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In accordance with a recent amendment to the Ralph M. Brown Act, public records related to this public session agenda, that are provided to the Executive Board less than 72 hours before a regular meeting may be inspected by the public at the Azusa Adult Education main office 1134 S. Barranca Ave., Glendora, CA 91740 during regular office hours (8:00am – 4:00pm) and on the CCAEC website <http://www.ccadulted.org/>.



# **CITRUS COLLEGE ADULT EDUCATION CONSORTIUM**

## **REGULAR EXECUTIVE BOARD OPEN SESSION MEETING**

**Tuesday, December 13, 2016**

**1:30 p.m.**

**Azusa Adult School – Multi-Purpose Room**

**1134 S. Barranca Ave.**

**Glendora, CA 91740**

## **AGENDA**

### **1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30)**

1.1 Meeting called to order by Vice-Chair Flint Fertig at \_\_\_\_\_

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative

Flint Fertig, Representative

Mary Ketza, Representative

Jim Lancaster, Representative

Ron Letourneau, Representative

Kevin Morris, Representative

\_\_\_\_\_ John Russell, Program Director

\_\_\_\_\_ Debbie Vanschoelandt, Proxy

\_\_\_\_\_ Jessica Michel, Secretary

\_\_\_\_\_ Daniel Soriano, Proxy

\_\_\_\_\_ Rebecca Summers, Proxy

\_\_\_\_\_ Norman Thomas, Proxy

## **2.0 ORDER OF BUSINESS**

Representative discussion/presentation of agenda items which could be moved up on the agenda.

### **2.1 Approve the minutes of the October 11, 2016 Regular Executive Board Open Session Meeting.**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_

Representative Delvasto \_\_\_\_ Representative Fertig \_\_\_\_ Representative Ketza \_\_\_\_

Representative Lancaster \_\_\_\_ Representative Letourneau \_\_\_\_ Representative Morris \_\_\_\_

## **3.0 COMMUNICATIONS**

### **3.1 Representative reports:**

Azusa \_\_\_\_\_

Duarte \_\_\_\_\_

Citrus \_\_\_\_\_

Glendora \_\_\_\_\_

Claremont \_\_\_\_\_

Monrovia \_\_\_\_\_

### **3.2 Program Director report.**

### **3.3 Public comment for items not on the agenda.**

#### **3.3.1 Public comments for items on the Open Session Agenda.**

## **4.0 ATTENDEE REPORTS FROM NOVEMBER AEBG SUMMIT**

## **5.0 BOARD APPROVAL OF AZUSA LIBRARY REQUEST FOR FUNDS**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_

Representative Delvasto \_\_\_\_ Representative Fertig \_\_\_\_ Representative Ketza \_\_\_\_

Representative Lancaster \_\_\_\_ Representative Letourneau \_\_\_\_ Representative Morris \_\_\_\_

## **6.0 BOARD DISCUSSION OF UTILIZATION OF FUNDS NOW AVAILABLE FOR SUBCONTRACTING**

## **7.0 PROGRAM DIRECTOR PRESENTATION ON DATA REPORTING AND NEW STATE REQUIREMENT FOR TOPSPRO ENTERPRISE**

## **8.0 BOARD DISCUSSION AND APPROVAL OF WIOA SUBMISSION PROTOCOL**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_

Representative Delvasto \_\_\_\_ Representative Fertig \_\_\_\_ Representative Ketza \_\_\_\_

Representative Lancaster \_\_\_\_ Representative Letourneau \_\_\_\_ Representative Morris \_\_\_\_

## **9.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**



# Documents to Support Agenda Items

December 13, 2016 Agenda

Agenda Item 2.1

Unapproved Minutes for October 11, 2016



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, October 11, 2016

1:30 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

## Unadopted Minutes

### 1.0 CONVENE REGULAR EXECUTIVE BOARD CLOSED SESSION MEETING (1:30)

1.1 Open Session meeting called to order by Chair Felipe Delvasto Ketza at 1:36pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Program Director	Present
Flint Fertig, Representative	Present	Debbie Vanschoelandt, Proxy	Present
Mary Ketza, Representative	Present	Jessica Michel, Secretary	Present
Jim Lancaster, Representative	Present	Ron LeTourneau, Proxy	Present
Kevin Morris, Representative	Present	Daniel Soriano, Proxy	Present
Rebecca Summers, Representative	Absent	Norman Anderson, Proxy	Present
Olga Habayeb, ESL FAC	Present		

\*Mr. Russell stated that Mr. LeTourneau will move from Proxy to Representative as of the next board meeting.

