



Executive Committee Meeting Minutes

May 6, 2026

12:30 – 2:30 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

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

3) Approval of Meeting Minutes*

a) Date: April 8, 2026

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

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

4) Public Comment: None

5) Consent Items: None

6) Fiscal*

a) Requests for one-time funds*

b) Carryover compliance

i) Q3 numbers are in and some schools are still struggling to spend down their budgets.

ii) Please continue to push for any pending projects or staffing to make sure we spend down 80% or more of the funds.

Quarter 3 numbers were submitted early, and the consortium is not on track to have carryover stay under the 20% threshold. Strategies include a planned \$600,000 summer investment and coordination with external partners like CTAP/TAP. Rising personnel costs, including a 2.25% district raise and COLA for temporary employees, were noted. Financial reports are due August 1.

7) WECC Meeting Dates for the 26-27 SY*

a) Here are the proposed dates for the 25-26 SY WECC Meetings (Wednesdays, 12:30 PM - 2:30 PM at CAS unless otherwise noted):

2026: July 29, September 2, October 7, & December 2

2027: January 13, February 17, April 7, & May 5

The calendar for the upcoming year was finalized, with July 29 serving as the effective August meeting. While May 5 was discussed regarding potential conflicts with Cinco de Mayo events, no major issues were identified. Virtual attendance remains an option for scheduling conflicts.

8) Information Items

a) Members were reminded of the ACSA Regional Adult Education meeting in Corona on May 20, 2026, which covers Riverside and San Bernardino counties. Additionally, the IEDRC meeting is scheduled for May 11, 2026, and members were reminded of relevant RSVP deadlines.

- b) *Course approvals are due June 26, 2026, and WIOA items are due July 15, 2026. The group successfully completed all CIPs and found the sharing process valuable for generating new ideas, such as the Teacher Portal and MTSS initiatives.*

9) Professional Development for 25-26

- a) *ACSA/WIOA Regional Adult Ed. Mtg., May 20, 152 E 6th St, Corona, CA 92879*
- b) *[CASAS SI](#), June 15-18, (Garden Grove, CA)*

10) Site Reports

- a) **Chaffey College**
Chaffey College is actively recruiting for an expanded "Adult Ed Manager and Community Development" position, with an anticipated start date of August 1. The college is prioritizing the growth of its apprenticeship programs, with three new offerings set to launch in the fall. Strategically, the college is shifting its CAEP funding focus exclusively toward state-approved non-credit programs, such as HVAC and ESL, while also upgrading EMT equipment with new cardiac arrest machines for the Chino and Fontana campuses. Additionally, the college is tightening its audit compliance by updating dual enrollment forms to require formal documentation of concurrent GED enrollment.
- b) **Chaffey Adult School**
Chaffey Adult School is maintaining stability in its leadership team, retaining assistant principal Jose and Nora, who continues to excel in family and community engagement. The school will remain operational throughout the summer to accommodate the second medical assistant cohort, which requires evening security coverage provided by a newly hired campus officer. Leadership is currently in a "wait and see" period regarding pending grant funding, focusing on developing contingency plans to ensure they are prepared to launch new programs quickly if the funding is secured.
- c) **Chino Valley Adult School**
Chino Valley Adult School has completed several facility improvements, including a renovated staff lounge and the installation of a new ambulance simulator for the EMT program. While the school is currently managing a staffing vacancy following the loss of a high school GED teacher, they are moving forward with marketing initiatives, such as ordering items for WASC accreditation and student supplies. The school is also collaborating with Chaffey College to procure tools for the construction and electrical program in July and is proposing a new ESL Level 6/college-bridge class to help students transition more effectively to Chaffey College.
- d) **Fontana Adult School**
Fontana Adult School is actively participating in the consortium's EMT program expansion. As part of this initiative, the campus is receiving one of the two newly purchased cardiac arrest machines to support student training and program development.
- e) **Upland Adult School**
Upland Adult School is focusing on program flexibility and campus infrastructure, exploring the use of Intech funds to support a short summer class for recent high school graduates. The school has two classrooms ready for occupancy and is currently evaluating the use of modular units to accommodate future growth. To strengthen its site identity, the school is investing in new branding and signage for its buildings. Looking ahead, leadership plans to coordinate closely with Chaffey College to finalize ESL program offerings for the upcoming fall semester.

11) Other: None