



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, April 18, 2017

1:30 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

Minutes – Approved 6/13/17 (with revisions)

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

1.1 Meeting called to order by Chair Felipe Delvasto at 1:32 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Program Director	Present
Flint Fertig, Representative	Present	Jessica Michel, Secretary	Present
Mary Ketz, Representative	Present	Daniel Soriano, Proxy	Present
Jim Lancaster, Representative	Present	Rebecca Summers, Proxy	Present
Ron Letourneau, Representative	Present	Norman Anderson, Proxy	Absent
Kevin Morris, Representative	Absent		

2.0 ORDER OF BUSINESS

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

None at this time.

- 2.1 Approve the minutes of the January 10, 2017 Regular Executive Board Open Session Meeting.

Act # 17-04 Move to vote by Mrs. Ketza, seconded by Mr. Fertig **Vote to Approve 5-0**
Representative Delvasto Y Representative Fertig Y Representative Ketza Y
Representative Lancaster Y Representative Letourneau Y Representative Morris A

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Mrs. Ketza reported that she and Mr. Soriano visited the California Labor Apprenticeship Program. They were very impressed with it. Mr. Soriano said that one of their objectives through the new WIOA mandates is to look into fields such as construction.

Citrus: Dr. Lancaster reported that Citrus is flying a position for a Supervisor in Continuing Education. The position is closing in late May. This was Debbie's position.

Dr. Lancaster stated that Citrus will return 2016-17 Allocation funds, and will not take any Allocation funds for 2017-18. Citrus would like to see some changes made regionally to the consortium. Citrus would like to see a person brought in from the outside as program director. Citrus would also like to see some of the money go towards a new director, as well as regional marketing and branding.

Claremont: Mr. Delvasto was assigned a new position, and will no longer be as involved in the consortium. Mr. Delvasto will still be involved, but Julianne Ceccarelli will become a voting representative moving forward.

Duarte: Absent.

Glendora: No report.

Monrovia: No report.

- 3.2 Program Director report.

Mr. Russell wanted to include in these minutes, the two Annual Expenditure reports that were approved by the board on January 30 and submitted to the state January 31st, 2017. The 2015-16 Annual Expenditure report was only to report Allocation funds of \$750,000.

The 2016-17 report was for the entire amount of the AEBG fund which is nearly \$4.1 million, which includes MOE and Allocation funds.

(Note - The 2015-16 and 2016-17 Annual Expenditure Reports and the January 30, 2017 email chain approving them are attached to these minutes. Vote via email tallied below.)

Act # 17-05 Vote to Approve (via attached email) 6-0

Representative Delvasto Y Representative Fertig Y Representative Ketza Y
Representative Lancaster Y Proxy Summers Y Representative Morris Y

Mr. Russell also wanted to include in these minutes the 2017 Data and Accounting Report approved by the board via email on February 23. The D&A report contains Budget Detail, Budget Summary by Object Code (certified by the Project Director and Fiscal Agent Business Officer), and a Statement of Work.

(Note - The Data and Accounting Report and the February 23, 2017 email chain approving it

are attached to these minutes. Vote via email tallied below.)

Act # 17-06 Vote to Approve (via attached email) 4-0

Representative Delvasto Y Representative Fertig Y Representative Ketza A
Representative Lancaster Y Representative Letourneau Y Representative Morris A

In addition to these items, Mr. Russell mentioned that in Item 4.0 he would discuss disbursement for an additional \$23, 016. Mr. Russell would provide at that time an explanation as to why this additional money existed.

Mr. Russell also updated the board on the CCAEC website. He showed the board the website to date via projector. He requested impactful quotes from students and faculty and administrators, classroom/student photos, and headshots from the other representatives.

He stated that the purpose of the website is threefold: (1) to provide information on AEBG and us, (2) transparency; it is a form of records keeping, (3) marketing. Mr. Russell requested an updated list of partners from Azusa. The resources page is going to be very important; it is going to connect the career centers, provide information on HiSET, etc. He said the resources section is what is going to drive people to attend consortium institutions.

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 DISTRIBUTION OF ADDITIONAL \$23,016 OF DATA AND ACCOUNTING REPORT FUNDS

Act # 17-07 Move to vote by Dr. Lancaster, seconded by Mrs. Ketza Vote to Approve 5-0

Representative Delvasto Y Representative Fertig Y Representative Ketza Y
Representative Lancaster Y Representative Letourneau Y Representative Morris A

Mr. Russell provided four pages to explain why there was an additional \$23,016 in AEBG Data and Accounting (D&A) funds. (*Note: These four pages have been added to these minutes.*)

Page 1 showed the available Data and Accounting the board reviewed to pass Act #16-19 that allocated \$23,016 in D&A funds to Claremont for the move to a semester system. **Page 2** showed the disbursement schedule for all CCAEC AEBG funds which showed the \$23,016 that was approved by Act # 16-19 as part of Claremont's disbursement. **Page 3** is from the CFAD which demonstrates how the \$23,016 was held back from 2015-16 total. However, 2016-17 and 2017-18 CFAD amounts demonstrate the \$23,016 is no longer being held back. Thus, the true allocation amount for 16-17 was \$773,016 and the \$23,016 reallocated from D&A funds in Act # 16-19 did not need to be removed from D&A funds and that amount is available for the D&A reporting.

Page 4 provided a proposed distribution of the additional \$23,106 in funds. Dr. Summers confirmed Glendora did not need additional data funds. The board voted to approve the amounts per the proposed distribution. (*That document is attached.*)

Mr. Delvasto asked Mr. Russell when the data funds needed to be used by. Mr. Russell confirmed that funds need to be expended by December 31st of 2017. Mr. Russell also suggested training as a consortium for ASAP V3.

5.0 **BOARD APPROVAL OF DISTRIBUTION OF 2016-17 AND 2017-18 ALLOCATION FUNDS FOR SUBCONTRACTING**

Act # 17-08 Move to vote by Dr. Lancaster, seconded by Mrs. Ketza **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Representative Ketza Y
Representative Lancaster Y Representative Letourneau Y Representative Morris A

Dr. Lancaster stated that pre- and post- testing for TOPSpro Enterprise is going to be way too onerous for Citrus to achieve in credit courses. He advised that the process to return funds was cumbersome and time-consuming and he finally had just recently received approval. He confirmed Citrus had not expended any 2016-17 funds. Mr. Russell said that he needs to get confirmation on how this needed to be reported on the CFAD so that there would not be any problems. Dr. Lancaster stated he would prefer not to receive and 2017-18 funds versus receiving funds and having to be invoiced back for them.

Dr. Lancaster mentioned that Citrus College will return subcontracted 2016-17 funds through an invoice.

In terms of distribution of these Allocation funds, Mr. Fertig suggested that he would like to reps to determine where the gaps existed in each member budget, look at member enrollments, determine consortium needs, and deliberate from those efforts.

The motion was amended such that funds 2016-17 and 2017-18 Citrus Allocation funds would be returned to member institutions based on those further deliberations.

Mr. Russell reminded the board that the CFAD is due May 2nd. In addition, he advised to have an emergency board meeting with 1 agenda item around April 28th (via phone/email exchange) to approve final distribution.

(Note: the board agreed on a re-distribution of funds. The distribution and the email chain approving it are attached to these minutes. Vote via April 28, 2017 email is tallied below.)

Act # 17-09 Vote to Approve Redistribution (via attached email) 5-0

Representative Delvasto Y Representative Fertig Y Representative Ketza Y
Representative Lancaster Y Representative Letourneau Y Representative Morris A

6.0 **BOARD DISCUSSION AND APPROVAL OF CONSORTIUM FISCAL AGENT DECLARATION (CFAD)**

MOTION WAS TABLED

Based on Item 4.0 and 5.0 discussions, and distribution of subcontracted funds, board voted to table this until Item 5.0 and CFAD were finalized.

Move to vote by Mr. Fertig, seconded by Mrs. Ketza **Vote to Table 5-0**

Representative Delvasto Y Representative Fertig Y Representative Ketza Y
Representative Lancaster Y Representative Letourneau Y Representative Morris A

Mr. Russell stated that agenda item 6.0 cannot be discussed and voted on until agenda items 4.0 and 5.0 are sorted out and finalized.

Mr. Delvasto asked the representative how they felt about Monrovia staying as the fiscal agent. Dr. Summers commented that being fiscally tied together has given the board a lot of coherence and bonding.

Mr. Fertig moved that the board should table 6.0 until the virtual board meeting prior to May 2nd. Mr. Russell advised that he needs to get some type of draft to the board preferably by Friday the April 28th, so it can be ratified and put up on website for public consumption.

(Note: the board agreed on a CFAD via email. The final CFAD and the May 2, 2017 email chain approving the CFAD are attached to these minutes. Vote via email tallied below.)

Act # 17-10 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 Letourneau Y Proxy Anderson Y

7.0

ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

2:40 PM.



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

(74B) Monrovia USD

Grant Agreement No: 15-328-29 Total Grant Award: \$750,000

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PLEASE REPORT CUMULATIVE EXPENSES FOR ALL COMPLETED QUARTERS

Object of Expenditure Reporting Categories	2015-2016 1st QUARTER			2015-2016 2nd QUARTER				2015-2016 3rd QUARTER				2015-2016 4th QUARTER		
	Budget	Exp.	Bal.	Revised Budget (approved on 06/30/16)	Budget	Exp.	Bal.	Revised Budget (approved on 01/31/17)	Budget	Exp.	Bal.	Budget	Exp.	Bal.
1000 Instructional Salaries	521750	0	521750	402165	402165	147911	254254	368318	368318	178126	190192	0	0	0
2000 Noninstructional Salaries	22975	0	22975	57440	57440	9076	48364	57440	57440	51957	5483	0	0	0
3000 Employee Benefits	119840	0	119840	90540	90540	35537	55003	80540	80540	46836	33704	0	0	0
4000 Supplies and Materials	39722	0	39722	67555	67555	17895	49660	67555	67555	44820	22735	0	0	0
5000 Other Operating Exp. & Svs.	10000	0	10000	41000	41000	18788	22212	65434	65434	56236	9198	0	0	0
6000 Capital Outlay	0	0	0	55587	55587	11055	44532	75000	75000	67959	7041	0	0	0
7000 Other Outgo	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Direct Expenditures	714287	0	714287	714287	714287	240262	474025	714287	714287	445934	268353	0	0	0
Total Indirect Expenditures*	35713	0	35713	35713	35713	35713	0	35713	35713	35713	0	0	0	0
Total Expenditures	750000	0	750000	750000	750000	275975	474025	750000	750000	481647	268353	0	0	0

Object of Expenditure Reporting Categories	2015-2016 5th QUARTER			2015-2016 6th QUARTER			2015-2016 7th QUARTER			2015-2016 8th QUARTER		
	Budget	Exp.	Bal.	Budget	Exp.	Bal.	Budget	Exp.	Bal.	Budget	Exp.	Bal.
1000 Instructional Salaries	0	0	0	0	0	0	0	0	0	0	0	0
2000 Noninstructional Salaries	0	0	0	0	0	0	0	0	0	0	0	0
3000 Employee Benefits	0	0	0	0	0	0	0	0	0	0	0	0
4000 Supplies and Materials	0	0	0	0	0	0	0	0	0	0	0	0
5000 Other Operating Exp. & Svs.	0	0	0	0	0	0	0	0	0	0	0	0
6000 Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0
7000 Other Outgo	0	0	0	0	0	0	0	0	0	0	0	0
Direct Expenditures	0	0	0	0	0	0	0	0	0	0	0	0
Total Indirect Expenditures*	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenditures	0	0	0	0	0	0	0	0	0	0	0	0

Progress Report (Check one and complete sections I-III)

- ☒ Activities are being conducted as planned.
- ☐ Activities are not being conducted as planned.

