135
Student Contact Totals	
Fall 2023	1668
Spring 2024	2141
Duplicated Totals (AY)	3809
Unduplicated Totals (AY)	1568
CAEP student contact totals by academic year	
2018/2019	434
2019/2020	1168
2020/2021	791
2021/2022	1351
2022/2023	2495
2023/2024	3809

The information below represents the total amount of one-on-one student visits with the Transition Counselor. The data is also separated by the location of each meeting NOT by the school of origin. This data does not reflect group activities or events hosted at any of the sites.

	Fall 23	Spring 24	Year 23-24
<b>Total Visits</b>	223	290	513
<b>RAS</b>	55	57	112
<b>YAS</b>	44	59	103
<b>CHC</b>	38	81	119
<b>Zoom</b>	13	25	38
<b>Phone/Email</b>	73	68	141



- In K-12 education, enrollment in programs is important, while in college, the focus is on transition data. In 2018, we hired a transition counselor and began tracking this data.
- SBVC has 3 transition counselors and Crafton has 1 transition counselor.
- The goal of AB104 is either post-secondary transition or workforce connection.
- The transition counselors provide services such as enrollment, referrals to the county, and connections to job or workforce programs.
- Dr. Ed D’Souza requested the enrolled students in SBVC and Crafton data by district.

# Budget Overview

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

- 2023-2024 COLA held with fiscal was \$240,594, for the 2024-2025 COLA held with fiscal was \$137,798 which brings our total on hold at \$378, 392.
- We have two requests and one item to vote on. If all three requests are approved, we do not have the funds to cover them all.

## 4. Discussion Items

- 4.1 Rialto Adult School Request for a total of \$343,000
  - Certificated Teacher Salary increases & Benefits – \$290,000
  - Cost for Online licenses, books, materials, and technology – \$53,000
    - Kim Watson informed the attending members that in the past 4 years, Rialto has not received COLA funds and that in the past five years’ salary increased by almost 20%. The teachers are now members of the union and are receiving step increases in their salaries.
- 4.2 Colton Adult School Request for a total of \$97,851
  - Cost of 6% salary increases in 2024-25. \$34,357 (One-time COL funding)
  - Cost of 6% salary increases in 2024-25. \$63,494 (Ongoing Funding)

- Angela Hatter informed the attending members that they have been impacted by a 6% salary increase ongoing and retroactive for the certificated and classified staff.
- It is necessary to conduct a more detailed examination of the fairness in the distribution of resources as a safeguard against negative budget outcomes.
- It was proposed that we move forward by either implementing or analyzing the existing models utilized by other consortia. Additionally, it was recommended to adopt a multi-data approach for gathering and evaluating outcome data to review the efficacy of programs in place.
- All districts announced the salary increases they expect for their staff.
- A sub-committee was formed to suggest markers for the fund process request in the future. They will bring back criteria and process to the executive member to review. The sub-committee will be made up of the Steering committee, Ms. Cali Binks, Dr. Carol Tsushima, and Dr. Kevin Horan. They will meet before Feb. 28<sup>th</sup>, next executive meeting.

## 5. Action Items

### 5.1 Approve Crafton Hills College Request for a Total of \$77,505

- Adjunct Counselors Ongoing (Salary and Benefits) – \$60,505
- Adult Education Student Engagement Programs Ongoing (Open House, Workshops) – \$15,000
- Marketing and Promotional Materials Ongoing (English, Spanish, Vietnamese) – \$2,000

<b>Motion:</b> To approve Crafton Hills College Request for a total of \$77,505			
<b>Motion by:</b> Dr. Gilbert Contreras			
<b>Second by:</b> Ms. Cali Binks			
<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		
Dr. Gilbert 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 2024-25 Executive Committee Meeting Schedule

- Dr. Emma Diaz presented the remaining EC meeting dates for this school year and the proposed dates for the Steering Committee to discuss the 3-year plan.

2024-2025 IAEC Executive Committee Meeting Dates	
<del>Friday, August 2, 2024 – Annual Plan Vote</del>	Friday, February 28, 2025 - Executive Committee
<del>Friday, September 20, 2024</del>	Friday, March 14, 2025, CFAD Discussion and 3-Year Plan Review
<del>Friday, October 25, 2024 – NO QUORUM</del>	Friday, April 25, 2025 – CFAD Vote; 3-Year Plan Vote
<del>Friday, December 13, 2024 – NO QUORUM</del>	Friday, May 16, 2025 - Executive Committee
Friday, January 24, 2025 – Three-Year Plan Retreat @ SBVC	Wednesday, May 28, 2025 – Annual Plan Retreat (EC Members are invited but not required to attend)
Friday, January 31, 2025	

6.2 Conference Report Out

- CAEP Summit – Oakland, CA – 28-30, 2024
  - 2 Presentations on transitions and ICEC on Support Services
    - There were several presentations on transitions, and I noticed that many used our same model. Victor Valley and Riverside presented, and both of their presentations had a similar layout to our transition approach. This shows how our influence on the region was reflected in those presentations.
  - 2 Model programs being recognized.
    - Rialto and SBVC
- CCAE South/South Coast – Palm Springs, CA – November 22-24, 2024, Mr. Dana Carter presented:
  - 2 presentations
    - The teachers returned the following week, and we observed them implementing the ideas they learned at the conference. I want to extend my gratitude to the consortia and our leadership for their support and for enabling us to continue sending staff to events like this.
  - ICEC had 2 staff members to get awards at the event.

6.3 Upcoming Conferences and Professional Development Opportunities, Mr. Mitch Rosin shared the upcoming conference dates:

- CAEAA – Sacramento, CA – Feb 5-7, 2025
- Educating for Careers – Sacramento, CA – March 2-5, 2025
- OTAN TDLS – Long Beach, CA – March 7-8, 2025
- ACCE – San Diego, CA – March 12-14, 2025
- COABE – Dallas, TX – March 29-April 2, 2025
- ACTE WBL – Seattle, WA – April 2-6, 2025

- CCAE – Fresno, CA – May 1-4, 2025
- CASAS Summer Institute – Anaheim, CA – June 9-12, 2025

7. Closed Session

7.1 None Requested

## **8. Adjournment**

The meeting adjourned at 9:03 a.m.

The next meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, February 28, 2025, at 8:00 a.m.