## **2.0 ORDER OF BUSINESS**

Representative discussion/presentation of agenda items which could be moved up on the agenda.

Mrs. Ketza brought up RFA and wanted to know if the board wanted to put it on the agenda. Mr. Fertig responded that the board members can discuss RFA after the meeting.

### **2.1 Approve the minutes of the October 11, 2016 Regular Executive Board Open Session Meeting.**

Move to vote by Mr. Fertig, seconded by Mrs. Ketza **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketza Y

Representative Lancaster Y Representative Morris Y Proxy LeTourneau Y

## **3.0 COMMUNICATIONS**

### **3.1 Representative reports:**

**Azusa:** No report.

**Citrus:** No report.

**Claremont:** No report.

**Duarte:** Mr. Morris reported that ESL classes started today.

**Glendora:** No report.

**Monrovia:** No report.

### **3.2 Program Director report.**

#### **I. Fiscal Agent Update and Disbursement Schedule**

- Mr. Russell reminded reps that for 2016-17, the state is releasing all AEBG funds, MOE and Allocation to the fiscal agent. Monrovia created a Disbursement Schedule that was provided to reps. Mr. Russell advised that Monrovia Business Services will process checks next week and members should receive funds by early the week of 10/17, if not by the end of next week. Mr. Russell advised that payment is for July, August, and September. Moving forward, the payments for October onward will be monthly.
- Mr. Russell advised that Monrovia received an additional \$5,754, which indicates that we will receive an additional \$23,016 in Allocation funds in 2016-17, as the consortium did in 2015-16. The 2015-16 funds were distributed to Claremont and he recommend the board to do the same with the new funds.

#### **II. Budget for Expenditure Report and Rolling Reports**

- Mr. Russell advised that members will need to provide a budget by object code for the 2016-17 Expenditure and Annual Progress reports by October 28, 2016. Mrs. Ketza asked Mr. Russell if he could provide a form for everyone. Mr. Russell said he would email a spreadsheet to everyone. Mr. Russell said that members can have budget revisions up until December 20<sup>th</sup>

- Mr. Russell stated that due to the carryover from last year, members have to complete two expenditure and progress reports: one for the remainder of 2015-16 funds and one for 2016-17 funds. He also advised members that they need to expend funds based on the plan. They will need to do a biannual report for each one. He reminded members to expend funds in line with the plans.

### III. Data and Accountability Work Plan

- Mr. Russell advised the Data and Accountability Work Plan is due December 20, 2016 and the consortium will need to complete a budget by Object Code for these funds as well.

### IV. CCAE and CAEAA meeting

- Daniel Soriano and I went to this event where members from around Southern California discussed difficulties with the data collection and submission. Mr. Russell stated that the primary focus of the meeting was on data collection and submission. There were several issues regarding data. Some people did not even report any of their CTE data because it was under ROP. He believed that the CCAEC data had a lot of integrity compared to some of the issues discussed by attendees.
- Mr. Soriano stated that CCAEC was well represented due to Mr. Russell's efforts with consortium data collection.

### V. Faculty Advisory Committee Update

- The first Counselor Pathways for Success (CPS) meetings was scheduled for October.
- Consortium TABE training was scheduled to occur before the end of October. The entire consortium would then have a repository for all TABE data.
- Computer faculty has completed curriculum alignment, full implementation will be complete by the end of October as we have addressed personnel issues.

## 3.3 Public comment for items not on the agenda.

No public comments were put forth at this time.

### 3.3.1 Public comments for items on the Open Session Agenda.

No public comments were put forth at this time.

## 4.0 BOARD APPROVAL OF PROGRAM DIRECTOR JOB DESCRIPTION

**Act # 16-25** Move to vote by Dr. Lancaster, seconded by Mr. Fertig **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketza Y

Representative Lancaster Y Representative Morris Y Proxy LeTourneau Y

Dr. Lancaster wanted to know the term on the director's position. Mr. Fertig suggested making it an annual term. Mr. Fertig moved to amend the program director's job description to include the annual assignment to be done by July 1 through June 30. The motion was resubmitted with the amendment and passed.