(Total expenditure 64.2
%)

(3rd Quarter at least 68% of total allocation expended)

Expenditures do not meet guideline

I. Summary of activities conducted during the quarter (Limited to 8000 characters)

The Citrus College Adult Education consortium made great advances in continuing to address AEBG programs and objectives required by the 2015-16 Annual Plan. Members have demonstrated collaboration and cooperation by subcontracting funds between various members in order to better address the activities of the plan.

The CCAEC 2015-16 Regional Data Plan was an ambitious one and most of it is either implemented or well on the way to being implemented due to Allocation funding. Incoming K-12 students in most programs are receiving some type of placement assessment to determine their program entry academic level. Allocation funds have purchased TABE tests and all K-12 members are using the TABE for ABE and CTE pre-assessment. CASAS is well on the way to being uniformly used by all members. Glendora purchased ASAP as was called for in the 2015-16 Annual Plan. Citrus College is working within the timeline provided by CCCCCO and CDE for full implementation of CASAS testing and the use of TOPSpro Enterprise system for state data reporting. The school hired a CASAS Coordinator to research and coordinate CASAS testing and reporting processes for noncredit ESL program Consortium members maintained, monitored and reported performance data as required by the state. Counselors took part in the Counselor Pathways for Success, which included credit and noncredit counselors from Citrus and the counselors from K-12 members. CPS created community to facilitate transition from K-12 to CCCC and established pathways for use in the K-12 schools.

CCAEC Faculty Advisory Committees have made tremendous strides at alignment and integration across program areas. The CCAEC ESL Faculty Advisory Committee, comprised of faculty from Citrus College and all K-12 schools finalized ESL curriculum alignment with detailed Language Proficiency Objectives and are developing ESL level exams. This alignment process meant that Claremont and Monrovia ESL classes moved to semester classes to be the same other CCAEC members. This brought additional costs to Claremont which were covered by subcontracting of Allocation funds. The ABE FAC also met on a regular basis in a similar alignment process and completed alignment of basic education curriculum. The ASE FAC met to train on Odysseyware so that Azusa, Glendora, and Monrovia could increase elective options.

CCAEC professional development efforts became much more robust from Allocation funds. Citrus College hired two noncredit ESL Faculty Leads to evaluate ESL faculty, demonstrate best practices and high impact teaching methods, and provide mentorship to newly hired ESL adjunct faculty. Most CCAEC member institutions sent one or two faculty to attend the CATESOL conference in San Diego. Members are using a train-the-trainer model where attendees come back and present to each staff the materials, best practices, and research-based instructional strategies gleaned from the conference. All K-12 members have been engaged in ongoing professional development in the following areas: instructional strategies, using Moodle as an LMS, Odysseyware, improving adult reading and accelerated learning.

The consortium created many courses and programs to address gaps. Azusa created a bridge class to better address the low assessment scores that limit student transition into CTE courses. Monrovia created a bridge class between ESL 6 and ABE ELA. Citrus developed new Bridge to English curriculum designed to increase the successful transition from noncredit to credit ESL/English coursework. Citrus also hired an ESL Coordinator to recruit for the evening ESL program in an effort to increase enrollment, develop new ESL curriculum to increase the variety of ESL courses offered, and expand outreach efforts to increase enrollment and the number of sections offered. High School Equivalency Test (HiSET) preparation and exam locale is offered in Azusa and Monrovia through an expanded testing schedule offered in both the day and evening program. The partnership between the schools was vital as Azusa extensively helped Monrovia become a testing center. Both schools are seeing tremendous success with student completion rates. Students have opportunities to prepare for the exam through classroom instruction, and through online activities. Citrus developed new short-term vocational courses in Office Technology in an effort to expand noncredit CTE programs. The Azusa Career/Business Center was launched to foster career exploration and job search opportunities. An internal marketing process informs students of the Center's services and visits to the Center increased. Azusa CTE teachers met quarterly to discuss challenges faced by student's prerequisite classes, and strategized on curriculum changes that would serve to increase enrollment, and improve transition options for students currently in other AAS programs. Monrovia used Allocation funds to make Construction and Auto Technician programs more robust.

Citrus used Allocation funds to equip three classrooms by replacing traditional classroom furniture with furniture designed to promote active learning. This created high density classrooms that can transition from lecture to learn mode, without interruption. Citrus also made technology upgrades (instructor computers and interactive projectors) in all five ESL classrooms, replacing outdated and non-functioning equipment. This has made a tremendous impact on ESL instruction, allowing the instructors to present instructional material in a variety of modalities and creating an engaging and interactive learning environment.

II. Reasons for lack of progress towards attainment of program improvements (Limited to 8000 characters)

CCAEC members believe that they have made progress towards program improvement. Members have utilized two-thirds of the Allocation funds (which were released less than a year ago) to make noteworthy progress in implementing the Regional Data Plan, aligning ESL curriculum, developing ESL Level assessments, addressing gaps in services, increasing professional development significantly, exploring learning management systems to extend classrooms, accelerating student diploma acquisition, establishing career/postsecondary pathways, building community between member counselors, and equipping classrooms to foster active learning.

III. Reasons for expenditures falling below guideline (Limited to 8000 characters)

CCAEC expenditures fell below the 3rd quarter guideline by less than 4%. This is primarily because of the funds not arriving until end of January/ early February. K-12 schools have expended most of the Allocation funds. Citrus College must be in receipt of funds before cost centers can be established and Allocation funds can be spent. The delay in the release of funds hindered this process and their ability to expend funds. Also, the CCAEC board has voted to subcontract \$80,000 of Citrus' Allocation funds. Expending those funds would easily put the consortium beyond the 68% mark. The financial process required to properly subcontract the funds has been initiated and once completed will allow members to expend the funds by the next reporting deadline.

IV. Provide an explanation for major budget changes. (Limited to 8000 characters)

The consortium needed to decrease Object Code 2000 and increase Object Code 5000 and 6000. The consortium is finding members have over-budgeted for non-instructional salaries and under-budgeted for services and capital outlay. Citrus used its additional 6000 funds to equip three rooms with furniture/technology in order to increase functionality, course offerings, and student capacity in noncredit programming. The furniture/technology enables easy transformations of the room environment within seconds to facilitate active learning. In addition, two of the rooms now convert into testing rooms with isolated test areas for each student for CASAS testing.

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CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE



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

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PLEASE REPORT CUMULATIVE EXPENSES FOR ALL COMPLETED QUARTERS

Object of Expenditure Reporting Categories	2016-2017 1st QUARTER				2016-2017 2nd QUARTER			2016-2017 3rd QUARTER			2016-2017 4th QUARTER		
	Revised Budget (approved on 01/30/17)	Budget	Exp.	Bal.	Budget	Exp.	Bal.	Budget	Exp.	Bal.	Budget	Exp.	Bal.
1000 Instructional Salaries	768939	768939	291185	477754	0	0	0	0	0	0	0	0	0
2000 Noninstructional Salaries	123654	123654	35195	88459	0	0	0	0	0	0	0	0	0
3000 Employee Benefits	208379	208379	78586	129793	0	0	0	0	0	0	0	0	0
4000 Supplies and Materials	54500	54500	49911	4589	0	0	0	0	0	0	0	0	0
5000 Other Operating Exp. & Svs.	45364	45364	35410	9954	0	0	0	0	0	0	0	0	0
6000 Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0	0
7000 Other Outgo	2816859	2816859	1119854	1697005	0	0	0	0	0	0	0	0	0
Direct Expenditures	4017695	4017695	1610141	2407554	0	0	0	0	0	0	0	0	0
Total Indirect Expenditures*	79573	79573	0	79573	0	0	0	0	0	0	0	0	0
Total Expenditures	4097268	4097268	1610141	2487127	0	0	0	0	0	0	0	0	0

Object of Expenditure Reporting Categories	2016-2017 5th QUARTER			2016-2017 6th QUARTER			2016-2017 7th QUARTER			2016-2017 8th QUARTER		
	Budget	Exp.	Bal.	Budget	Exp.	Bal.	Budget	Exp.	Bal.	Budget	Exp.	Bal.
1000 Instructional Salaries	0	0	0	0	0	0	0	0	0	0	0	0
2000 Noninstructional Salaries	0	0	0	0	0	0	0	0	0	0	0	0
3000 Employee Benefits	0	0	0	0	0	0	0	0	0	0	0	0
4000 Supplies and Materials	0	0	0	0	0	0	0	0	0	0	0	0
5000 Other Operating Exp. & Svs.	0	0	0	0	0	0	0	0	0	0	0	0
6000 Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0
7000 Other Outgo	0	0	0	0	0	0	0	0	0	0	0	0
Direct Expenditures	0	0	0	0	0	0	0	0	0	0	0	0
Total Indirect Expenditures*	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenditures	0	0	0	0	0	0	0	0	0	0	0	0

Progress Report (Check one and complete sections I-III)

- ☒ Activities are being conducted as planned.
- ☐ Activities are not being conducted as planned.

(Total expenditure 39.3
%)

(1st Quarter at least 20% of total allocation expended)

Expenditures meet guideline

I. Summary of activities conducted during the quarter (Limited to 8000 characters)

The Citrus College Adult Education consortium has utilized AEBG funds to improve services and address AEBG programs and objectives as dictated in the 2016-17 Annual Plan.

Most critically, members have utilized AEBG funds to address gaps in service. Enrollment is up across member institutions. Members have increased ESL, ASE/ABE, and CTE and Career Development program offerings.

As was extensively discussed in the 2015-16 Annual Expenditure report, CCAEC members have used Allocation funds to complete Annual Plan activities. Members have increased professional development, implemented the Regional Data Plan, aligned ESL curriculum and developed ESL level exams, established career/postsecondary pathways, built community between member counselors, equipped classrooms to foster active learning and provided much needed supplies for more robust CTE programs.

II. Reasons for lack of progress towards attainment of program improvements (Limited to 8000 characters)

CCAEC members believe the consortium is making excellent progress in attaining program improvement. Activities called for in the 2016-17 Annual Plan are being completed and the consortium is working together to be prepared for the state mandated data integration to TOPSpro Enterprise.

III. Reasons for expenditures falling below guideline (Limited to 8000 characters)

Expenditures have not fallen below guideline.

IV. Provide an explanation for major budget changes. (Limited to 8000 characters)

Expenditures exceeded the budget in 5000 in 6000 and are significantly under in 3000 and 4000. So the budget needs to change accordingly. This is primarily because of increased expenditures to make CTE programs more robust.

