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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, October 11, 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 (1:50)

1.1 Meeting called to order by Chair Felipe Delvasto at _____

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	_____	John Russell, Program Director	_____
Flint Fertig, Representative	_____	Debbie Vanschoelandt, Proxy	_____
Mary Ketza, Representative	_____	Jessica Michel, Secretary	_____
Jim Lancaster, Representative	_____	Ron Letourneau, Proxy	_____
Kevin Morris, Representative	_____	Daniel Soriano, Proxy	_____
Rebecca Summers, Representative	_____	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 September 13, 2016 Regular Executive Board Open Session Meeting.

Motion by _____, seconded by _____ Vote _____

Representative Delvasto ____ Representative Fertig ____ Representative Ketza ____

Representative Lancaster ____ Representative Morris ____ Proxy Letourneau ____

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 BOARD APPROVAL OF PROGRAM DIRECTOR JOB DESCRIPTION

Motion by _____, seconded by _____ Vote _____

Representative Delvasto ____ Representative Fertig ____ Representative Ketza ____

Representative Lancaster ____ Representative Morris ____ Proxy Letourneau ____

5.0 BOARD APPOINTMENT AND APPROVAL OF PROGRAM DIRECTOR

Motion by _____, seconded by _____ Vote _____

Representative Delvasto ____ Representative Fertig ____ Representative Ketza ____

Representative Lancaster ____ Representative Morris ____ Proxy Letourneau ____

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

Motion by _____, seconded by _____ Vote _____

Representative Delvasto ____ Representative Fertig ____ Representative Ketza ____

Representative Lancaster ____ Representative Morris ____ Proxy Letourneau ____

7.0 BOARD DISCUSSION AND APPROVAL OF MEETING CALENDAR CHANGE

Motion by _____, seconded by _____ Vote _____

Representative Delvasto ____ Representative Fertig ____ Representative Ketza ____

Representative Lancaster ____ Representative Morris ____ Representative Summers ____

8.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

October 11, 2016 Agenda

Agenda Item 2.1

September 13, 2016 Minutes



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, September 13, 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)

2.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:50)

2.1 Open Session meeting called to order by Chair Mary Ketza at 2:00pm

2.2 Pledge of Allegiance

2.3 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	Absent	Daniel Soriano, Proxy	Present
Rebecca Summers, Representative	Absent	Norman Anderson, Proxy	Present
Yecsenia Delgado, ESL FAC	Present		

3.0 ORDER OF BUSINESS

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

No changes were made to the order of business.

2.1 Approve the minutes of the July 12, 2016 Regular Executive Board Open Session Meeting.

Act # 16-22 Move to vote by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Representative Ketza Y

Representative Lancaster Y Representative Morris A Proxy LeTourneau Y

4.0 COMMUNICATIONS

4.1 Representative reports:

Azusa: Ms. Ketza stated that Azusa has begun their semester and the ESL program has waiting lists. She said this is the first time this has happened! Also, Career Tech Ed has the fewest students they have ever had.

Citrus: No report.

Claremont: Mr. Delvasto stated that they just started their new semester, and the ESL classes are big! This is the first time they have had to turn people away. Additionally, Claremont has been using their new registration forms.

Duarte: No report

Glendora: No report.

Monrovia: No report.

4.2 Program Director report.

I. State Report Submissions

- Data Submission was delivered to the state via electronic upload before the revised August 8 deadline. PDF copies of the data submission will be available on the CCAEC website
- The 2016-17 Annual Plan was delivered to the state via its online form before the revised date of August 22. PDF copies are in the minutes of today's meetings and will be on the website. Due to the way the online form generates PDF copies the Annual Plan is broken up into three sections: the Narrative, Tables besides Table 3, and Member Tables 3.
- State is now aggregating all data and preparing a report for the Legislature on September 30.

II. Faculty Advisory Committee Update

- ESL FAC has continued to meet on a regular basis. They would like approval from the board for the hours that the estimated to complete competencies and a test bank for ESL Level exams. That vote will be added to the agenda. In addition they have created a Professional Development proposal which has been included on today's agenda.
- The ASE FAC met three times over the summer and received Odysseyware training at Monrovia. Monrovia is now using Odysseyware for electives and is just beginning to enroll students into the system. The PD will follow up and support Azusa and Glendora ASE teachers.

- ABE FAC also met numerous times over the summer. They created ABE Math course descriptions and aligned those across the consortium. They are close to finishing ELA and Reading course descriptions and aligning those across the consortium.
- TABE has been contracted consortium-wide and is being extensively used at Monrovia and Azusa. The PD will train Claremont and Glendora this month to use TABE and then we will have a repository for all TABE data for the entire consortium.
- Computer faculty has completed curriculum alignment, but personnel turnover at Monrovia has delayed full implementation.
- The Category 4 (Parent Ed) FAC will meet in September.