## **5.0 BOARD APPOINTMENT AND APPROVAL OF PROGRAM DIRECTOR**

**Act #16-26** Move to vote by Mr. Fertig, seconded by Mrs. Ketza **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketza Y

Representative Lancaster Y Representative Morris Y Proxy LeTourneau Y

During motion deliberations, Dr. Lancaster suggested that for future agendas, it should specify the person who the board is approving. For example, the agenda should state "Board appointment and approval of John Russell as Program Director."

## **6.0 BOARD DISCUSSION AND APPROVAL OF ESL FAC OUTSIDE PROFESSIONAL DEVELOPMENT PROPOSAL**

Move to vote by Mr. Fertig, seconded by Mrs. Ketza **Vote to Table 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketza Y

Representative Lancaster Y Representative Morris Y Proxy LeTourneau Y

Mr. Russell presented to board with a revised Professional Development Proposal and Mrs. Olga Habayeb was in attendance to answer board questions.

Mr. Fertig began by wanting to know about ESL FAC progress on meeting the objectives Mr. Russell had presented them. Mrs. Habayeb said the ESL FAC has been meeting twice a month to complete Language Proficiency Objectives. The teachers went through objectives within each level successfully, but they are confirming that as a student moves up levels, objectives do not have gaps. Mrs. Habayeb said they still need to work on listening and speaking, and vocabulary and functional skills. She feels they still need this month up until before thanksgiving. Mr. Fertig reiterated that he wants to make sure we are getting close to the goal.

In terms of providing funds for development and development, Mr. Fertig feels this is important and necessary now. Next year should not require all these trainings and extra hours.

Dr. Lancaster expressed that he really appreciated the priority list of trainings. He wanted to know where the technological component was in the professional development proposal. He asked if it would be more bang for the buck if the consortium pays (Azusa Computer instructor) Veronica Delvaux to do an in-service versus sending everybody to travel.

Mr. Delvasto wanted to know how the consortium would measure the effectiveness of the trainings. Mr. Fertig suggested the consortium should look at CASAS data, and transitions between schools

Mr. Fertig said at this point each institution should see what funds they had available to meet the proposal for their staff. Dr. Lancaster reminded the board that said that CCD has a hard time sending adjunct faculty out of town. The motion to approve the plan was tabled.

## **7.0 BOARD DISCUSSION AND APPROVAL OF MEETING CALENDAR CHANGE**

**Act # 16-27** Move to vote by Dr. Lancaster, seconded by Mr. Fertig **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Ketza Y

Representative Lancaster Y Representative Morris Y Proxy LeTourneau Y

Mr. Fertig voiced support for the new schedule. He said if there is a need for a meeting, members can add one. Mr. Delvasto suggested that Mr. Russell can reach everyone through email if something needs to be discussed. The new calendar is attached to these minutes.

## **8.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING AT (2:25PM)**





## CCAEC Board Meeting Dates for 2016-2017

### REVISED CALENDAR FOR REMAINDER OF 2016-17

APPROVED October 11, 2016 Act #16-27

Time: 1:30p.m.

Locale: Azusa Adult School  
1134 S. Barranca Ave.  
Glendora, CA 91740

<b>Board Date</b>	<b>Agenda Item Due</b>
August 9, 2016	August 4, 2016
September 13, 2016	September 8, 2016
October 11, 2016	October 6, 2016
December 13, 2016	December 8, 2016
January 10, 2017	January 5, 2017
April 18, 2017	April 13, 2017
June 13, 2017	June 8, 2017



# Documents to Support Agenda Items

December 13, 2016 Agenda

## Agenda Item 3.2

Program Director Report Highlights

# Program Director Report Highlights

## CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

### REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, December 13, 2016

1:30 p.m.