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John Russell <jrussell@monroviaschools.net>

Annual Expenditure Reports

9 messages

John Russell <jrussell@monroviaschools.net>

Mon, Jan 30, 2017 at 12:09 PM

To: Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Flint Fertig <ffertig@monroviaschools.net>, Mary Ketza <mketza@azusa.org>, Jim Lancaster <jlancaster@citruscollege.edu>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Kevin Morris <kmorris@duarteusd.org>
 Cc: Debbie Vanschoelandt <dvanschoelandt@citruscollege.edu>, "DSoriano@azusa.org" <DSoriano@azusa.org>, Rebecca Summers <rsummers@glendora.k12.ca.us>, Norman Anderson <NAnderson@duarteusd.org>, David Conway <dconway2@monroviaschools.net>, Jessica Michel <jmichel@monroviaschools.net>

CCAEC Reps and Proxies:

Attached is the edited 2015-16 Annual Expenditure Report and the 2016-17 Annual Expenditure Report for member ratification.

Below is a brief as possible explanation of issues I have been addressing with Neil Kelly that have caused a delay:

I asked for a budget revision for 2105-16 Allocation funds as we have exceeded some Object Codes and are under in other ones. I was advised by Neil that the consortium was supposed to complete 2015-16 Allocation budget and expenditures the same way as 2016-17 AEBG funds: i.e. with 70% of funds accounted for in Object Code 7000, Other Outgo. I explained to Neil that our board and I thought that did not make sense and Neil agreed it was a problem that will be addressed in a new accounting system. In the meantime, 2015-16 will continue to aggregate as we have done and 2016-17 will continue the way it is set-up with pass through of funds in 7000.

Please note the following for the 2015-16 report:

- I have made suggested edits for the narrative.
- The actual expenditures are attached (as they differ than the reports because of above-mentioned issue). I cannot update the 2015-16 Allocation expenditures online until the AEBG office updates our budget.
- I am still waiting to find out when (or if) that budget update will occur from Neil Kelly.

Please note the following for the 2016-17 report:

- Please make suggested edits. I have made the report much simpler by referencing the 2015-16 narrative.
- The actual expenditures are attached. I cannot update the 2016-17 AEBG expenditures until the AEBG office updates our budget.
- I am still waiting to find out when that budget update will occur from Neil Kelly.

I am asking that members ratify "Yay" or "Nay" by a "Reply All" email.

I will then upload these to the CCAEC website, elicit comment, and revise if I receive any.

Final approval and submission will occur tomorrow. Thanks for everyone's support with this.

Kind Regards,

John Russell

CCAEC Program Director

<http://www.ccadulted.org/>

MUSD Assistant Principal
 for Adult Education &
 Alternative Programs

Desk: 626.471.3044

Cell: 626.840.9865

monroviaadultschool.com



4 attachments

2015-16 Q3 YEAR-TO-DATE EXPENDITURES AND PROGRESS REPORT Revised 1-31-17.pdf
116K

2016-17 YEAR-TO-DATE EXPENDITURES AND PROGRESS REPORT 1-30-17.pdf
106K

2015-16 CCAEC Allocation Expenditures by Member as of 12-31-16.xlsx
33K

2016-17 CCAEC AEBG Expenditures as of 12-31-16.xlsx
33K

Felipe Delvasto <fdelvasto@cusd.claremont.edu> Mon, Jan 30, 2017 at 12:37 PM
 To: John Russell <jrussell@monroviashools.net>, Flint Fertig <ffertig@monroviashools.net>, Mary Ketza
 <mketza@azusa.org>, Jim Lancaster <jlancaster@citruscollege.edu>, Ron Letourneau <rletourneau@glendora.k12.ca.us>,
 Kevin Morris <kmorris@duarteusd.org>
 Cc: Debbie Vanschoelandt <dvanschoelandt@citruscollege.edu>, "DSoriano@azusa.org" <DSoriano@azusa.org>, Rebecca
 Summers <rsummers@glendora.k12.ca.us>, Norman Anderson <NAnderson@duarteusd.org>, David Conway
 <dconway2@monroviashools.net>, Jessica Michel <jmichel@monroviashools.net>

YAY

F. Delvasto

Coordinator of Alternative Education & Nutrition Services

Claremont Unified School District

909-398-0609 EXT 40001

Inspiring Students of Today, Leaders of Tomorrow!

From: John Russell [mailto:jrussell@monroviashools.net]
Sent: Monday, January 30, 2017 12:10 PM
To: Felipe Delvasto; Flint Fertig; Mary Ketza; Jim Lancaster; Ron Letourneau; Kevin Morris
Cc: Debbie Vanschoelandt; DSoriano@azusa.org; Rebecca Summers; Norman Anderson; David Conway; Jessica Michel
Subject: Annual Expenditure Reports

[Quoted text hidden]

Mary Ketza <mketza@azusa.org> Mon, Jan 30, 2017 at 12:39 PM
 To: John Russell <jrussell@monroviashools.net>
 Cc: Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Flint Fertig <ffertig@monroviashools.net>, Jim Lancaster
 <jlancaster@citruscollege.edu>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Kevin Morris
 <kmorris@duarteusd.org>, Debbie Vanschoelandt <dvanschoelandt@citruscollege.edu>, "DSoriano@azusa.org"
 <DSoriano@azusa.org>, Rebecca Summers <rsummers@glendora.k12.ca.us>, Norman Anderson
 <NAnderson@duarteusd.org>, David Conway <dconway2@monroviashools.net>, Jessica Michel
 <jmichel@monroviashools.net>

Azusa says Yay. Thank you.

Mary Ketz
Director
Adult and Continuing Education
Azusa Unified School District
626 852-8400

[Quoted text hidden]

Flint Fertig <ffertig@monroviaschools.net>

Mon, Jan 30, 2017 at 2:14 PM

To: Mary Ketz <mketza@azusa.org>

Cc: John Russell <jrussell@monroviaschools.net>, Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Jim Lancaster <jlancaster@citruscollege.edu>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Kevin Morris <kmorris@duarteusd.org>, Debbie Vanschoelandt <dvanschoelandt@citruscollege.edu>, "DSoriano@azusa.org" <DSoriano@azusa.org>, Rebecca Summers <rsummers@glendora.k12.ca.us>, Norman Anderson <NAnderson@duarteusd.org>, David Conway <dconway2@monroviaschools.net>, Jessica Michel <jmichel@monroviaschools.net>

Monrovia votes "Yay" to both years.

Best Regards,
Flint Fertig
Director of Adult Education &
Alternative Programs

[Quoted text hidden]

Rebecca Summers <RSummers@glendora.k12.ca.us>

Mon, Jan 30, 2017 at 4:25 PM

To: John Russell <jrussell@monroviaschools.net>, Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Flint Fertig <ffertig@monroviaschools.net>, Mary Ketz <mketza@azusa.org>, Jim Lancaster <jlancaster@citruscollege.edu>, Ron Letourneau <RLetourneau@glendora.k12.ca.us>, Kevin Morris <kmorris@duarteusd.org>
Cc: Debbie Vanschoelandt <dvanschoelandt@citruscollege.edu>, "DSoriano@azusa.org" <DSoriano@azusa.org>, Norman Anderson <NAnderson@duarteusd.org>, David Conway <dconway2@monroviaschools.net>, Jessica Michel <jmichel@monroviaschools.net>

Glendora votes YAY

Rebecca Summers, Ed.D.

Director of Curriculum & Instruction, Staff Development, & Categorical Programs

Glendora Unified School District

500 N. Loraine Ave

Glendora, CA 91741

626-963-1611 X327

Fax 626-852-4581

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From: John Russell [mailto:jrussell@monroviaschools.net]
Sent: Monday, January 30, 2017 12:10 PM
To: Felipe Delvasto; Flint Fertig; Mary Ketz; Jim Lancaster; Ron Letourneau; Kevin Morris
Cc: Debbie Vanschoelandt; DSoriano@azusa.org; Rebecca Summers; Norman Anderson; David Conway; Jessica Michel
Subject: Annual Expenditure Reports

CCAEC Reps and Proxies:

[Quoted text hidden]

Flint Fertig <ffertig@monroviaschools.net> Tue, Jan 31, 2017 at 12:28 PM
To: Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Jim Lancaster <jlancaster@citruscollege.edu>, John Russell <jrussell@monroviaschools.net>, Kevin Morris <kmorris@duarteusd.org>, Mary Ketz <mketza@azusa.org>, Rebecca Summers <RSummers@glendora.k12.ca.us>, Ron Letourneau <RLetourneau@glendora.k12.ca.us>
Cc: "DSoriano@azusa.org" <DSoriano@azusa.org>, David Conway <dconway2@monroviaschools.net>, Debbie Vanschoelandt <dvanschoelandt@citruscollege.edu>, Jessica Michel <jmichel@monroviaschools.net>, Norman Anderson <NAnderson@duarteusd.org>

Monrovia Approves.

[Quoted text hidden]

--

Best Regards,
Flint Fertig
Director of Adult Education &
Alternative Programs

Kevin Morris <KMorris@duarteusd.org> Tue, Jan 31, 2017 at 4:02 PM
To: Flint Fertig <ffertig@monroviaschools.net>, Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Jim Lancaster <jlancaster@citruscollege.edu>, John Russell <jrussell@monroviaschools.net>, Mary Ketz <mketza@azusa.org>, Rebecca Summers <RSummers@glendora.k12.ca.us>, Ron Letourneau <RLetourneau@glendora.k12.ca.us>
Cc: "DSoriano@azusa.org" <DSoriano@azusa.org>, David Conway <dconway2@monroviaschools.net>, Debbie Vanschoelandt <dvanschoelandt@citruscollege.edu>, Jessica Michel <jmichel@monroviaschools.net>, Norman Anderson <NAnderson@duarteusd.org>

Duarte.... Thumbs Up! Yes!

From: Flint Fertig [mailto:ffertig@monroviaschools.net]
Sent: Tuesday, January 31, 2017 12:28 PM
To: Felipe Delvasto <fdelvasto@cusd.claremont.edu>; Jim Lancaster <jlancaster@citruscollege.edu>; John Russell <jrussell@monroviaschools.net>; Kevin Morris <KMorris@duarteusd.org>; Mary Ketz <mketza@azusa.org>; Rebecca Summers <RSummers@glendora.k12.ca.us>; Ron Letourneau <RLetourneau@glendora.k12.ca.us>
Cc: DSoriano@azusa.org; David Conway <dconway2@monroviaschools.net>; Debbie Vanschoelandt <dvanschoelandt@citruscollege.edu>; Jessica Michel <jmichel@monroviaschools.net>; Norman Anderson <NAnderson@duarteusd.org>
Subject: Re: Annual Expenditure Reports

[Quoted text hidden]

James Lancaster <JLancaster@citruscollege.edu> Tue, Jan 31, 2017 at 4:21 PM
To: Flint Fertig <ffertig@monroviaschools.net>, Mary Ketz <mketza@azusa.org>, Kevin Morris <kmorris@duarteusd.org>, Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, John Russell <jrussell@monroviaschools.net>
Cc: "dsoriano@azusa.org" <dsoriano@azusa.org>, Rebecca Summers <rsummers@glendora.k12.ca.us>, David Conway <dconway2@monroviaschools.net>, Norman Anderson <nanderson@duarteusd.org>, Debbie Vanschoelandt <DVanschoelandt@citruscollege.edu>, Jessica Michel <jmichel@monroviaschools.net>

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[Quoted text hidden]

4 attachments**2015-16 Q3 YEAR-TO-DATE EXPENDITURES AND PROGRESS REPORT Revised 1-31-17.pdf**
116K**2016-17 YEAR-TO-DATE EXPENDITURES AND PROGRESS REPORT 1-30-17.pdf**
106K**2015-16 CCAEC Allocation Expenditures by Member as of 12-31-16.xlsx**
33K**2016-17 CCAEC AEBG Expenditures as of 12-31-16.xlsx**
33K

John Russell <jrussell@monroviaschools.net>

Tue, Jan 31, 2017 at 5:31 PM

To: James Lancaster <JLancaster@citruscollege.edu>

Cc: Flint Fertig <ffertig@monroviaschools.net>, Mary Ketz <mketza@azusa.org>, Kevin Morris <kmorris@duarteusd.org>, Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, "dsoriano@azusa.org" <dsoriano@azusa.org>, Rebecca Summers <rsummers@glendora.k12.ca.us>, David Conway <dconway2@monroviaschools.net>, Norman Anderson <nanderson@duarteusd.org>, Debbie Vanschoelandt <DVanschoelandt@citruscollege.edu>, Jessica Michel <jmichel@monroviaschools.net>

Thanks Reps. I will submit now.

