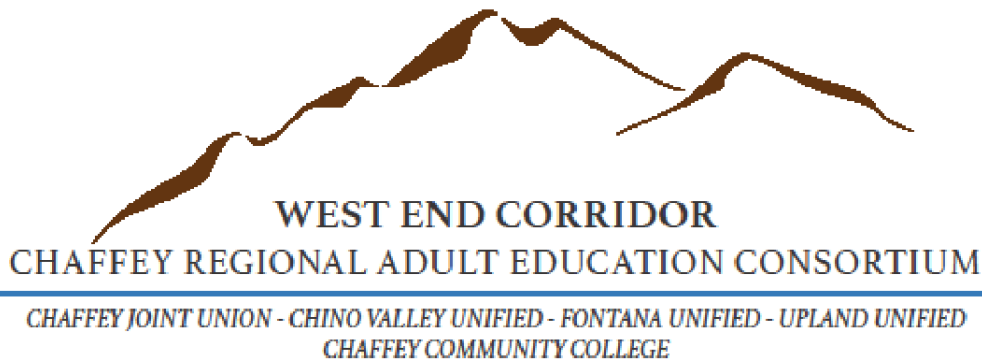




### **Executive Committee Meeting Minutes**

July 29, 2026

12:30 – 2:30 p.m.

Chaffey Adult School

Please contact George Matamala ([george.matamala@cjuhsd](mailto: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: Cindy, 2nd: Heather, All in favor? Yes

#### **3) Approval of Meeting Minutes\*** Motion w/correction—“SIPs” becomes “CIPs” on pg. 2: Sean, 2nd: George, All in favor? Yes

a) Date: May 6, 2026

b) Member representatives present: Sean Delgado, Cindy Gleason, Heather Post, George Matamala, and Janeth Roriguez

#### **4) Public Comment**

#### **5) Consent Items**

#### **6) Fiscal\***

a) **Requests for one-time funds\***

b) **Amended CFAD for 2026-27\***

WECC has an additional \$41,999 to distribute for the 26-27 SY. These are the current allocations:

i) Chaffey CCD — **\$502,883**

ii) Chaffey Joint Union High — **\$4,167,543\*** (\*\$379,745 to consortium-wide fund. \$3,787,798 to CJUHSD.

iii) Chino Valley Unified — **\$1,938,387**

iv) Fontana Unified — **\$2,102,967**

v) Upland Unified — **\$640,033**

We can move it all into consortium-wide, distribute evenly, distribute proportionately, etc.

- Consortium received an additional \$41,999 for 2026–2027; CFAD must be amended.
- Allocation options discussed: consortium-wide vs. member splits.

- *Rationale for consortium-wide: flexibility for sudden needs; current consortium-wide balance is low; small per-member splits would be minimal.*

*Motion made to put the additional \$41,999 into CJUHSD consortium-wide fund sub account: Cindy, 2nd: Sean, All in favor? Yes*

**c) Fiscal Agent for 26-27 SY\***

- i) Do we want to maintain fiscal agent funding? Yes  
*Motion: Cindy, 2nd: Heather, All in favor? Yes*
- ii) If so, who will be the fiscal agent? CJUHSD  
*Motion: Cindy, 2nd: Heather, All in favor? Yes*

**7) By-Laws Updates and Revisions\***

- a) The *current* bylaws (April 2023) and *proposed* updates, revisions, and corrections to the bylaws have been shared with you for your review.
- b) We will need to have a discussion and vote on each proposed change. Changes are **highlighted**.  
*By-laws were updated and revised resulting in a new document approved by all members. Motion to accept all revisions: George, 2<sup>nd</sup>: Cindy, All in favor? Yes.*

**8) Chair/Co-Chair for 26-27 SY\***

- a) We need to select a Chair *George M.*
- b) We need to select a Co-Chair *Cindy G.*  
*Motion: Heather, 2nd: Sean, All in favor? Yes*

**9) Annual Plan DRAFT**

An Annual Plan draft has been shared with you for your review and feedback. The Annual Plan is due on August 1 and needs to be certified by *August 15*.

**10) Information Items**

None

**11) Professional Development for 26-27**

- a) CAEP Summit, October 28-30, Santa Clara, CA
- b) CCAE Fall Conference, November 6-7, Cathedral City, CA

**12) Site Reports**

- a) Chaffey College: *Continue planning for HVAC and phlebotomy (noncredit) using available spaces/equipment and clinical partnerships; pursue dual-track model for certification and community classes. Hiring Adult Ed Coordinator*
- b) Chaffey Adult School: *Lots of new healthcare pathway related opportunities including EKG and later phlebotomy as well as the medical assistant certification program*
- c) Chino Valley Adult School: *Rolled out ESL handbook via PLCs; align trauma-informed practices; launch Cambridge pilot with defined evaluation metrics; plan PD for classroom dynamics.*
- d) Fontana Adult School: *Tracking down payment point issues for students who max out the first time taking CASAS.*
- e) Upland Adult School: *Plans are moving forward for the new UAS office and classrooms connected to the elementary school.*

**13) Other: None**