



**Minutes of the Executive Committee Meeting  
February 28, 2025**

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/85405334831> Friday, February 28, 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**

- Dr. Gilbert Contreras      President, San Bernardino Valley College
- Dr. Ed D’Souza             Acting Superintendent, Rialto Unified School District
- 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**

- 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

**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)

**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	
Mr. Juan Cabral, Superintendent, Redlands Unified School District	
Dr. Ed D’Souza, Acting Superintendent, Rialto Unified School District	x
Mr. Paul Sevillano, Rim-Of-the-World	x
Mr. Mauricio Arellano, Superintendent, San Bernardino City Unified School District	
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	

**1. Approval of the Minutes**

1.1 January 31, 2025

<b>Motion:</b> Approval of January 31, 2025, IAEC Executive Committee Meeting Minutes.			
<b>Motion by:</b> Dr. Frank Miranda			
<b>Second by:</b> Mr. Paul Sevillano			
<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. Paul 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 January 31, 2025, were approved as presented, without changes.</b>			

**2. Public Comment**

2.1 None

### 3. Reports

#### 3.1 Governor’s Preliminary Allocations, Dr. Emma Diaz presented:

**California Adult Education Program (CAEP)  
2025-26 Preliminary Allocations Schedule**

CAEP Regional Consortium	Proposed COLA Increase	FY 25-26 Preliminary Allocation	FY 26-27 Preliminary Allocation
01 Allan Hancock and Lompoc Unified Adult Education Consortium	\$49,906	\$2,103,613	\$2,103,613
02 Antelope Valley Regional Adult Education Consortium	\$120,738	\$5,089,455	\$5,089,455
03 Barstow Area Consortium for Adult Education	\$27,308	\$1,151,126	\$1,151,126
04 Butte-Glenn Adult Education Consortium	\$65,958	\$2,780,313	\$2,780,313
05 Greater Opportunity Through Adult Learning (Santa Cruz)	\$103,135	\$4,347,435	\$4,347,435
06 Partnership for Adult Academic and Career Education (SE Los Angeles)	\$441,352	\$18,604,267	\$18,604,267
07 Chabot-Las Positas/Mid-Alameda County Consortium	\$278,184	\$11,726,270	\$11,726,270
08 West End Corridor/Chaffey Regional AE Consortium	\$216,909	\$9,143,334	\$9,143,334
<hr/>			
42 Northern Alameda Adult Education Collective	\$241,700	\$10,188,364	\$10,188,364
43 Rancho Santiago Adult Education Consortium	\$139,764	\$5,891,459	\$5,891,459
44 North Coast Adult Education Consortium (Redwoods)	\$33,656	\$1,418,706	\$1,418,706
45 Rio Hondo Region Adult Education Consortium	\$433,736	\$18,283,225	\$18,283,225
46 About Students Regional Consortium (Riverside)	\$249,227	\$10,505,620	\$10,505,620
47 Inland Adult Education Consortium (San Bernardino)	\$316,198	\$13,328,639	\$13,328,639
48 San Diego Adult Education Regional Consortium	\$141,095	\$5,947,575	\$5,947,575

- As of this Wednesday, the preliminary allocation is \$316,198. This allocation will remain preliminary until the Governor signs it. The funds will become available in August once they are accepted in NOVA.

#### 3.2 CAEAA Legislative Update, Mr. Dana Carter presented:

- Governor Newsom's proposing \$322.2 billion budget, without a deficit.
- There is some discrepancy; the LAO office is projecting a 2-billion-dollar deficit.
- In regard to the Local Control Funding Formula, the budget is proposing a 2.43% COLA and thankfully Adult Ed is being funded at the same level as K-12. Keep in mind that COLA can fluctuate before it becomes finalized.
- Important Bills to Monitor
  - AB 401 (Muratsuchi) - CTEIG 4-year grants
    - Starting in 2026–27 fiscal year, designates a portion of the grants awarded as 4-year grants.
    - Draft amends eliminate the grant rollout timeline and instead make the 3-year extension immediate for all grantees.
    - EDC 53071 (2) also amended to allow applicants awards higher than the allocation.
    - Consider language that would allow CAEP funds to be used for CTEIG match if the program is also used by adults.
  - SB 296 (Davies) - Apprenticeship fairs
    - Would require school districts and schools to host at least one apprenticeship fair event during each school year.
  - SB 343 (Grayson) - Designated subjects CTE credentials: waiver
    - Would require the CTC to grant a waiver from the minimum requirements for the 3-year preliminary designated subjects CTE teaching credential and the 5-year clear designated subjects CTE teaching credential to an individual meeting prescribed requirements, including, among other things, having a valid industry-recognized certification in a trade designated by the CTC
  - SB 670 (Cervantes) -