Kind Regards,

John Russell

CCAEC Program Director

<http://www.ccadulted.org/>

MUSD Assistant Principal

for Adult Education &

Alternative Programs

Desk: 626.471.3044

Cell: 626.840.9865

monroviaadultschool.com

[Quoted text hidden]



AEBG
PARTNERING FOR A STRONG
CALIFORNIA WORKFORCE

ADULT EDUCATION BLOCK GRANT
REGIONAL CONSORTIUM FUNDING
ALLOCATION AGREEMENT

**Board of Governors, California
Community Colleges Chancellor's
Office (CCCCO)**

Entity:

MONROVIA USD

Allocation Number:

15-328-129

**AEBG Program Regional
Consortium Funding Appropriation**

Funding Fiscal Year:

2015/16

Total Funds Allocated:

\$ 123,711

Adult Education Block Grant (AEBG) Program Data and Accountability funding is to be used in accordance with AB104 Legislation Section 40, §84920. A consortium receives its apportionment on the condition it submits a budget and a workplan, by February 20, 2017, that complies with the legislative intent provided in §84920(a-f) and program instructions issued by the AEBG Office.

AEBG Data and Accountability funding will be disbursed by June 30, 2016. Activities must end by December 31, 2017. A final report is due in January 2018, with the close out report due the following month.

The Consortium agrees, in receiving its apportionment, to adhere to any additional restrictions, funding reductions, limitations or conditions that may affect the provisions, term, or funding of this agreement in any manner. The parties hereby agree that the AEBG Office will notify the consortium of any such changes in writing.

STATE OF CALIFORNIA-CCCCO

AEBG Monitor:

Neil Kelly (916) 324-8895
nkelly@cccco.edu

Agency Address:

1102 Q Street, Suite 4400
Sacramento, CA 95811-6539

Updated 12/5/2016

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK
GRANT

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-129

CONTACT PAGE

Entity:	MONROVIA USD		
Address:	325 East Huntington Drive		
City:	Monrovia	State:	CA Zip: 91016

Project Director <i>(Person responsible for conducting the daily operation of the allocation)</i>			
Name:	John Russell	Phone:	626.471.3044
Title:	CCAEC Program Director/MCAS Assistant Principal	Fax:	626.471.3036
E-mail Address:	jrussell@monrovia-school.net		

District Chief Business Officer <i>(or authorized designee)</i>			
Name:	David Conway	Phone:	626.471.2055
Title:	Director of Fiscal Service	Fax:	626.471.2077
E-mail Address:	dconway2@monrovia-schools.net		

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK
GRANT

ENTITY: MONROVIA USD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-129

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	123,711
1000	Azusa Certificated expenditures for Activities 1.1, 1.2 and 3.2	\$	8,536
	Claremont Certificated expenditures for Activities 1.1, 1.2, 3.2, and 4.1	\$	28,578
	Glendora Certificated expenditures for Activities 1.1, 1.2 and 3.2	\$	8,978
	Monrovia Certificated expenditures for 1.1, 1.2 and 3.2	\$	7,285
2000	Monrovia Classified Expenditures for Activity 1.1	\$	2,609
		\$	-
		\$	-
3000	Employee Benefits		
	Azusa Certificated expenditures for Activities 1.1, 1.2 and 3.2	\$	4,814
		\$	-
	Claremont Certificated expenditures for Activities 1.1, 1.2, 3.2, and 4.1	\$	9,202
		\$	-
	Glendora Certificated expenditures for Activities 1.1, 1.2 and 3.2	\$	2,380
		\$	-
4000	Monrovia Certificated expenditures for 1.1, 1.2 and 3.2	\$	5,459
		\$	-
	Supplies and Materials		
	Consortium computer purchases	\$	9,000
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK
GRANT

ENTITY: MONROVIA USD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-129

APPLICATION BUDGET DETAIL SHEET

Object of Expenditure	Classification	PROJECT BUDGET	
		\$	123,711
5000	Other Operating Expenses and Services		
	Azusa migration from ASAP V2 to V3 per Activity 2.1	\$	5,000
	Claremont migration from ASAP V2 to V3 per Activity 2.1	\$	5,000
	Monrovia migration from ASAP V2 to V3 per Activity 2.1	\$	5,000
	Azusa ASAP Premium & Mothership for Activity 2.2	\$	4,500
	Claremont ASAP Premium & Mothership for Activity 2.2	\$	4,500
	Glendora ASAP Premium & Mothership for Activity 2.2	\$	4,500
	Monrovia ASAP Premium & Mothership for Activity 2.2	\$	4,500
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
		\$	-
6000	Capital Outlay		
		\$	-
7000	Other Outgo		
		\$	-
TOTAL DIRECT COSTS:		\$	119,841
TOTAL INDIRECT COSTS - ENTER AMOUNT:		\$	3,870
TOTAL COSTS:		\$	123,711

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: MONROVIA USD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-129

APPLICATION BUDGET SUMMARY

NOTE: Submit details explaining the expenditures by category on the Application Budget Detail Sheet.

Object of Expenditure	Classification	Line	TOTAL PROJECT BUDGET REQUESTED	
			\$	123,711
1000	INSTRUCTIONAL SALARIES	1	\$	53,377
2000	NONINSTRUCTIONAL SALARIES	2	\$	2,609
3000	EMPLOYEE BENEFITS	3	\$	21,855
4000	SUPPLIES AND MATERIALS	4	\$	9,000
5000	OTHER OPERATING EXPENSES AND SERVICES	5	\$	33,000
6000	CAPITAL OUTLAY	6	\$	0
7000	OTHER OUTGO	7	\$	0
TOTAL DIRECT COSTS:		8	\$	119,841
TOTAL INDIRECT COSTS:		9	\$	3,870
			\$	0
TOTAL COSTS:		10	\$	123,711

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations.

Project Director:

Name: John Russell

Title: CCAEC Program Director

Authorized Signature: 

Date: 2/23/17

District Chief Business Officer (or authorized designee):

Name: David Conway

Title: Director of Fiscal Service

Authorized Signature: 

Date: 2/23/17

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: MONROVIA USD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-129

**Statement of Work (Annual Workplan)
Objectives**

Objective: <u>1</u>
Respond to the short term data reporting needs required by AB 104.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
1.1	On July 12 in Act #16-14, the CCAEC Board approved a transfer of \$10,000 to Azusa, Claremont, Glendora, and Monrovia so these members could pay certificated and classified staff extra hours to gather data for 7/31 data submission. Numerous hours were expended by the staff of each institution to manually create Data Reporting spreadsheets.	Timely submission of Data Report spreadsheets.	July 31, 2016	Felipe Delvasto Mary Ketza Rebecca Summers Flint Fertig
1.2	K-12 members will expend funds scrubbing data, beta testing integrations to TOPSpro Enterprise, and submitting clean data reports in a timely fashion for state reporting.	Timely submission of state data reporting requirements.	April 30, 2017 July 31, 2017	Felipe Delvasto Mary Ketza Rebecca Summers Flint Fertig
1.3				

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: MONROVIA USD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-129

**Statement of Work (Annual Workplan)
Objectives**

Objective:	<u>2</u>
Foster regional and local system integration efforts pertaining to assessment and intake of adult students.	

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
2.1	K-12 institutions will upgrade from ASAP V2 to V3 in order to utilize Mothership and other regional integration systems.	Integration from V2 to V3 by July 1, 2017.	July 1, 2017	Felipe Delvasto Flint Fertig Mary Ketza Ron Letourneau
2.2	Purchase and implement ASAP Mothership and Premium Services for K-12 members. Mothership creates access to consolidated reporting across consortium members and Premium Services allows for access to Surveys and API sets. This will foster consortium K-12 integration.	Implementation of Mothership. CCAEC analysis of consortium data from Mothership and Premium services.	July 1, 2017	Felipe Delvasto Flint Fertig Mary Ketza Ron Letourneau
2.3	Update computers as needed to complete 2.1 and 2.2.	All consortium member computers will function to create integrated data systems.	July 1, 2017	Felipe Delvasto Flint Fertig Mary Ketza Ron Letourneau

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: MONROVIA USD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-129

Statement of Work (Annual Workplan)
Objectives

Objective:	<u>3</u>
Support data sharing efforts to bolster performance accountability and program evaluation while leveraging broader statewide efforts to build a federated and aligned workforce and education performance accountability system.	

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
3.1	CCitrus College will move towards integrating data from Banner to TOPSpro Enterprise per state mandate on a timeline laid out by the AEBG Work Group. Once complete these efforts will be leveraging broader statewide reporting efforts.	Timeline TBA per AEBG office.	TBA	Jim Lancaster Debbie Vanschoelandt
3.2	K-12 members will expend funds scrubbing data, beta testing integrations to TOPSpro Enterprise, and submitting clean data reports in a timely fashion for state reporting.	Timely submission of state data reporting requirements.	April 30, 2017 July 31, 2017	Felipe Delvasto Mary Ketza Rebecca Summers Flint Fertig
3.3				

THIS FORM MAY NOT BE REPLICATED

PROJECT: ADULT EDUCATION BLOCK GRANT

ENTITY: MONROVIA USD

FISCAL YEAR: 2015/16

ALLOCATION NUMBER: 15-328-129

Statement of Work (Annual Workplan)
Objectives

Objective: <u> 4 </u>
Align efforts under the WIOA.

#	Activities	Performance Outcomes	Timelines	Responsible Person(s)
4.1	On 8/9/16 with Act# 16-19, the CCAEC Board approved transfer to Claremont of the \$23,016 of Data & Accounting funds that came from the 2015-16 holdover AEBG funds for the purpose of hiring an ESL data coordinator. Claremont is not currently WIOA Title II, but has applied to WIOA for 2017. This coordinator would be responsible for implementing CASAS pre- and post-testing and managing CASAS data. Claremont had purchased TOPSpro Enterprise and this position would be responsible for better testing procedures, data scrubbing, and WIOA Title II reports. These funds would bridge to WIOA funding for this position.	Claremont alignment to the WIOA. More robust CASAS student performance data. Quality control of CASAS data. Timely submission of WIOA reporting.	June 2017	Felipe Delvasto Pam Gulli
4.2				
4.3				



John Russell <jrussell@monroviaschools.net>

Revised D&A Report

8 messages

John Russell <jrussell@monroviaschools.net>

Thu, Feb 23, 2017 at 4:42 PM

To: Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Flint Fertig <ffertig@monroviaschools.net>, Mary Ketza <mketza@azusa.org>, Jim Lancaster <jlancaster@citruscollege.edu>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Kevin Morris <kmorris@duarteusd.org>
 Cc: Debbie Vanschoelandt <dvanschoelandt@citruscollege.edu>, "DSoriano@azusa.org" <DSoriano@azusa.org>, Rebecca Summers <rsummers@glendora.k12.ca.us>, Norman Anderson <NAnderson@duarteusd.org>, David Conway <dconway2@monroviaschools.net>, Jessica Michel <jmichel@monroviaschools.net>

CCAEC Reps:

Attached please find the REVISED Data and Accountability report based on Rep input. I moved funds out of 1000 into 4000 and 5000 to pay for the majority of upgrades from ASAP V2 to V3 and allowed for the purchase of a few new computers for front office. I also changed the language of 3.1 per Jim's request as we await further instructions from the state.