4.3 Public comment for items not on the agenda.

No public comments were put forth at this time.

4.3.1 Public comments for items on the Open Session Agenda.

No public comments were put forth at this time.

5.0 BOARD DISCUSSION AND APPROVAL OF PARTICIPANTS FOR AEBG ANNUAL SUMMIT IN SACRAMENTO ON NOVEMBER 1st AND 2nd

Act # 16-23 Move to vote by Dr. Summers, seconded by Mr. Fertig **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Representative Ketza Y

Representative Lancaster Y Representative Morris A Proxy LeTourneau Y

Mr. Russell made a correction to the agenda adding the dates of November 1st and 2nd for the Summit. He provided the board Travel Funds available, which totaled \$5,318 and included a carryover of \$2,318. He explained that Monrovia did not deduct consortium travel funds for his trip to Sacramento last December and they must have been paid out of a different budget category. The AEBG is requesting 4 people from each consortium to attend the summit, which will cost roughly \$2,800.

Board discussion led to nominating Mr. Russell, Mr. Delvasto, Mr. Soriano, and Ms. Vanschoelandt as attendees. Mr. Russell said the theme for this conference is “Moving the Needle.” The conference will focus on WIOA alignment, performance measures, data collection, and consortia effectiveness as well as shaping the long term vision for the adult education system.

6.0 BOARD DISCUSSION AND APPROVAL OF ESL FAC HOURS TO COMPLETE COMPETENCIES AND LEVEL EXAMS

Act # 16-24 Move to vote by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Representative Ketza Y

Representative Lancaster Y Representative Morris A Proxy LeTourneau Y

Mr. Russell reminded the board that during the ESL FAC presentation, members requested 40 hours for each of the 6 instructors to complete competencies and level exams. He advised this would come out of each individual institution’s allocation funds. Ms. Ketza confirmed that Azusa budgeted for this, and advised she thinks she has only 20 more hours allotted for this after those 40 hours. Dr. Lancaster reported that Jung was out of the classroom being paid by consortium funds, so he did not need to approve extra hours. He expected her duties with the ESL FAC to be completed by the end of December.

Mrs. Delgado appeared before the board to represent the ESL FAC and she stated that the ESL FAC has still been working on learning objectives. They have met 6 hours a month, and do not work outside of those 6 hours. They needed confirmation to begin work on the competencies and exams.

Mr. Fertig moved that board advise the ESL FAC to proceed, pending approval from each of their individual directors, depending on budget flexibility. That motion carried.

7.0

BOARD REVIEW AND DISCUSSION OF ESL FAC OUTSIDE PROFESSIONAL DEVELOPMENT PROPOSAL

Mr. Russell submitted to the board the ESL FAC Professional Development Proposal and advised that this was being submitted for the board to discuss, not vote for approval. Ms. Delgado availed herself to the board for any questions. He reminded the board that one of the AEBG and CCAEC Objectives was professional development, so it was important to move quickly. He also advised members that the institutions needed to consider additional expenditures in sending people to trainings: hours, sub hours etc. These items were not included in the cost breakdown.

Dr. Lancaster expressed concern about out of state trainings. (In the ESL request, attached to the minutes, one request for was a conference in Seattle.) Dr. Lancaster mentioned that the Chancellor's office typically wants some type of approval for out of state travel. He is assuming Neal Kelly has to sign off on this. In general, he had concerns as to who is auditing AEBG allocations. Mr. Russell said it his understanding the state is expecting consortia to do a lot of self-policing in terms of auditing and that the CCAEC board and the transparency of its decisions regarding Allocation funds was an important part of any audits.

Dr. Lancaster clarified that he just wants to know up front what will come into question for providing funds for travelling out-of-state. He also mentioned that unless the Annual Plan mentioned out-of-state travel, AEBG would not allow out-of-state travel. Mr. Russell advised that the Annual Plan called for the board to review and approve a Professional Development plan. Though the Annual Plan does not specifically call for out-of-state travel, it does specifically address a Professional Development Plan and one could say that lends flexibility in addressing the FAC request for out-of-state travel.

Ms. Ketzka stated that in-state trainings would be preferable to out-of-state ones. Mr. Delvasto asked Mrs. Delgado to explain the difference between the regional, state, and international TESOL conferences. Ms. Delgado explained that there is a difference in the amount of open sessions and professional development opportunities. She also stated that the ESL FAC feels it is important for all members to attend the conferences, divvy up the sessions, and meet together to bring back the learned information to the schools.