- Adult education: English as a second language programs
  - SB 275 (Smallwood-Cuevas)
    - Eligible training provider list
- Adult Education week is April 6<sup>th</sup> – 12<sup>th</sup>
- John Carranza, a local member, will serve as the new CCAE Southern Section Legislator Chair representative. Dana Carter is set to become the Legislator Chair for the State next year.

#### 4. Discussion Items

##### 4.1 Read-Out and Recommendation from Subcommittee on COLA Allocation Formula

1. Retain 20% from all future COLA Allocations
2. Fund current requests to back-fill only via one-time funds:
  - a. Colton: \$34,357
  - b. Rialto: \$235,000

<b>2024-2025 COLA Requests:</b>	
<b>STARTING BALANCE</b>	<b>\$378,392</b>
Crafton - BOARD APPROVED	\$77,505
Rialto Adult School	\$235,000
Colton Adult School	\$34,357
<b>TOTAL COLA REQUESTED</b>	<b>\$346,862</b>

- Three executive members, Dr. Kevin Horan, Ms. Cali Binks, Dr. Carol Tsushima, met with the Steering Committee.
- The discussion included: How do we move forward, making the decisions to either send out COLA or additional funds?
- The first recommendation was to retain 20% of all future COLA allocation for emergencies.
- The second recommendation was to provide one-time funds to both Colton and Rialto.
- The committee still needs to determine how to define what an emergency is. Everyone agreed to continue meeting to iron out the details.

#### 5. Action Items

##### 5.1 Funding Formula Recommendation from Allocation Subcommittee

**Motion:** To approve Funding Formula Recommendation from Allocation Subcommittee

1. Retain 20% from all future COLA Allocations
2. Fund current requests to back-fill only via one-time funds

**Motion by:** Dr. Frank Miranda

<b>Second by:</b> Dr. Ed D'Souza			
<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>			

5.2 Approve: Rialto Adult School Request for a Total of \$235,000 in One-Time Funds

<b>Motion:</b> To approve Funding for Rialto Adult School in the amount of \$235,000			
<b>Motion by:</b> Dr. Carol Tsushima			
<b>Second by:</b> Dr. Frank Miranda			
<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>			

5.3 Approve: Colton Adult School Request for a Total of \$34,357 in One-Time Funds

<b>Motion:</b> To approve Colton Adult School Request for a Total of \$34,357 in One-Time Funds			
<b>Motion by:</b> Dr. Carol Tsushima			
<b>Second by:</b> Dr. Ed D'Souza			

<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.

<b>2024-2025 IAEC Executive Committee Meeting Dates</b>	
<del>Friday, August 2, 2024 – Annual Plan Vote</del>	<del>Friday, February 28, 2025 – Executive Committee</del>
<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
<del>Friday, January 24, 2025 – Three-Year Plan Retreat @ SBVC</del>	Wednesday, May 28, 2025 – Annual Plan Retreat (EC Members are invited but not required to attend)
<del>Friday, January 31, 2025</del>	

6.2 Conference Report Out

- CAEAA – Sacramento, CA – Feb 5-7, 2025, Dr. Emma Diaz presented
  - Mr. Dana Carter’s presentation was from the Sacramento CAEAA event earlier this month.

- COE Resource Fair- February 20, 2025, Dr. Emma Diaz presented
  - There was representation from each member of the consortium.
  - Dr. Carol Tsushima shared that it was a successful collaboration with workforce development. They offered workshops in the morning for resume building, how to clear criminal records, and interview practices in hopes of preparing the community by easing barriers that they may be dealing with.