Please reply all "Approve" or "Not Approved" so I can submit. Thanks!

Kind Regards,

John Russell

CCAEC Program Director

<http://www.ccadulted.org/>

MUSD Assistant Principal
 for Adult Education &
 Alternative Programs

Desk: 626.471.3044

Cell: 626.840.9865

monroviaadultschool.com


15-328-129 Citrus College Adult Ed Consortium Data & Accounting REVISED.pdf

437K

Flint Fertig <ffertig@monroviaschools.net>

Thu, Feb 23, 2017 at 6:40 PM

To: John Russell <jrussell@monroviaschools.net>
 Cc: Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Mary Ketza <mketza@azusa.org>, Jim Lancaster <jlancaster@citruscollege.edu>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Kevin Morris <kmorris@duarteusd.org>, Debbie Vanschoelandt <dvanschoelandt@citruscollege.edu>, "DSoriano@azusa.org" <DSoriano@azusa.org>, Rebecca Summers <rsummers@glendora.k12.ca.us>, Norman Anderson <NAnderson@duarteusd.org>, David Conway <dconway2@monroviaschools.net>, Jessica Michel <jmichel@monroviaschools.net>

Monrovia votes to "Approve".

Best Regards,
 Flint Fertig
 Director of Adult Education &
 Alternative Programs

On Thu, Feb 23, 2017 at 4:42 PM, John Russell <jrussell@monroviaschools.net> wrote:

CCAEC Reps:

Attached please find the REVISED Data and Accountability report based on Rep input. I moved funds out of 1000 into 4000 and 5000 to pay for the majority of upgrades from ASAP V2 to V3 and allowed for the purchase of a few new computers for front office. I also changed the language of 3.1 per Jim's request as we await further instructions from the state.

Please reply all "Approve" or "Not Approved" so I can submit. Thanks!

Kind Regards,

John Russell

CCAEC Program Director

<http://www.ccadulted.org/>

MUSD Assistant Principal

for Adult Education &

Alternative Programs

Desk: 626.471.3044

Cell: 626.840.9865

monroviaadultschool.com



Felipe Delvasto <fdelvasto@cusd.claremont.edu>

Thu, Feb 23, 2017 at 6:54 PM

To: John Russell <jrussell@monroviaschools.net>

Cc: Flint Fertig <ffertig@monroviaschools.net>, Mary Ketz <mketza@azusa.org>, Jim Lancaster <jlancaster@citruscollege.edu>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Kevin Morris <kmorris@duarteusd.org>, Debbie Vanschoelandt <dvanschoelandt@citruscollege.edu>, "DSoriano@azusa.org" <DSoriano@azusa.org>, Rebecca Summers <rsummers@glendora.k12.ca.us>, Norman Anderson <NAnderson@duarteusd.org>, David Conway <dconway2@monroviaschools.net>, Jessica Michel <jmichel@monroviaschools.net>

Great with me!! **Approve!!**

F. Delvasto

On Feb 23, 2017, at 4:42 PM, John Russell <jrussell@monroviaschools.net> wrote:

CCAEC Reps:

Attached please find the REVISED Data and Accountability report based on Rep input. I moved funds out of 1000 into 4000 and 5000 to pay for the majority of upgrades from ASAP V2 to V3 and allowed for the purchase of a few new computers for front office. I also changed the language of 3.1 per Jim's request as we await further instructions from the state.

Please reply all "Approve" or "Not Approved" so I can submit. Thanks!

Kind Regards,

John Russell

CCAEC Program Director

<http://www.ccadulted.org/>

MUSD Assistant Principal
for Adult Education &
Alternative Programs
Desk: 626.471.3044
Cell: 626.840.9865
monroviaadultschool.com



<15-328-129 Citrus College Adult Ed Consortium Data & Accounting REVISED.pdf>

James Lancaster <JLancaster@citruscollege.edu>
To: John Russell <jrussell@monroviaschools.net>

Thu, Feb 23, 2017 at 8:28 PM

Vote to approve

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On Thu, Feb 23, 2017 at 4:42 PM -0800, "John Russell" <jrussell@monroviaschools.net> wrote:

CCAEC Reps:

Attached please find the REVISED Data and Accountability report based on Rep input. I moved funds out of 1000 into 4000 and 5000 to pay for the majority of upgrades from ASAP V2 to V3 and allowed for the purchase of a few new computers for front office. I also changed the language of 3.1 per Jim's request as we await further instructions from the state.

Please reply all "Approve" or "Not Approved" so I can submit. Thanks!

Kind Regards,

John Russell
CCAEC Program Director
<http://www.ccadulted.org/>

MUSD Assistant Principal
for Adult Education &
Alternative Programs
Desk: 626.471.3044
Cell: 626.840.9865
monroviaadultschool.com



15-328-129 Citrus College Adult Ed Consortium Data & Accounting REVISED.pdf
437K

Ron Letourneau <RLetourneau@glendora.k12.ca.us>

Fri, Feb 24, 2017 at 8:27 AM

To: John Russell <jrussell@monroviaschools.net>, Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Flint Fertig <ffertig@monroviaschools.net>, Mary Ketza <mketza@azusa.org>, Jim Lancaster <jlancaster@citruscollege.edu>, Kevin Morris <kmorris@duarteusd.org>

Cc: Debbie Vanschoelandt <dvanschoelandt@citruscollege.edu>, "DSoriano@azusa.org" <DSoriano@azusa.org>, Rebecca Summers <RSummers@glendora.k12.ca.us>, Norman Anderson <NAnderson@duarteusd.org>, David Conway <dconway2@monrovia.schools.net>, Jessica Michel <jmichel@monrovia.schools.net>

Glendora approve! Thanks John.

Ron Letourneau

Principal, Whitcomb High School

350 W. Mauna Loa Ave

Glendora, CA 91741

626-852-4550

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From: John Russell [mailto:jrussell@monrovia.schools.net]

Sent: Thursday, February 23, 2017 4:42 PM

To: Felipe Delvasto; Flint Fertig; Mary Ketza; Jim Lancaster; Ron Letourneau; Kevin Morris

Cc: Debbie Vanschoelandt; DSoriano@azusa.org; Rebecca Summers; Norman Anderson; David Conway; Jessica Michel

Subject: Revised D&A Report

CCAEC Reps:

Attached please find the REVISED Data and Accountability report based on Rep input. I moved funds out of 1000 into 4000 and 5000 to pay for the majority of upgrades from ASAP V2 to V3 and allowed for the purchase of a few new computers for front office. I also changed the language of 3.1 per Jim's request as we await further instructions from the state.

Please reply all "Approve" or "Not Approved" so I can submit. Thanks!

Kind Regards,

John Russell

CCAEC Program Director

<http://www.ccadulted.org/>

MUSD Assistant Principal

for Adult Education &

Alternative Programs

Desk: 626.471.3044

Cell: 626.840.9865

monroviaadultschool.com

John Russell <jrussell@monroviaschools.net>

Fri, Feb 24, 2017 at 1:27 PM

To: Ron Letourneau <RLetourneau@glendora.k12.ca.us>

Cc: Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Flint Fertig <ffertig@monroviaschools.net>, Mary Ketza <mketza@azusa.org>, Jim Lancaster <jlancaster@citruscollege.edu>, Kevin Morris <kmorris@duarteusd.org>, Debbie Vanschoelandt <dvanschoelandt@citruscollege.edu>, "DSoriano@azusa.org" <DSoriano@azusa.org>, Rebecca Summers <RSummers@glendora.k12.ca.us>, Norman Anderson <NAnderson@duarteusd.org>, David Conway <dconway2@monroviaschools.net>, Jessica Michel <jmichel@monroviaschools.net>

With four votes to approve, I am submitting the report. Thanks all.

Kind Regards,

John Russell

CCAEC Program Director

<http://www.ccadulted.org/>MUSD Assistant Principal
for Adult Education &
Alternative Programs

Desk: 626.471.3044

Cell: 626.840.9865

monroviaadultschool.com

On Fri, Feb 24, 2017 at 8:27 AM, Ron Letourneau <RLetourneau@glendora.k12.ca.us> wrote:

Glendora approve! Thanks John.

Ron Letourneau

Principal, Whitcomb High School

350 W. Mauna Loa Ave

Glendora, CA 91741

626-852-4550

Pg. 1

AEBG Data and Accountability Allocations - Regional Consortia	15-16 Unspent (\$4.8M)	AB104 Data & Accountability (85%) - \$21.25M	Total
ALLAN HANCOCK	\$ 32,581	\$ 142,544	\$ 175,125
ANTELOPE VALLEY	\$ 46,228	\$ 202,248	\$ 248,476
BARSTOW	\$ 23,016	\$ 100,695	\$ 123,711
BUTTE-GLENN	\$ 27,819	\$ 121,709	\$ 149,528
CABRILLO	\$ 31,033	\$ 135,771	\$ 166,804
CERRITOS	\$ 52,403	\$ 229,262	\$ 281,665
CHABOT-LAS POSITAS (Mid Alameda)	\$ 65,943	\$ 288,501	\$ 354,444
CHAFFEY (West End)	\$ 100,224	\$ 438,482	\$ 538,706
CITRUS (Monrovia)	\$ 23,016	\$ 100,695	\$ 123,711
COAST	\$ 70,072	\$ 306,570	\$ 376,642
COMPTON (Paramount)	\$ 47,240	\$ 206,675	\$ 253,915
CONTRA COSTA	\$ 97,615	\$ 427,067	\$ 524,682
COPPER MOUNTAIN	\$ 23,016	\$ 100,695	\$ 123,711
DESERT	\$ 63,401	\$ 277,379	\$ 340,780
EL CAMINO	\$ 67,982	\$ 297,422	\$ 365,404
FEATHER RIVER	\$ 23,016	\$ 100,695	\$ 123,711
FOOTHILL-DEANZA	\$ 30,567	\$ 133,731	\$ 164,298
GAVILAN	\$ 23,016	\$ 100,695	\$ 123,711
GLENDALE	\$ 30,242	\$ 132,310	\$ 162,552
GROSSMONT-CUYAMACA	\$ 46,921	\$ 205,280	\$ 252,201
HARTNELL (Salinas Valley)	\$ 52,289	\$ 228,765	\$ 281,054
IMPERIAL	\$ 31,568	\$ 138,110	\$ 169,678
KERN	\$ 143,532	\$ 627,952	\$ 771,484

1. Motion For Act #
16-19 was to
take these funds +
Use for Claremont's
transition to Semesters
and CASAS / TOPS pro

2016-17

Member Agency	2015-16	2016-17	2017-18
Monrovia Unified School District	\$1,300,223	\$1,271,838	\$1,303,425
Glendora Unified School District	\$247,008	\$240,383	\$236,407
Duarte Unified School District	\$34,310	\$32,611	\$31,592
Claremont Unified School District	\$744,154	\$770,171	\$723,355
Azusa Unified School District	\$1,448,557	\$1,432,265	\$1,422,489
Citrus Community College District	\$300,000	\$350,000	\$380,000
Total	\$4,074,252	\$4,097,268	\$4,097,268

Allocation Changes

Please describe any significant changes in allocations to members made for the 2015-16 and / or 2016-17 program years.

