



SOUTH BAY
ADULT EDUCATION

CAEP Advisory Committee Meeting Minutes

DATE: MAY 5, 2026

TIME 2:00 PM

LOCATION: ZOOM

Co-CHAIRS	Crystal Robinson	Dr. Jay Marquand			
ATTENDEES	Virginia Mendoza	David Taylor	Sara Garcia-Salgado	Dr. Georgina Meza	
	Brittany Zemlick	Andrea Aragoza	Cynthia Nava	Chris McGraw	
Non-ATTENDEES	Carol Ross, Dr. Heidi Bergener				
HANDOUT(S)	- Advisory Committee Meeting Minutes Coming Up SUHSD AE Spend Down Report				
	Welcome and Introductions Public Comment: None Review/Approval of Minutes: – Approved without corrections. Consortium Update Student Conference All four buses were full. There were a total of 12 workshops. It was a great success. 200 students attended. Coming Up Student Data due in TOPSPro on July 15, 2026 Annual Plan is due on August 15, 2026 Written Expenditure Plan - SUHSD met with Dr. Veronica Parker from the state, who is assisting the consortium in getting the WEP approved. She requested that the district provide an official letter stating the full intention of the plan, the budget, and expected completion timelines. This is the only outstanding item needed to request approval for the capital outlay. Budget Updates High Flex Owls: The purchase of "High Flex Owls" (approximately \$184,000) has been greenlit. This item will go to the board for approval in June. Medical Hub: Work is progressing, including electrical work, drywall, and painting, to prepare for an immersive classroom next year.				

SUHSD AE Spend Down Report -

Dr. Marquand noted that many projects exceed the \$113,000 threshold, requiring them to go through a formal bidding process. The team is focusing on tracking which fiscal years and quarters funds are actually expended compared to their initial projections in the WEP.

CTE Building Projects: Several projects (lines 8–19 on the tracking document) are currently outstanding. The district's planning department is aware of the allocated budget.

- **Member/Curriculum Update**

CUSD:

Heidi reported no changes at this time.

SWC:

Several courses were submitted to the curriculum committee, including Cosmetology, Citizenship, and two Ophthalmology programs (a new boot camp and an updated old program). Tax prep is undergoing a heavy revision to align with CEX specifications.

There are over 50 sections of non-credit courses available for the summer (including ESL, CPR, and art therapy). Application workshops are being set up at 24 extension sites for late May to assist students with June classes. The summer schedule is currently available online.

SUHSD:

The final PD conference for the year CASAS is scheduled for June.

This week is Staff Appreciation Week for all staff members.

A career fair is scheduled for Wednesday, May 13th, from 10:00 AM to 12:00 PM at Chula Vista Adult.

Students finish the current term on May 28th/29th and will return on August 4th.