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

- 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 8:38 a.m.

The next meeting of the Inland Adult Education Consortium Executive Committee will be on Friday, March 14, 2025, at 8:00 a.m.



## OPTION 1 - DISBURSE TO EACH AGENCY

2024-2025 Allocation	\$13,012,441
2025-2026 Preliminary COLA	\$316,198
2025-2026 Preliminary Allocation	\$13,328,639

Agency	2024-25 CFAD + Ongoing Allocation Amendments	Current COLA	Portion of COLA based on % of Allocation	Preliminary 2024-25 CFAD
Colton <b>TOTAL</b>	\$1,062,908	2.43%	\$25,829	<b>\$1,088,737</b>
Redlands <b>TOTAL</b>	\$1,128,512	2.43%	\$27,423	<b>\$1,155,935</b>
Rialto <b>TOTAL</b>	\$1,650,152	2.43%	\$40,099	<b>\$1,690,251</b>
San Bernardino City <b>TOTAL</b>	\$6,479,927	2.43%	\$157,462	<b>\$6,637,389</b>
SBCCD SBCCD Allocation Pan Consortum <b>TOTAL</b>	\$864,553 \$561,659 \$1,292,506	2.43%	\$31,408	<b>\$1,323,910</b>
Yucaipa <b>TOTAL</b>	\$793,383	2.43%	\$19,279	<b>\$812,662</b>
SB County <b>TOTAL</b>	\$605,053	2.43%	\$14,703	<b>\$619,756</b>
<b>TOTAL</b>	<b>\$13,012,441</b>		<b>\$316,202</b>	<b>\$13,328,639</b>

## OPTION 2 - PARK WITH FISCAL AGENT

Hold COLA with Fiscal Agent and Allocate to Members as Needed	\$316,198
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**California Adult Education Program (CAEP)  
2025-26 Preliminary Allocations Schedule**