The CCAEC board approved two motions that subcontracted Allocation funds in three different ways: one way for 2015-16 and two for 2016-17.

CCAEC Act # 16-19 subcontracted 2016-17 Allocation funds from Monrovia to Claremont in the amount of \$39,016. In the initial distribution of Allocation funds, the consortium board agreed that "overhead" expenditures would go to Monrovia as it was the fiscal agent and the institution with the Program Director. A portion of those funds, \$16,000, were expended for a one-time fee and became available for 2016-17. Also, the 2016-17 Allocation amount increased by \$23,016, which was given to Monrovia as the fiscal agent. Those were the two sources for the subcontracting.

The purpose for the subcontracting was for seamless transitions and acceleration (Objective 3). All CCAEC ESL programs moved to a one semester system in an effort to align curriculum and accelerate outcomes. This had fiscal consequences for Claremont as they had to increase their instructional week. Also, the CCAEC Regional Data Plan calls for all ESL students to be pre- and post-tested. Claremont used these funds to better support those efforts by hiring an ESL coordinator.

With CCAEC Act # 17-03, Citrus College subcontracted \$80,000 of its 2015-16 Allocation funds and \$30,000 of its 2016-17 Allocation to other consortium members so that they could better address gaps in services (Objective 4).

Revisions to 2015-16 and 2016-17 tables in the above "Member Allocations" section reflect these subcontracting efforts.

Consensus and Approval

Describe how you arrived at consensus and approval of the allocations provided in the table above.

Allocations were deliberated and approved by the CCAEC board. Act # 16-19 passed unanimously on August 9, 2016 and Act # 17-03 passed unanimously on January 10, 2017.

Certification and Submission

Consortia must obtain signatures from each participating Member Agency certifying their acknowledgement and approval of the annual Member Allocations provided herein. The AEBG Web Portal provides two options for submitting these signatures:

Pg. 4

CCAEC Distribution of Data Accounting Funds

4/12/17 Revision DRAFT

Name	First Disbursement Act# 16-14	Subcontracting Disbursement Act# 16-19	Purchase Mothership & Premium	Balance as % of Enrollment for Integration	Total Due to Each Member	Total Disbursed to Each Member	REVISED Balance Owed
Citrus College	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0		
Azusa Adult School	\$10,000.0	\$0.0	\$4,500.0	\$21,850.9	\$36,350.9	\$10,000.0	\$26,350.9
Claremont Adult School	\$10,000.0	\$0.0	\$4,500.0	\$19,006.5	\$33,506.5	\$10,000.0	\$23,506.5
Glendora Adult School	\$10,000.0	\$0.0	\$4,500.0	\$1,359.1	\$15,859.1	\$10,000.0	\$5,859.1
Monrovia Adult School	\$10,000.0	\$0.0	\$4,500.0	\$19,624.5	\$34,124.5	\$10,000.0	\$24,124.5
Monrovia Indirect Fund (4% Indirect fund)					\$3,870.0	\$3,870.0	\$0.0
					\$123,711.0	\$43,870.0	\$79,841.0

	Total Due	Disbursement #1	Disbursement # 2	New Disbursement
Azusa Adult School	\$36,350.9	\$10,000.0	\$18,049.9	\$8,301.0
Claremont Adult School	\$33,506.5	\$10,000.0	\$16,264.0	\$7,242.5
Glendora Adult School	\$15,859.1	\$10,000.0	\$5,859.1	\$0.0
Monrovia Adult School	\$34,124.5	\$10,000.0	\$16,652.2	\$7,472.3
Monrovia Indirect Fund	\$3,870.0			
	\$123,711.0	\$40,000.0	\$56,825.2	\$23,015.8

CCAEC Distribution of Data Accounting Funds
Approved by CCAEC Board Act # 17-07

<i>Name</i>	<i>First Disbursement Act# 16-14</i>	<i>Subcontracting Disbursement Act# 16-19</i>	<i>Purchase Mothership & Premium</i>	<i>Balance as % of Enrollment for Integration</i>	<i>Total Due to Each Member</i>	<i>Total Disbursed to Each Member</i>	<i>REVISED Balance Owed</i>
Citrus College	\$0.0	\$0.0	\$0.0	\$0.0	\$0.0		
Azusa Adult School	\$10,000.0	\$0.0	\$4,500.0	\$21,850.9	\$36,350.9	\$10,000.0	\$26,350.9
Claremont Adult School	\$10,000.0	\$0.0	\$4,500.0	\$19,006.5	\$33,506.5	\$10,000.0	\$23,506.5
Glendora Adult School	\$10,000.0	\$0.0	\$4,500.0	\$1,359.1	\$15,859.1	\$10,000.0	\$5,859.1
Monrovia Adult School	\$10,000.0	\$0.0	\$4,500.0	\$19,624.5	\$34,124.5	\$10,000.0	\$24,124.5
Monrovia Indirect Fund (4% Indirect fund)					\$3,870.0	\$3,870.0	\$0.0
					\$123,711.0	\$43,870.0	\$79,841.0

	Total Due	Disbursement #1	Disbursement # 2	New Disbursement
Azusa Adult School	\$36,350.9	\$10,000.0	\$18,049.9	\$8,301.0
Claremont Adult School	\$33,506.5	\$10,000.0	\$16,264.0	\$7,242.5
Glendora Adult School	\$15,859.1	\$10,000.0	\$5,859.1	\$0.0
Monrovia Adult School	\$34,124.5	\$10,000.0	\$16,652.2	\$7,472.3
Monrovia Indirect Fund	\$3,870.0			
	\$123,711.0	\$40,000.0	\$56,825.2	\$23,015.8

Final Redistribution of Citrus CCAEC Funds For CFAD 2017
Approved by CCAEC Board Act # 17-09

Overhead Expenditure	2016-17	2017-18
Total Fund	\$773,016	\$773,016
Fiscal Fee	\$35,714	\$35,714
Program Manager	\$60,000	\$30,000
Travel / Conference	\$3,000	\$1,000
Website / Graphics		\$1,200
Total Overhead	\$98,714	\$67,914
CCAEC Current Allocation	\$324,302	\$323,200
	\$423,016	\$391,114
 Available for Reallocation	 \$350,000	 \$449,816

School	2016-17 Needs Assessment	Proposed 2016-17 Reallocation	2017-18 Needs Assessment	Proposed 2017-18 Reallocation	Requested for Y2 & Y3	Receiving for Y2 & Y3	Difference
Azusa Adult School	\$56,201	\$123,400	\$192,320	\$172,696	\$248,521	\$296,096	\$47,575
Citrus College	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Claremont Adult School	\$57,000	\$82,500	\$99,000	\$99,000	\$156,000	\$181,500	\$25,500
Duarte Adult School	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Glendora Adult School	\$20,000	\$26,000	\$20,000	\$20,000	\$40,000	\$46,000	\$6,000
Monrovia Adult School	\$142,600	\$118,100	\$178,120	\$158,120	\$320,720	\$276,220	(\$44,500)
Total	\$275,801	\$350,000	\$489,440	\$449,816			
 Total	 \$74,199	 \$0	 (\$39,624)	 \$0			

Fri, Apr 28, 2017 at 1:58 PM

CCAEC Reps:

Please reply all to Approve.

Thank you.

**MUSD Assistant Principal
for Adult Education &
Alternative Programs**
Desk: 626.471.3044
Cell: 626.840.9865
monroviaadultschool.com



Subject: Proposed reallocation for the CFAD

[Quoted text hidden]

13K

Fri, Apr 28, 2017 at 2:07 PM

To: John Russell <jrussell@monroviaaschools.net>

Cc: "ffertig@monroviaschools.net" <ffertig@monroviaschools.net>, Mary Ketz <mketza@azusa.org>, Jim Lancaster <jlancaster@citruscollege.edu>, Rebecca Summers <rsummers@glendora.k12.ca.us>, "RLetourneau@glendora.k12.ca.us" <RLetourneau@glendora.k12.ca.us>, "KMorris@duarteusd.org" <KMorris@duarteusd.org>

Claremont Approves

F. Delvasto

[Quoted text hidden]

<Proposed Reallocation.xlsx>

John Russell <jrussell@monroviaschools.net>
To: Felipe Delvasto <fdelvasto@cusd.claremont.edu>

Fri, Apr 28, 2017 at 2:21 PM

9 minutes for a response? You're slipping!

John Russell
CCAEC Program Director
<http://www.ccadulted.org/>

MUSD Assistant Principal
for Adult Education &
Alternative Programs
Desk: 626.471.3044
Cell: 626.840.9865
monroviaadultschool.com



[Quoted text hidden]

Felipe Delvasto <fdelvasto@cusd.claremont.edu>
To: John Russell <jrussell@monroviaschools.net>

Fri, Apr 28, 2017 at 2:23 PM

It is because I am on a conference for summer modernization projects!! Otherwise.....

F. Delvasto

[Quoted text hidden]

Rebecca Summers <RSummers@glendora.k12.ca.us>

Fri, Apr 28, 2017 at 2:25 PM

To: John Russell <jrussell@monroviaschools.net>, Felipe Delvasto <Fdelvasto@cusd.claremont.edu>, "ffertig@monroviaschools.net" <ffertig@monroviaschools.net>, Mary Ketz <mketza@azusa.org>, Jim Lancaster <jlancaster@citruscollege.edu>, Ron Letourneau <RLetourneau@glendora.k12.ca.us>, "KMorris@duarteusd.org" <KMorris@duarteusd.org>

Glendora approves

Rebecca Summers, Ed.D.

Director of Curriculum & Instruction, Staff Development, & Categorical Programs

Glendora Unified School District

500 N. Loraine Ave

Glendora, CA 91741

626-963-1611 X327

Fax 626-852-4581

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From: John Russell [mailto:jrussell@monroviaschools.net]
Sent: Friday, April 28, 2017 1:59 PM
To: Felipe Delvasto; ffertig@monroviaschools.net; Mary Ketza; Jim Lancaster; Rebecca Summers; Ron Letourneau; KMorris@duarteusd.org
Subject: Fwd: Proposed reallocation for the CFAD

[Quoted text hidden]

Flint Fertig <ffertig@monroviaschools.net>

Fri, Apr 28, 2017 at 2:46 PM

To: Rebecca Summers <RSummers@glendora.k12.ca.us>

Cc: John Russell <jrussell@monroviaschools.net>, Felipe Delvasto <Fdelvasto@cusd.claremont.edu>, Mary Ketza <mketza@azusa.org>, Jim Lancaster <jlancaster@citruscollege.edu>, Ron Letourneau <RLetourneau@glendora.k12.ca.us>, "KMorris@duarteusd.org" <KMorris@duarteusd.org>

Monrovia approves.

