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CALIFORNIA APPRENTICESHIP COUNCIL 2025
FOURTH QUARTERLY MEETING
RELATED & SUPPLEMENTAL INSTRUCTION COMMITTEE
MINUTES

Wednesday, November 5, 2025

1:00 p.m.

Chairperson Jack Buckhorn

- I. Call to Order/Roll Call
 - a. Chairperson Buckhorn called the meeting to order at 1:00pm.
 - b. DAS Chief Adele Burnes conducted the roll call.
 1. Members Present: Jack Buckhorn, Sheri Learmonth (remote), Yvonne de la Peña, Hugo de la Torre (remote), Alex Beltran, Gary Adams, Randall Chenworth, and DAS Chief Adele Burnes.
 2. Members Absent: None.
- II. Review/Approve Previous Minutes
 - a. Members approved the meeting minutes from the 3rd Quarterly Meeting in San Diego.
- III. Old Business – Review and update the California Apprenticeship Council policy on common administrative practices and treatment of costs and practices related to RSI
 - a. Purpose: Review and finalize the CAC policy on common administrative practices and treatment of costs related to RSI (“Best Practices” document), including redline edits developed by the Division of Apprenticeship Standards (DAS) and the Chancellor’s Office with broad field input.
 - b. Members agreed to accept extensive formatting and font clean-ups en bloc, with page-by-page review focusing on substantive changes.
 - c. Clarification on Definitions
 1. Apprenticeship Innovation Funding (AIF): DAS provided a more thorough and accurate description of AIF training funding; amendment accepted.
 2. Regulatory citation wording: Replaced “in this chapter” with “and the California Code of Regulations” for specificity; accepted.
 3. Charter school definition: Input from Allison Frenzel (CDE) noted current policy that CDE no longer authorizes new charter schools, with existing state-chartered schools grandfathered; field terms “independent/dependent” are commonly used but not formal. Subcommittee retained concise definition with this context.

4. Expanded FTES definition (Full-Time Equivalent Student) & Instructor Qualifications (Chancellor's Office) to clarify pathways and apportionment context at CA Community Colleges; accepted.
 - I. After discussion by Commissioner De La Pena, Commissioner Buckhorn, and others, the Subcommittee amended FTES phrasing to place a period after "for credit" and strike "by a community college faculty member", deferring to Education Code and local qualification practices (including adjunct pathways and CTE minimum qualifications). Amendment adopted.
- d. Commissioners raised scale/feasibility concerns for the phrase "Conduct and report RSI delivery observations for each instructor and class at least once every two years." proposing program-level or training-location approaches and collaboration with training directors.
 1. Adopted edit: "Conduct and report RSI delivery observations at least once every three years." (removing "each instructor and class"; maintaining a quality guardrail without undue burden).
- e. Reporting timelines and Recalculation
 1. Confirmed January 15 (P1) and May 15 (P2) reflect current practice; prior "31st" entries were typos. LEAs highlighted winter break staffing constraints. Sabrina Lopez (Chancellor's Office) committed to offline discussion with apportionments/budget to explore feasibility of extended timelines, with a status update in the next quarterly meeting. The subcommittee accepted current dates pending that review.
 2. November 1 recalc timeline affirmed; committee acknowledged DOF/Governor's budget dependencies and Chancellor's Office efforts to accommodate late reports where possible.
 3. Additional notes/footers to the hours tables were adopted to clarify rationale and alignment across schedules.
- f. For program transfers between LEAs, members agreed DAS does not need the agreement contract itself; instead, programs should notify DAS in writing by submitting an updated LEA letter (indicating change in LEA). Wording updated accordingly.
- g. Pages updating phrasing to include community colleges alongside LEAs and sponsors were accepted (minor verbiage/formatting).
- h. Motion passed to submit RSI Best Practices document to full CAC for adoption, with understanding that Commissioner Adams will pursue reasonable timeline adjustments with Chancellor's Office budget leadership.

- IV. New Business – Discussion on Related and Supplemental Instruction (RSI) reimbursement audits at both K-12 schools and community
 - a. Purpose: Align K-12 LEA Audit Guide language with the Chancellor's Office Audit Guide, creating identical compliance language for RSI schedules (e.g., Schedules 2 and 3).
 - b. Allison Frenzel (CDE) described side-by-side edits and the multi-agency audit committee submission process; Sabrina Lopez prepared a draft for the Chancellor's Office to submit.

- c. Motion passed approving the blue-line language and submit to the audit committee to align guides

V. Public Comment

- a. Allison Frenzel (CDE) provided charter-school definition updates and described the audit-alignment process and committee cadence.
- b. Elizabeth Ortega (Santiago Canyon College) clarified minimum qualifications pathway (associate degree OR 3–6 years industry experience) for colleges collecting FTES from apprenticeship programs.
- c. Mercedes (LATTTC) noted adjunct/full professorship pathways for instructors; suggestion to include faculty status definitions.
- d. Don Simonich (San Joaquin County Office of Education) and other LEA representatives raised concerns about 15-day reporting windows vis-à-vis accuracy and winter break closures; Chancellor’s Office committed to explore timeline flexibility.
- e. Jennifer Pescevento (North Orange County ROP) supported collaborative observation models (LEA with program training directors) and using JAC/JATC feedback to monitor apprentice outcomes.
- f. Anna Gray reiterated LEA support for audit guide alignment and confirmed the mirror language to the community college guide.

VI. Adjournment

- a. Chairperson Buckhorn thanked participants (including Allison Frenzel and Sabrina Lopez) for cross-agency collaboration and field input, noting the multi-year effort behind the RSI guidance and audit alignment.
- b. The meeting adjourned at approximately 2:45pm.