<b>CAEP Regional Consortium</b>	<b>Proposed COLA Increase</b>	<b>FY 25-26 Preliminary Allocation</b>	<b>FY 26-27 Preliminary Allocation</b>
01 Allan Hancock and Lompoc Unified Adult Education Consortium	\$49,906	\$2,103,613	\$2,103,613
02 Antelope Valley Regional Adult Education Consortium	\$120,738	\$5,089,455	\$5,089,455
03 Barstow Area Consortium for Adult Education	\$27,308	\$1,151,126	\$1,151,126
04 Butte-Glenn Adult Education Consortium	\$65,958	\$2,780,313	\$2,780,313
05 Greater Opportunity Through Adult Learning (Santa Cruz)	\$103,135	\$4,347,435	\$4,347,435
06 Partnership for Adult Academic and Career Education (SE Los Angeles)	\$441,352	\$18,604,267	\$18,604,267
07 Chabot-Las Positas/Mid-Alameda County Consortium	\$278,184	\$11,726,270	\$11,726,270
08 West End Corridor/Chaffey Regional AE Consortium	\$216,909	\$9,143,334	\$9,143,334
09 Citrus College Adult Education Consortium	\$130,055	\$5,482,210	\$5,482,210
10 Coast Adult Education Consortium	\$224,529	\$9,464,534	\$9,464,534
11 Tri City Adult Education Consortium	\$185,017	\$7,798,997	\$7,798,997
12 Contra Costa Adult Education Consortium	\$446,471	\$18,820,047	\$18,820,047
13 Morongo Basin AEBG Consortium (Copper Mountain)	\$24,537	\$1,034,308	\$1,034,308
14 Desert Regional Consortium	\$97,236	\$4,098,766	\$4,098,766
15 South Bay Adult Education Consortium (El Camino)	\$308,563	\$13,006,798	\$13,006,798
16 Feather River Adult Education Consortium	\$24,537	\$1,034,308	\$1,034,308
17 Foothill De Anza / NSCCC	\$257,064	\$10,835,960	\$10,835,960
18 Gavilan Regional Adult Career and Education Services	\$43,439	\$1,831,092	\$1,831,092
19 Glendale Community College District Regional Consortium	\$32,241	\$1,359,045	\$1,359,045
20 San Diego East Region Adult Education	\$249,704	\$10,525,733	\$10,525,733
21 Salinas Valley Adult Education Consortium	\$110,784	\$4,669,861	\$4,669,861
22 Imperial County Adult Education Consortium	\$58,617	\$2,470,857	\$2,470,857
23 Kern Adult Education Consortium	\$511,874	\$21,576,935	\$21,576,935
24 ADVANCE (Lake Tahoe)	\$26,991	\$1,137,739	\$1,137,739
25 Lassen-Modoc Adult Education Consortium	\$28,341	\$1,194,659	\$1,194,659
26 Long Beach Adult Education	\$72,072	\$3,038,046	\$3,038,046
27 Los Angeles Regional Adult Education Consortium	\$3,868,491	\$163,067,948	\$163,067,948
28 Capital Adult Education Regional Consortium	\$353,240	\$14,890,055	\$14,890,055
29 Marin Adult Education Program Consortium	\$44,354	\$1,869,637	\$1,869,637
30 Mendocino-Lake Adult And Career Education (MLACE) Consortium	\$46,271	\$1,950,451	\$1,950,451
31 Gateway Adult Education Network	\$99,579	\$4,197,548	\$4,197,548
32 Coastal North County Adult Education Consortium	\$35,948	\$1,515,303	\$1,515,303
33 Monterey Peninsula CCD	\$76,517	\$3,225,398	\$3,225,398
34 Mt. San Antonio Regional Consortium for Adult Education	\$1,052,558	\$44,368,344	\$44,368,344
35 Southwest Riverside Adult Education	\$145,866	\$6,148,673	\$6,148,673
36 Napa Valley Adult Education Consortium	\$85,711	\$3,612,982	\$3,612,982
37 North Orange County Regional Consortium for Adult Education (NOCRC)	\$115,982	\$4,888,981	\$4,888,981
38 Southern Alameda County Consortium (Ohlone CCD)	\$124,850	\$5,262,764	\$5,262,764
39 Palo Verde River Consortium	\$24,537	\$1,034,308	\$1,034,308
40 Education to Career Network of North San Diego County (Palomar/Vista)	\$236,664	\$9,976,076	\$9,976,076
41 Pasadena Area Consortium	\$56,251	\$2,371,140	\$2,371,140
42 Northern Alameda Adult Education Collective	\$241,700	\$10,188,364	\$10,188,364
43 Rancho Santiago Adult Education Consortium	\$139,764	\$5,891,459	\$5,891,459
44 North Coast Adult Education Consortium (Redwoods)	\$33,656	\$1,418,706	\$1,418,706
45 Rio Hondo Region Adult Education Consortium	\$433,736	\$18,283,225	\$18,283,225
46 About Students Regional Consortium (Riverside)	\$249,227	\$10,505,620	\$10,505,620
47 Inland Adult Education Consortium (San Bernardino)	\$316,198	\$13,328,639	\$13,328,639
48 San Diego Adult Education Regional Consortium	\$141,095	\$5,947,575	\$5,947,575
49 San Francisco Adult Education Consortium	\$116,336	\$4,903,907	\$4,903,907
50 San Joaquin Adult Education Consortium (SJAEC)	\$252,039	\$10,624,173	\$10,624,173
51 South Bay Consortium for Adult Education (San Jose)	\$525,593	\$22,155,230	\$22,155,230
52 San Luis Obispo County Adult Education Consortium	\$42,216	\$1,779,506	\$1,779,506
53 Accel San Mateo County	\$289,274	\$12,193,722	\$12,193,722