[Quoted text hidden]

--

Best Regards,
Flint Fertig
Director of Adult Education &
Alternative Programs

Mary Ketza <mketza@azusa.org>

Fri, Apr 28, 2017 at 3:51 PM

To: John Russell <jrussell@monroviaschools.net>

Cc: Felipe Delvasto <Fdelvasto@cusd.claremont.edu>, "Flint Fertig (ffertig@monroviaschools.net)" <ffertig@monroviaschools.net>, Jim Lancaster <jlancaster@citruscollege.edu>, Rebecca Summers <rs Summers@glendora.k12.ca.us>, Ron Letourneau <RLetourneau@glendora.k12.ca.us>, Kevin Morris <KMorris@duarteusd.org>

Azusa Approves

Mary Ketza
Director
Adult and Continuing Education
Azusa Unified School District
[626 852-8400](tel:6268528400)

[Quoted text hidden]

James Lancaster <JLancaster@citruscollege.edu>

Fri, Apr 28, 2017 at 3:58 PM

To: John Russell <jrussell@monroviaschools.net>, Felipe Delvasto <Fdelvasto@cusd.claremont.edu>, "ffertig@monroviaschools.net" <ffertig@monroviaschools.net>, Mary Ketza <mketza@azusa.org>, Rebecca Summers

<rsummers@glendora.k12.ca.us>, "RLetourneau@glendora.k12.ca.us" <RLetourneau@glendora.k12.ca.us>, "KMorris@duarteusd.org" <KMorris@duarteusd.org>

Aye

Jim Lancaster

Curriculum, Career/Technical and Continuing Education

From: John Russell [mailto:jrussell@monroviaschools.net]

Sent: Friday, April 28, 2017 1:59 PM

To: Felipe Delvasto; ffertig@monroviaschools.net; Mary Ketza; James Lancaster; Rebecca Summers; RLetourneau@glendora.k12.ca.us; KMorris@duarteusd.org

Subject: Fwd: Proposed reallocation for the CFAD

[Quoted text hidden]

Ron Letourneau <RLetourneau@glendora.k12.ca.us>

Mon, May 1, 2017 at 8:10 AM

To: John Russell <jrussell@monroviaschools.net>, Felipe Delvasto <Fdelvasto@cusd.claremont.edu>, "ffertig@monroviaschools.net" <ffertig@monroviaschools.net>, Mary Ketza <mketza@azusa.org>, Jim Lancaster <jlancaster@citruscollege.edu>, Rebecca Summers <RSummers@glendora.k12.ca.us>, "KMorris@duarteusd.org" <KMorris@duarteusd.org>

Glendora is good. If Becky did not already reply.

Ron Letourneau

Principal, Whitcomb High School

350 W. Mauna Loa Ave

Glendora, CA 91741

626-852-4550

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From: John Russell [mailto:jrussell@monroviaschools.net]

Sent: Friday, April 28, 2017 1:59 PM

To: Felipe Delvasto; ffertig@monroviaschools.net; Mary Ketza; Jim Lancaster; Rebecca Summers; Ron Letourneau; KMorris@duarteusd.org

Subject: Fwd: Proposed reallocation for the CFAD

[Quoted text hidden]



Consortium Fiscal Administration Declaration

INSTRUCTIONS: The form below has been partially completed based on information provided from your Consortium Annual Plan and prior year's Consortium Fiscal Administration Declaration. Please carefully review and update each section. You may save your progress by clicking the **Save** button at the bottom of the page. When you have completed all sections, click **Submit** and follow the prompts to finalize your 2017-18 Consortium Fiscal Administration Declaration.

Click on the **Consortium Information** header to begin.

Consortium Information

09 Citrus

Address

325 East Huntington Avenue

Street Address

Logo

If your consortium has a logo, please upload it here.
Files must be in .png format.

[remove](#)



Street Address 2

Monrovia CA 91016

City

State

Zip

Website

<http://www.ccadulted.org/>

Primary Contact

John

Russell

First

Last

Primary Contact Email

jrussell@monroviashools.net

Certifying Official / Coordinator

David

Conway

First

Last

Certifying Official / Coordinator Email

dconway2@monroviashools.net

Consortium Membership

Member Representation

List Consortium Member agencies planning to participate in the 2017-18 program year. For each Member listed, please provide the name and contact information for the Member Representative authorized to approve allocations on behalf of each Member agency. Signatures from each of these individuals will be required in order to complete your 2017-18 CFAD.

Member Agency	Member Representative	Email	Phone	Approved
Monrovia Unified School District	Flint Fertig	ffertig@monroviaschools.net	(626) 471-3065	05/02/2016
Glendora Unified School District	Ron Letourneau	rletourneau@glendora.k12.ca.us	(626) 852-4550	09/28/2015
Duarte Unified School District	Kevin Morris	kmorris@duarteusd.org	(626) 599-5130	01/19/2015
Claremont Unified School District	Felipe Delvasto	fdelvasto@cusd.claremont.edu	(909) 398-0609	11/19/2015
Azusa Unified School District	Mary Ketza	mketza@azusa.org	(626) 852-8400	09/15/2015
Citrus Community College District	James Lancaster	jlancaster@citruscollege.edu	(626) 852-6403	10/20/2015

Organizational Chart

Attach your current Consortium organizational chart. Show member reporting and fiscal agency relationships, key partners, as well as other stakeholder groups as applicable.



Fiscal Management

Funding Channel

AB104 legislation states that each Consortia may decide to designate a fiscal administrator to receive and distribute AEBG funds. If a member agency is chosen to be the fund administrator, the member shall commit to developing a process to apportion funds to each member of the consortium pursuant to the consortium's adult education plan within 45 days of receiving funds appropriated for the program. This process shall not require a consortium member to be funded on a reimbursement basis.

Please select the option that best describes how funding should be disseminated to your Consortium from the state.

- ☒ The consortium has designated a fiscal agent
- ☐ The consortium has chosen direct funding

Fiscal Agent

Monrovia Unified School District

Rationale

Provide details regarding the rationale for your fiscal structure decision. How did you arrive at the decision? What were the overwhelming benefits to using this structure?

This model has worked for Y1 and Y2, so the consortium will continue it for Y3. In informal board discussions, Representatives noted that the fiscal agent model had worked to date and there was no compelling reason to change to direct funding.

Fiscal Management Approach

Whether using a fiscal agent or direct funding model, describe how you are fiscally managing your block grant. How are you rolling up grant expenditures to report to the State?

The CCAEC process of rolling up expenses will change due to the change in state financial reporting requirements.

Previously the MUSD fiscal contact, David Conway, would aggregate expenditures and the program director would aggregate program narratives. New requirements mean that each individual business office will log into the state system and provide expenditure and narrative information.

The CCAEC Annual Financial Report will still be approved by the CCAEC Board. The exact process will change from the previous two years again due to new state requirements. Until the consortium gets clear direction in consortium-level reporting requirements articulating the exact process of Annual Financial Report approval by the board is not possible.

To increase accountability for the fiscal agent, CCAEC members have agreed that a portion of the 4% fiscal fee will be used to buy a to-be-determined percentage of the fiscal contact's salary and clerical/support salaries.

Member Allocations

Member Allocations

In the table below, provide approved funding allocations to each Consortium Member by program year. Total allocations must equal the total AEBG funds allocated to the Consortium for each fiscal year.

	2015-16	2016-17	2017-18
Total AEBG Funds	\$4,074,252	\$4,097,268	\$4,097,268
Total Allocated to Members	\$4,074,252	\$4,097,268	\$4,097,268
Total Remaining	\$0	\$0	\$0

Member Agency	2015-16 Allocation	2016-17 Allocation	2017-18 Allocation
Monrovia Unified School District	\$1,300,223	\$1,389,938	\$1,391,729
Glendora Unified School District	\$247,008	\$266,383	\$256,407
Duarte Unified School District	\$34,310	\$32,611	\$31,592
Claremont Unified School District	\$744,154	\$852,671	\$822,355
Azusa Unified School District	\$1,448,557	\$1,555,665	\$1,595,185
Citrus Community College District	\$300,000	\$0	\$0
Total	\$4,074,252	\$4,097,268	\$4,097,268

Allocation Changes

Please describe any significant changes in allocations to members made for the 2015-16 and / or 2016-17 program years.

Allocation funds have been subcontracted a number of times during the course of the 2016-17 school year. The CCAEC Board approved three different motions that subcontracted funds in five different ways: one way for 2015-16 and three ways for 2016-17 and one way for 2017-18.

With CCAEC Act # 16-19, the CCAEC Board subcontracted 2016-17 Allocation funds from Monrovia to Claremont in the amount of \$39,016. In the initial distribution of Allocation funds, the Board agreed that "overhead" expenditures would go to Monrovia as it was the fiscal agent and the institution with the Program Director. A portion of those funds, \$16,000, were expended for a one-time fee and became available for 2016-17. Also, the 2016-17 Allocation amount increased by \$23,016, which was given to Monrovia as the fiscal agent. Those were the two sources of funds used for the subcontracting to Claremont.

The purpose for this subcontracting was to improve seamless transitions and acceleration (Objective 3) and to leverage partnerships (Objective 7). All CCAEC ESL programs moved to a one semester system in an effort to align curriculum and accelerate outcomes. This had fiscal consequences for Claremont as they had to increase their

instructional week. Also, the CCAEC Regional Data Plan calls for all ESL students to be pre- and post-tested. Claremont used these funds to better support those efforts by hiring a part time ESL coordinator. With a part-time ESL coordinator, Claremont could also prepare for WIOA RFA submission and leverage additional WIOA funding.

With CCAEC Act # 17-03, the Board approved for Citrus College to subcontract \$80,000 of its 2015-16 Allocation funds and \$30,000 of its 2016-17 Allocation. With CCAEC Act # 17-06, the Board approved to subcontract \$350,000 of Citrus College's 2016-17 Allocation funds and reallocate \$380,000 of Citrus College's 2017-18 funds.

The Board decided these funds would be better utilized for other consortium members to address gaps in services (Objective 4). All K-12 districts have seen increases in the costs to deliver programs with pay raises, increased benefit contributions for retirement and health, and other payroll issues. To continue deliver services at the current levels for the K-12 institutions requires additional funding that was not available, but is now with the reallocation.

Revisions to 2015-16, 2016-17, and the 2017-18 tables in the above 'Member Allocations' section reflect these subcontracting and reallocation efforts.

Consensus and Approval

Describe how you arrived at consensus and approval of the allocations provided in the table above.

Allocations were deliberated and approved by the CCAEC board. Act # 16-19 passed unanimously on August 9, 2016, Act # 17-03 passed unanimously on January 10, 2017 and Act # 17-06 passes unanimously on April 18, 2017.

Certification and Submission

Consortia must obtain signatures from each participating Member Agency certifying their acknowledgement and approval of the annual Member Allocations provided herein. The AEBG Web Portal provides two options for submitting these signatures:

1. *Digital signatures may be submitted directly by clicking on the signature blocks below, and signing using a stylus or mouse; or*
2. *Consortia may alternately provide a scanned printout of their approved CFAD, replete with Member Signatures, via the upload link on the Certification Page.*

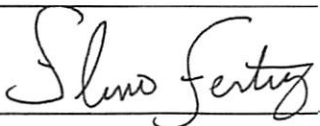
Please select from the following options:

- ☐ Print and Sign
- ☐ Digital Signature

Please note: your 2017-18 CFAD may not be processed until all signatures from Member Agencies have been provided.

