

Executive Committee Meeting Minutes

October 15, 2025 12:30 – 2:30 p.m. Jurupa 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

2) Approval of Agenda* *Motion: Sean, 2nd: Maria, All in favor?: Yes*

3) Approval of Meeting Minutes*

a) Date: September 16, 2025

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

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

4) Public Comment *None*

5) Consent Items *None*

6) WECC Business

a) Chaffey College Report to the Community

i) Who's going?

ii) It can be a consortium expense for voting member plus one

WECC will cover attendance for the principal/director and a plus-one. Maria mentioned Chaffey College will also have a table. Several members confirmed interest.

b) Data Groups and Student Acceleration & Transition Team meetings

i) George can partner with you or one of your team members to put together the meeting(s)

ii) Who is interested?

iii) Let's lock in date(s) to prepare.

George highlighted the need to form teams to focus on data analysis and student acceleration/transition. The goal is to have at least one meeting per semester for each team.

Data Team: David from Fontana has been assigned, and Maria Rodriguez volunteered to join. George will schedule virtual meetings.

Student Acceleration & Transition Team: Maria Rodriguez will help lead this initiative, which was previously led by Chaffey College.

7) Fiscal

- a) Written Expenditure Plan (WEP) for FY 24-25
 - i) Due November 14 at 5 PM
 - ii) It's submitted for approval, and then we receive support
 - iii) Make sure:
 - (1) Your staffing estimates are accurate
 - (2) You are staying on top of the facilities or tech upgrades, etc. to ensure this year's monies are spent before the mid-April spending deadline

A draft of the carryover plan will be sent out soon, with a deadline about a month away. The plan is to pivot to other spending if large capital projects appear unlikely to be completed within the fiscal year.

The group discussed the mid-April spending deadline for the fiscal year-end, noting some districts have earlier deadlines (e.g., March 15th). Staffing salaries are an exception.

A suggested strategy to stay under the 20% carryover limit is to send staff to the CCAE conference in San Diego.

- b) Program Area Reporting
 - i) Must be certified by *December 1; please complete before Thanksgiving Break*
 - ii) Hours are found in the TE NOVA Program Hours report; you supply expense figures from applicable funding sources.
 - iii) The CAEP State Office will be hosting an office hour Zoom session on Wednesday, November 13
 - Members should ensure their reported hours are correctly categorized. George noted he had to manually find his hours in TE as they did not auto-populate in Nova.*
 - Funds should be allocated proportionately to where student hours are generated.*
- c) Q1 Member Expense Report
 - i) Due in NOVA on December 1
 - ii) Needs to be certified by consortium before December 31

8) Information Items

- a) None

9) Professional Development for 25-26

- a) Ongoing - (online, self-paced, directed, & in person options) CASAS, OTAN, CALPRO, CAEP-TAP
- b) [CCAЕ Southern/South Coast Conf.](#), Nov 20-22, (Palm Springs, CA)
- c) [ACSA Leg. Day/CCAЕ Leg. Day](#), Apr. 20-21, (Sacramento, CA)
- d) [COABE](#), Apr. 12-15, (Indianapolis, IN)
- e) [CCAЕ State Conference](#), Apr. 30-May 2, (San Diego, CA)
- f) [CASAS SI](#), June 15-18, (Garden Grove, CA)

10) Site Reports

- a) Chaffey College: *Launched the dual enrollment form for Spring 2026 and updated the website with new spring orientation dates (January 8th and 29th).*

- b) Chaffey Adult School: *Held a fall graduation ceremony for about 20 students, which served as a motivator.*
- c) Chino Valley Adult School:
 - i) *Ordered three new computer carts and a new electronic marquee.*
 - ii) *The new, well-received course catalog is being distributed, leading to requests for presentations to parent groups (ELACs).*
 - iii) *Moving forward with adding a Child Development class in partnership with Chaffee College.*
 - iv) *Renovations are planned for the staff lounge, office blinds, and a conference room.*
- d) Fontana Adult School:
 - i) *Designing a course catalog, inspired by Chino Valley.*
 - ii) *Partnering with the police department to use a mobile radar cart with a digital marquee for advertising.*
 - iii) *The EKG program is being built out, and the culinary program is going well.*
 - iv) *Discussing a renovation of their MPR.*
- e) Upland Adult School:
 - i) *Started using Essential Education, including the Spanish package, and has signed up community members for the Spanish GED.*
 - ii) *The welding room is being completely rewired and repainted for new state-of-the-art welding booths.*
 - iii) *Planning to renovate bathrooms and create a dedicated testing site.*

11) Other None