### 3.0 COMMUNICATIONS

#### 3.2 Program Director report.

- I. Fiscal Agent Updated Disbursement Schedule
  - An updated Disbursement Schedule will be made available to representatives at the board meeting.
- II. Confirmation of 2016-17 Budget Submission
  - The budget was aggregated and submitted by the October 31, 2016 deadline. However, Neil Kelly said that the budget was not correct and that only the fiscal agent budget should have amounts in object codes and the rest of the budget would be reflected in category 7000, Other Outgo. While this makes no sense to me, this was what I was told to do and the 2016-17 budget was certified. A copy of the budget is attached.
- III. Data and Accountability Work Plan
  - Data and Accountability Work Plan has been pushed to a due date February 20, 2017. This plan has been greatly affected by the state requirement that data be submitted through TOPSPRO Enterprise. More on this in Agenda Item 6.0. The Expenditure and Progress Report deadline has been pushed as well, so we do not need to complete this by January 31, 2017.

IV. Year-to-Date Expenditure and Progress Report due January 31, 2017

- David Conway and I will be coordinating with each member Business Services to get expenditure information for the 2015-16 Allocation funds and 2016-17 AEBG funds. Remember that reports for 2016-17 are for **both MoE and Allocation** funds. Be mindful that may need your assistance in interfacing with your Business Services personnel.
- I will create a Google Form similar to last year's so that I can get member explanation about progress on each grant (2015-16 and 2016-17) for use in the report narrative.

V. CPS Update

- There have been two Counselor Pathways for Success (CPS) meetings and they have been very productive.
- The three major initial goals the group agreed to pursue were:
  1. Improve communication between K-12 and CCD counselors to help students transition to postsecondary institutions.
  2. Create a clear pathway document for students to see how they can transition to postsecondary institutions.
  3. Create an Exit Survey to encourage transitions to postsecondary institutions.
- A draft pathway document created to address goal 2 is attached.



## AB104 Adult Education Consortium Block Grant YEAR-TO-DATE EXPENDITURES AND PROGRESS REPORT

### (74B) Monrovia USD (Citrus)

**Grant Agreement No: 16-328-29    Total Grant Award: \$4,097,268**

(2016-2017 Application Budget has been certified on 2016-11-08 10:08:00.0)

(2016-2017 Application Budget has been approved on 2016-11-08 12:46:00.0)

(Enter dollar amount only - Rounded off to the nearest whole dollar)	
Object of Expenditure	2016-2017 Application Budget
1000 Instructional Salaries	798939
2000 Noninstructional Salaries	188674
3000 Employee Benefits	241379
4000 Supplies and Materials	15704
5000 Other Operating Exp. & Svs.	0
6000 Capital Outlay	0
7000 Other Outgo	2816859
<b>Total Direct Expenditures</b>	<b>4061555</b>
<b>Total Indirect Expenditures*</b>	<b>35713</b>
<b>Total Expenditures</b>	<b>4097268</b>