Signature Block

Monrovia Unified School District



Flint Fertig

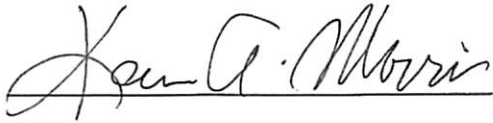
Glendora Unified School District



Ron Letourneau

Duarte Unified School District

Claremont Unified School District



Kevin Morris

Azusa Unified School District



Felipe Delvasto

Citrus Community College District



Mary Ketz



James Lancaster

☐ Click to indicate you are ready to Submit your 2017-18 CFAD

Applicant	Status	Date
Flint Fertig	Attention Needed	04/04/2017 2:39pm

Signature





John Russell <jrussell@monroviaschools.net>

2017-18 CFAD

11 messages

John Russell <jrussell@monroviaschools.net>

Tue, May 2, 2017 at 4:45 PM

To: Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Flint Fertig <ffertig@monroviaschools.net>, Mary Ketza <mketza@azusa.org>, Jim Lancaster <jlancaster@citruscollege.edu>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Kevin Morris <kmorris@duarteusd.org>
 Cc: Rebecca Summers <rsummers@glendora.k12.ca.us>, "DSoriano@azusa.org" <DSoriano@azusa.org>, Norman Anderson <NAnderson@duarteusd.org>, David Conway <dconway2@monroviaschools.net>

CCAEC Reps:

Attached please find a PDF copy of the final 2017-18 Consortium Fiscal Agent Declaration.

Please reply all "Aye" or "Nay".

With Reps permission I will use digital signatures for the final submission.

Thanks for your attention to this.

Kind Regards,

John Russell

CCAEC Program Director

<http://www.ccadulted.org/>

MUSD Assistant Principal
 for Adult Education &
 Alternative Programs

Desk: 626.471.3044

Cell: 626.840.9865

monroviaadultschool.com**2017-18 CFAD Final.pdf**

172K

Flint Fertig <ffertig@monroviaschools.net>

Tue, May 2, 2017 at 5:45 PM

To: Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Jim Lancaster <jlancaster@citruscollege.edu>, John Russell <jrussell@monroviaschools.net>, Kevin Morris <kmorris@duarteusd.org>, Mary Ketza <mketza@azusa.org>, Ron Letourneau <rletourneau@glendora.k12.ca.us>

Cc: "DSoriano@azusa.org" <DSoriano@azusa.org>, David Conway <dconway2@monroviaschools.net>, Norman Anderson <NAnderson@duarteusd.org>, Rebecca Summers <rsummers@glendora.k12.ca.us>

Aye!

[Quoted text hidden]

--

Best Regards,

Flint Fertig

Director of Adult Education &
 Alternative Programs

Felipe Delvasto <fdelvasto@cusd.claremont.edu>

Tue, May 2, 2017 at 6:38 PM

To: John Russell <jrussell@monroviaschools.net>

Cc: Flint Fertig <ffertig@monroviaschools.net>, Mary Ketz <mketza@azusa.org>, Jim Lancaster <jlancaster@citruscollege.edu>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Kevin Morris <kmorris@duarteusd.org>, Rebecca Summers <rsummers@glendora.k12.ca.us>, "DSoriano@azusa.org" <DSoriano@azusa.org>, Norman Anderson <NAnderson@duarteusd.org>, David Conway <dconway2@monroviaschools.net>

Aye!

F. Delvasto
Coordinator of Alternative Education and Nutrition Services
[Quoted text hidden]

<2017-18 CFAD Final.pdf>

Daniel Soriano <dsoriano@azusa.org>

Tue, May 2, 2017 at 8:17 PM

To: Felipe Delvasto <fdelvasto@cusd.claremont.edu>

Cc: John Russell <jrussell@monroviaschools.net>, Flint Fertig <ffertig@monroviaschools.net>, Mary Ketz <mketza@azusa.org>, Jim Lancaster <jlancaster@citruscollege.edu>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Kevin Morris <kmorris@duarteusd.org>, Rebecca Summers <rsummers@glendora.k12.ca.us>, Norman Anderson <NAnderson@duarteusd.org>, David Conway <dconway2@monroviaschools.net>

Only a Proxy but would still like to say, **Aye!**

Daniel
[Quoted text hidden]

--
Daniel Soriano
School Counselor/Admin on Special Assignment
Azusa Adult School
1134 South Barranca Avenue
Glendora, CA 91740
[626-852-8421](tel:626-852-8421)
[626-963-6246](tel:626-963-6246) Facsimile

John Russell <jrussell@monroviaschools.net>

Tue, May 2, 2017 at 8:28 PM

To: Daniel Soriano <dsoriano@azusa.org>

Thanks brother.

Kind Regards,

John Russell
CCAEC Program Director
<http://www.ccadulted.org/>

MUSD Assistant Principal
for Adult Education &
Alternative Programs
Desk: [626.471.3044](tel:626.471.3044)
Cell: [626.840.9865](tel:626.840.9865)
monroviaadultschool.com



[Quoted text hidden]

James Lancaster <JLancaster@citruscollege.edu>

Tue, May 2, 2017 at 9:49 PM

To: John Russell <jrussell@monroviaschools.net>, Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Flint Fertig <ffertig@monroviaschools.net>, Mary Ketz <mketza@azusa.org>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Kevin Morris <kmorris@duarteusd.org>

Cc: Rebecca Summers <rsummers@glendora.k12.ca.us>, "DSoriano@azusa.org" <DSoriano@azusa.org>, Norman Anderson <NAnderson@duarteusd.org>, David Conway <dconway2@monroviaschools.net>

Aye

Dr. Jim Lancaster

Dean, Academic Affairs

Citrus College

Curriculum, Career Technical Education, and Continuing Education

From: John Russell <jrussell@monroviaschools.net>

Date: Tuesday, May 2, 2017 at 4:45 PM

To: Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Flint Fertig <ffertig@monroviaschools.net>, Mary Ketz <mketza@azusa.org>, Jim Lancaster <JLancaster@citruscollege.edu>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Kevin Morris <kmorris@duarteusd.org>

Cc: Rebecca Summers <rsummers@glendora.k12.ca.us>, "DSoriano@azusa.org" <DSoriano@azusa.org>, Norman Anderson <NAnderson@duarteusd.org>, David Conway <dconway2@monroviaschools.net>

Subject: 2017-18 CFAD

[Quoted text hidden]

Rebecca Summers <RSummers@glendora.k12.ca.us>

Tue, May 2, 2017 at 9:51 PM

To: Flint Fertig <ffertig@monroviaschools.net>

Cc: Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Jim Lancaster <jlancaster@citruscollege.edu>, John Russell <jrussell@monroviaschools.net>, Kevin Morris <kmorris@duarteusd.org>, Mary Ketz <mketza@azusa.org>, Ron Letourneau <RLetourneau@glendora.k12.ca.us>, "DSoriano@azusa.org" <DSoriano@azusa.org>, David Conway <dconway2@monroviaschools.net>, Norman Anderson <NAnderson@duarteusd.org>

Aye

Becky & Ron
Glendora

Sent from my iPhone

On May 2, 2017, at 5:45 PM, Flint Fertig <ffertig@monroviaschools.net<mailto:ffertig@monroviaschools.net>> wrote:

Aye!

On Tue, May 2, 2017 at 4:45 PM John Russell <jrussell@monroviaschools.net<<mailto:jrussell@monroviaschools.net>>> wrote:

CCAEC Reps:

Attached please find a PDF copy of the final 2017-18 Consortium Fiscal Agent Declaration.

Please reply all "Aye" or "Nay".

With Reps permission I will use digital signatures for the final submission.

Thanks for your attention to this.

Kind Regards,

John Russell
CCAEC Program Director
<http://www.ccadulted.org/>

MUSD Assistant Principal
for Adult Education &
Alternative Programs
Desk: [626.471.3044](tel:626.471.3044)
Cell: [626.840.9865](tel:626.840.9865)
monroviaadultschool.com<<http://monroviaadultschool.com>>

[<https://infopeople.org/sites/all/themes/infopeople/social/linkedin.png>]<<http://www.linkedin.com/in/john-russell-23334044>>
[Quoted text hidden]

Norman Anderson <NAnderson@duarteusd.org>
To: John Russell <jrussell@monroviaschools.net>
Cc: Kevin Morris <KMorris@duarteusd.org>

Wed, May 3, 2017 at 9:29 AM

☺ Okay!

From: John Russell [<mailto:jrussell@monroviaschools.net>]
Sent: Tuesday, May 2, 2017 4:46 PM
To: Felipe Delvasto; Flint Fertig; Mary Ketza; Jim Lancaster; Ron Letourneau; Kevin Morris
Cc: Rebecca Summers; DSoriano@azusa.org; Norman Anderson; David Conway
Subject: 2017-18 CFAD

CCAEC Reps:

Attached please find a PDF copy of the final 2017-18 Consortium Fiscal Agent Declaration.

Please reply all "Aye" or "Nay".

With Reps permission I will use digital signatures for the final submission.

Thanks for your attention to this.

Please reply all "Aye" or "Nay".

With Reps permission I will use digital signatures for the final submission.

Thanks for your attention to this.

Kind Regards,

John Russell

CCAEC Program Director

<http://www.ccadulted.org/>

MUSD Assistant Principal

for Adult Education &

Alternative Programs

Desk: 626.471.3044

Cell: 626.840.9865

monroviaadultschool.com

[Redacted Signature]

John Russell <jrussell@monroviaschools.net>

Wed, May 3, 2017 at 2:00 PM

To: Norman Anderson <NAnderson@duarteusd.org>

Cc: Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Flint Fertig <ffertig@monroviaschools.net>, Mary Ketza <mketza@azusa.org>, Jim Lancaster <jlancaster@citruscollege.edu>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Kevin Morris <KMorris@duarteusd.org>, Rebecca Summers <rsummers@glendora.k12.ca.us>, "DSoriano@azusa.org" <DSoriano@azusa.org>, David Conway <dconway2@monroviaschools.net>

I am using Daniel's vote as a Proxy. Thus, the CFAD passes 6-0 and was submitted. Thank you Representatives.

John Russell

CCAEC Program Director

<http://www.ccadulted.org/>

MUSD Assistant Principal

for Adult Education &

Alternative Programs

Desk: 626.471.3044
Cell: 626.840.9865
monroviaadultschool.com



[Quoted text hidden]

Mary Ketza <mketza@azusa.org>

Wed, May 3, 2017 at 5:08 PM

To: John Russell <jrussell@monroviaschools.net>

Cc: Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Flint Fertig <ffertig@monroviaschools.net>, Jim Lancaster <jlancaster@citruscollege.edu>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Kevin Morris <kmorris@duarteusd.org>, Rebecca Summers <rsummers@glendora.k12.ca.us>, "DSoriano@azusa.org" <DSoriano@azusa.org>, Norman Anderson <NAnderson@duarteusd.org>, David Conway <dconway2@monroviaschools.net>

Aye for Azusa

Mary Ketza
Director
Adult and Continuing Education
Azusa Unified School District
[626 852-8400](tel:6268528400)

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