**California Adult Education Program (CAEP)  
2025-26 Preliminary Allocations Schedule**

54 Santa Barbara Adult Education Consortium	\$24,537	\$1,034,308	\$1,034,308
55 Santa Clarita Valley Adult Education Consortium	\$38,953	\$1,641,994	\$1,641,994
56 Santa Monica Regional Consortium for Adult Education	\$34,191	\$1,441,261	\$1,441,261
57 Sequoias Adult Education Consortium (SAEC)	\$289,790	\$12,215,495	\$12,215,495
58 Shasta-Tehama-Trinity Adult Education Consortium	\$33,669	\$1,419,228	\$1,419,228
59 Sierra Joint Consortium	\$101,153	\$4,263,901	\$4,263,901
60 Solano Adult Education Consortium	\$118,531	\$4,996,435	\$4,996,435
61 Sonoma County Adult Education Consortium	\$76,474	\$3,223,583	\$3,223,583
62 South Orange County Regional Consortium (SOCRC)	\$145,352	\$6,127,004	\$6,127,004
63 South Bay Adult Education Consortium (Southwestern)	\$435,784	\$18,369,535	\$18,369,535
64 State Center Adult Education Consortium	\$453,363	\$19,110,548	\$19,110,548
65 Ventura County Adult Education Consortium	\$456,801	\$19,255,477	\$19,255,477
66 Victor Valley Adult Education Regional Consortium	\$65,684	\$2,768,777	\$2,768,777
67 West Hills College Consortium	\$33,592	\$1,415,996	\$1,415,996
68 West Kern Consortium	\$24,537	\$1,034,308	\$1,034,308
69 Yosemite (Stanislaus Mother Lode) Consortium	\$131,622	\$5,548,231	\$5,548,231
70 North Central Adult Education Consortium (Yuba)	\$95,155	\$4,011,036	\$4,011,036
71 Adult Education Pathways	\$28,597	\$1,205,441	\$1,205,441
<b>Total:</b>	<b>\$15,871,000</b>	<b>\$669,008,000</b>	<b>\$669,008,000</b>



February 25, 2025

**TO:** Adult Education Consortium Members and Directors

**FROM:** The California Adult Education Program (CAEP) State Leadership Office

Gary Adams, Dean  
California Community Colleges Chancellor's Office

Carolyn Zachry, Ed.D., Director  
California Department of Education

**SUBJECT: CAEP 2025-26 Preliminary Allocations**

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This memorandum advises local recipients and fiscal agents of the Fiscal Year (FY) 2025-26 CAEP preliminary allocations. CAEP Education Code Section 84909 mandates the release of the annual preliminary consortium allocations once the proposed state budget for the upcoming fiscal year is released.

The Governor's proposed budget for 2025-26, includes a \$15.871M cost-of-living adjustment (COLA) increase for CAEP. The COLA re-benches the total annual statewide CAEP appropriation to \$669,008,000. To view the FY 2025-26 CAEP Preliminary Allocations schedule, [click here](#). The CAEP State Leadership and the Technical Assistance Provider (TAP) will offer a webinar on **Wednesday, March 5, 2025, from 12:00 p.m. to 1:00 p.m.**, to review the proposed FY 25-26 budget and preliminary allocations for CAEP. The session will also provide a detailed overview of the Consortium Fiscal Administration Declaration (CFAD) process and how to complete in NOVA. You may register for this webinar through this [link](#).

### **Completing the CFAD**

CAEP consortia and their members are required to submit their CFAD via the Chancellor's Office [NOVA](#) system no later than **5:00 PM on Friday May 2, 2025**. The CFAD captures member allocations for each consortium as well as the consortium's chosen disbursement method. The CAEP State Office uses the information from the CFAD process to determine the payment schedules for the disbursement of CAEP funding. There will be no extensions granted for the May 2nd due date. Failure to submit the CFAD by the deadline will result in the State defaulting to the prior year's final allocation distribution.

Please note under Education Code Section 84914, which governs an increase or decrease of CAEP funding from the prior year, that all CAEP members are eligible for the COLA. Consortia cannot vote to exclude or prevent a member from receiving a COLA, provided that the member received funding in the prior year. However, after the CFAD is submitted, consortia may use the allocation amendment process in NOVA to transfer CAEP funding in alignment with consortium approved by-laws.

Consortia will also be requested to identify in the CFAD how it intends to address AB 1491 carryover compliance to ensure excessive carryover is carefully managed as outlined by statute. For additional information, you may access the [AB 1491 CAEP policy guidance](#).

### **Technical Assistance**

For questions related to the information outlined in the memo, and/or to request technical assistance, please contact the CAEP Technical Assistance Project (TAP) at [tap@caladulthood.org](mailto:tap@caladulthood.org).