



Executive Committee Meeting Minutes

April 2, 2025

9:00 a.m. – 3:00 p.m.

Chaffey Adult School

Please contact George Matamala (george.matamala@cjuhsd; 909-391-5365) for information on providing public comment at this meeting.

* = vote to be taken or action item

1) Welcome/Introductions

The meeting was called to order at 9:30 a.m.

Members present: Sean Delgado, Cindy Gleason, Heather Post, George Matamala, Maria Rodriguez

Guest: Janeth Rodriguez

2) Approval of Agenda*

Motion: Heather; 2nd: Sean; All in favor? Yes

3) Approval of Meeting Minutes*

a) Date: February 19, 2025

b) Member representatives present: Sean Delgado, Cindy Gleason, Heather Post, George Matamala, Maria Rodriguez

Motion: Sean; 2nd: Maria; All in favor? Yes

4) Public Comment *None*

5) Consent Items *None*

6) Fiscal*

a) Requests for one-time funds

- *None*

b) CFAD for 2025-26*

After a discussion of the CAEP allocations for each school using the CFAD worksheet, we will approve the 25-26 CFAD.

- *Different CFAD possibilities were explored: 1) Leave the allocation percentages the same as the previous year, 2) Increase the Fontana and Chino Valley allocation percentages and reduce the consortium-wide fund, 3) Increase Fontana, Chino Valley, Chaffey College (slightly); decrease Chaffey Adult and consortium-wide.*
- *The consortium agreed on the following allocations for 25-26:*
 - Chaffey College: \$502,883.00
 - *Chaffey Adult: (\$3,776,197.00 + *Consortium \$182,867.00) = \$3,959,064.00

- Chino Valley Adult: \$1,938,387.00
- Fontana Adult: \$2,102,967.00
- Upland Adult: \$640,033.00

Motion: Cindy; 2nd: Sean; All in favor? Yes

c) Carryover compliance

We will review our upcoming expenses to make sure we are under the 20% carryover threshold as a consortium.

- *Quarterly expense submissions were reviewed*
- *Members will send George a list of upcoming high dollar projects along with their estimated completion dates. This info will be shared with our CAEP TAP coach*
- *Members who still risked exceeding the 20% carryover were encouraged to send teachers and staff to the CCAE Conference in May.*

7) WECC Data Manager Position

a) Can we explore adding a data manager position for WECC?

- *This person would lead data talks, look for data trends, and recommend PD*
The consortium agreed to hire a data manager for the 25-26 school year to assist the consortium lead. NTE \$70,000/year

Motion: George; 2nd: Sean; All in favor? Yes

8) Continuous Improvement Plan

a) Plans will be shared to support members who are still working on their CIP

- *Members discussed updating CIP goals, with the option to modify existing goals if current strategies are effective.*
- *Emphasis was placed on including state agencies (e.g., OTAN, CAEP TAP, CalPro) in CIP documentation, as their involvement is expected in the approval process.*
- *SMART goals with clear metrics and timelines are required.*
- *Members shared examples of successful CIP goals and discussed aligning SIP with the three-year plan and CAEP plan for consistency across frameworks.*
- *Teacher tech surveys are part of CIP deliverables and should be completed and tracked.*

9) Three-Year Plan Data Review

a) We will review the BW report to identify main themes and possible consortium action items.

- *The team looked at the previous three-year plan and reviewed the main goals to see which were still relevant*
- *The team also identified new and emerging needs that needed to be addressed based on individual data.*
- *The team then looked over the BW report and identified the main findings*
- *The team collaboratively developed new/updated action items based on the BW report, our understanding of our sites and students, and our previous plan.*
- *These are the new action item categories:*
 - (1) *Off-Site Programming*
 - (2) *Marketing/Outreach*
 - (3) *Improving Outcomes through Data Analysis*
 - (4) *Emphasizing Digital Literacy Goals*
 - (5) *Co-Located, Career-Focused Training & Education*
 - (6) *Expansion of Access to Support Services*

- b) Once we identify and agree on the main themes/action items, the three-year plan draft will be completed and shared with members for feedback before final approval at the May 7 meeting.

10) Information Items

- a) None

11) Site Reports

- a) Chaffey College: *Dual enrollments open 4/15. Hosting open houses and registrations.*
- b) Chaffey Adult School: *Taking two students and one teacher to CCAE Leg Day April 7-8*
- c) Chino Valley Adult School: *Ordered books, furniture, and tech for 25-26. Installing turf and repairing blacktop.*
- d) Fontana Adult School: *New van arrived! Partnership with River's Edge. Flooring replaced in several rooms starting 4/7. Entered into EMT partnership with District—offered at Kaiser High School. Working on Phlebotomy MOU with AUMT*
- e) Upland Adult School: *Pivoted to stand-alone booths from Lincoln Electric eliminating need for complex duct work*

12) Other: None

13) Closure: *Meeting was adjourned at 2:49 p.m.; Minutes submitted by George Matamala*

Materials provided: BW Three-Year Plan Report, CFAD Worksheet (online), CIP (online)