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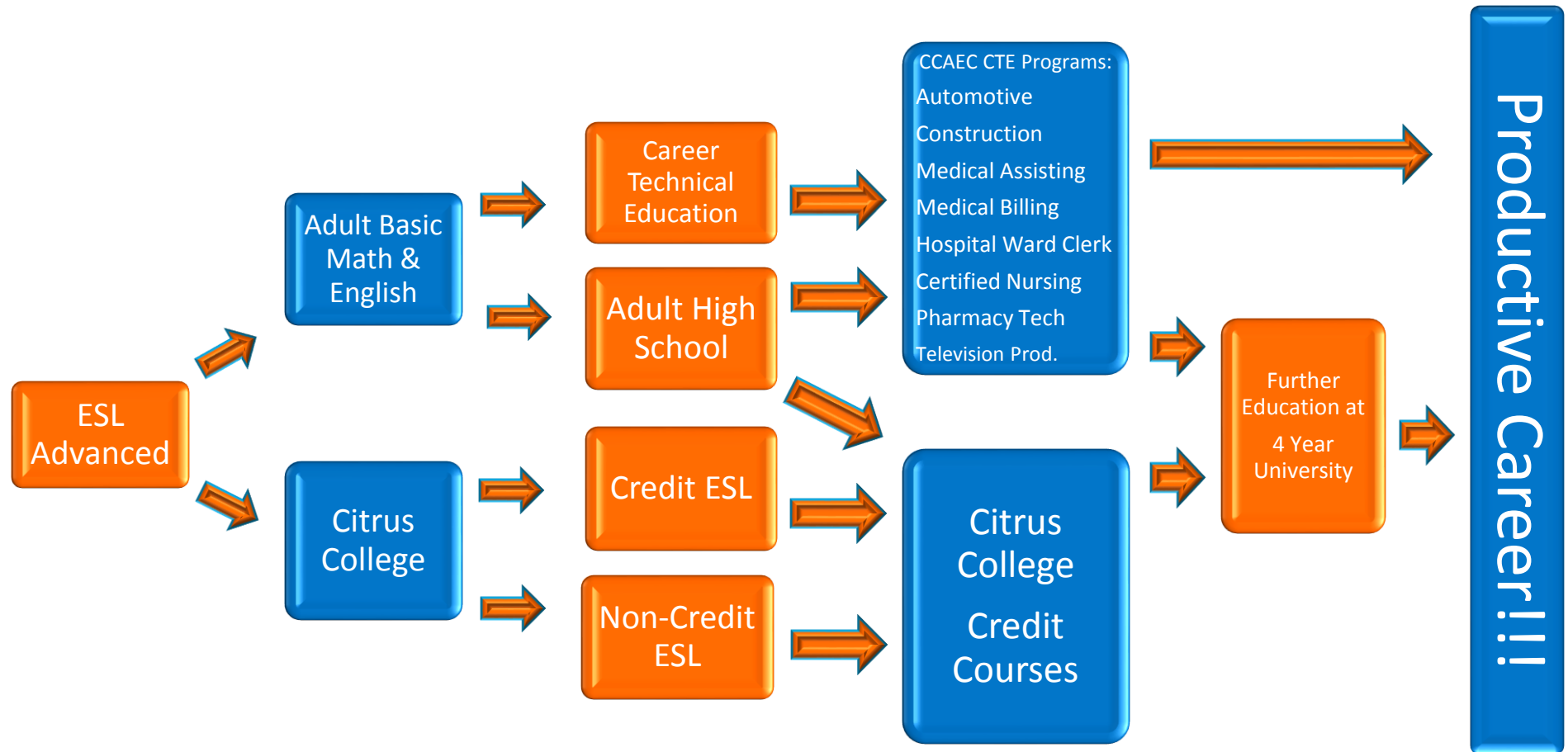
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## What are Career Pathways?

A Career Pathway can show a **sequence of programs** that connect you from ESL to college and/or career.

## ESL Pathway to Success

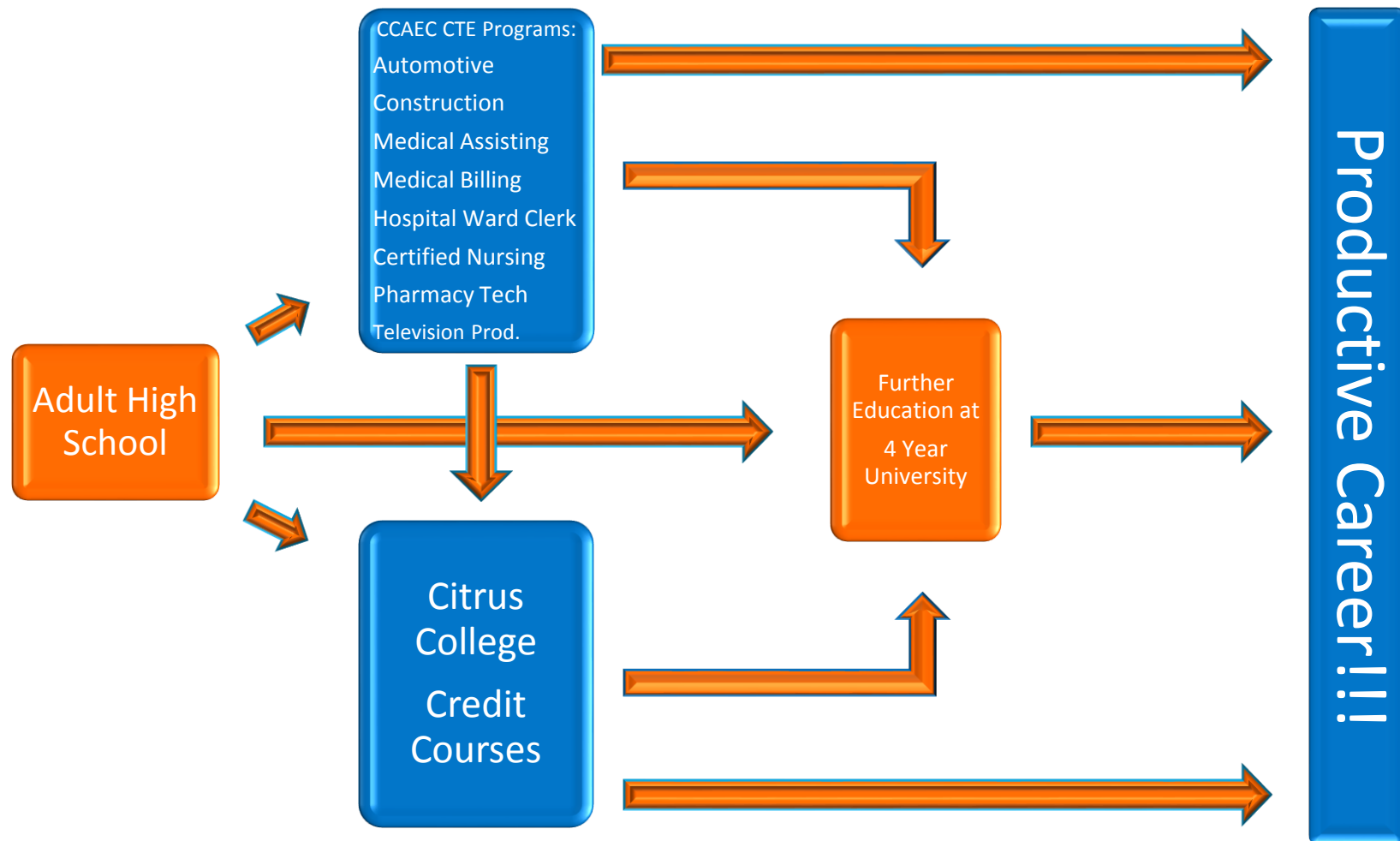




## What are Career Pathways?

A Career Pathway can show a **sequence of programs** that connect you from adult high school to college and/or career.

## High School Pathway to Success





# Documents to Support Agenda Items

December 13, 2016 Agenda

## Agenda Item 5.0

Azusa Library Request for Funds



The Canyon City — Gateway to the American Dream



November 30, 2016

Citrus College Adult Education Consortium  
c/o Monrovia Unified School District  
920 South Mountain Avenue  
Monrovia, California 91016

Dear Consortium Members,

As a partner of the Consortium, I am requesting \$10,000 funding to support our **Inspired Citizenship** program for the remainder of the 2016/17 fiscal year (Jan 1 – June 30, 2017).

The Azusa City Library established Inspired Citizenship in the Fall of 2014 to fill an unmet need in the community. We offer two 2-hour classes a week (one morning and one evening) and maintain attendance of 15-20 students per class. As a result, 89 students have passed their USCIS Interviews and become U.S. citizens. These students come from a wide geographic area of the San Gabriel Valley to attend our classes. **Inspired Citizenship** has five components:

- **Citizenship Corner** – a collection of citizenship materials which can be borrowed from the library free of charge
- **Citizenship Information Sessions** - two-hour sessions for the general public to learn about the naturalization process and eligibility requirements. Presented by a representative of the USCIS.
- **Citizenship Workshops** - half day sessions held in partnership with community-based organizations (i.e. Advancing Justice, L.A., CARECEN, One Justice, Immigration Resource Center, etc.). Community partners provide legal expertise to individuals, review their N400 forms and answer questions. It is generally scheduled 1-2 weeks after the Information Session. By appointment only.
- **Citizenship Classes** - a weekly open entry/exit class to help adult students study for the USCIS citizenship interview. Curriculum includes questions related to the N400 application, U.S. history and U.S. civics.
- **Citizenship Tutoring** - One-to-one tutoring for adults who have submitted the N400 and are nearing their USCIS interview appointment. By assignment only.

In advance, I thank you for your consideration of this request. Please let me know if you would like additional information.

Sincerely,

A handwritten signature in cursive script that reads "Cathay Reta".

Cathay Reta  
Adult Literacy Coordinator  
Azusa City Library