Dr. Lancaster requested that the ESL FAC prioritize the list of the trainings from most important to least. Mr. Russell will receive a prioritized proposal from the ESL FAC and send to board members the first week in October. He will also check with Neil Kelly as to whether AEBG Allocation funds can be used for out-of-state travel.

Mr. Fertig noted the discrepancy in the budgets between the institutions and figuring out how many members to send to which trainings. He suggested that members should work individually to determine the budget available for development, and then discuss findings at the consortium level at the next board meeting.

Mr. Russell noted two requested trainings were scheduled before the next board meeting. Mr. Fertig believed the cost of trainings were very reasonable and suggested the board accommodate the ESL FAC for those trainings.

8.0 BOARD DISCUSSION AND APPROVAL OF COUNSELOR PATHWAYS FOR SUCCESS (CPS) INITIAL MEETING

Mr. Russell stated that the initial CPS meeting was be moved from September 30th to October 7th. He reported that the Annual Plan calls for a number of activities regarding counseling and pathways and this committee was the vehicle that would address thodse action items.

Mr. Russell stated that the K-12 counselors were flexible in the times they could make themselves available and that they would back into meeting times decided by Citrus College.

Dr. Lancaster advised the board that Thursday would work best for Citrus' two counselors.

Dr. Lancaster said he will get with the two counselors to figure out their schedule and confirm that 5 meetings are doable. Dr. Lancaster also offered to host the meetings.

Mr. Russell will revise the calendar and send it out once Citrus has confirmed meeting.

9.0 BOARD APPOINTMENT AND APPROVAL OF PROGRAM DIRECTOR

Move to table by Mr. Fertig, seconded by Mr. Delvasto **Vote to Table 5-0**

Representative Delvasto Y Representative Fertig Y Representative Ketza Y

Representative Lancaster Y Representative Morris A Proxy LeTourneau Y

Mr. Fertig said that this was discussed in closed session and he will relay appropriate information with Mr. Russell internally.

Dr. Lancaster said that the board needs to formally approve the job description before someone can be approved as PD. He also mentioned that the job description may change based on internal discussions at Monrovia based on Mr. Fertig's discussions with the board.

Mr. Russell advised that he would send a new job description to the board the first week in October and asked board members to read the description and send edits.

10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was officially adjourned at 2:55 p.m.



Documents to Support Agenda Items

October 11, 2016 Agenda

Agenda Item 3.2

Program Director's Report

Program Director Report Highlights

CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, September 13, 2016

1:30 p.m.



3.0 COMMUNICATIONS

3.2 Program Director report.

I. Fiscal Agent Update and Disbursement Schedule

- For 2016-17, the state is releasing all AEBG funds, MOE and Allocation to the fiscal agent. Monrovia has created a Disbursement Schedule attached to this PD report. Funds were just received two days ago, so 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. David Conway did report that we received an additional \$5,754, which indicates that we will receive an additional \$23,016 in Allocation funds in 2016-17, as we did in 2015-16. Those funds were distributed to Claremont and I recommend to the board to do the same with the new funds.

II. Budget for Expenditure Report and Rolling Reports

- When we submitted the Annual Plan, we were not required to submit a budget for 2016-17 Allocation expenditures in Table 3, but we will need to do so now for the 2016-17 Expenditure and Annual Progress reports. I will be asking all members to work with Business Services to provide Monrovia a budget by Object Code (1000 – 7000) by **October 28, 2016**.
- We will need to complete two Expenditure and Progress reports: one for the remainder of 2015-16 funds and one for 2016-17 funds. The state has advised that 15-16 funds are supposed to be spent on 15-16 Annual Plan goals, and 16-17 funds on 16-17 Annual Plan goals. So in light of the Disbursement Schedule, I ask members to expend funds in line with the plans.

- Final budget revisions for January 31, 2017 reports is **December 20, 2016**.

III. Data and Accountability Work Plan

- Data and Accountability Work Plan is due December 20, 2016. I will be sending a draft by November 4. We will need to complete a budget by Object Code for these funds as well. I will coordinate that with members.

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. We felt CCAEC data had a lot of integrity compared to some of the issues discussed by attendees.
- During the event I was communicating with Neil Kelly who was meeting with the WIOA at the time and he advised that our AEBG Tables in the future will more closely align to their revised tables. More on this to come.

V. Faculty Advisory Committee Update

- Counselor Pathways for Success (CPS) meetings have been scheduled and I will be working to build community, align pathways, and create a way to monitor students that transition.
- TABE training is scheduled in two weeks TABE and then we will have a repository for all TABE data for the entire consortium.
- Computer faculty has completed curriculum alignment, full implementation will be complete by the end of October as we have addressed personnel issues.
- The Category 4 (Parent Ed) FAC will meet in October.

VI. Progress Reports if Meeting Calendar Changes

- If the board votes to meet less often, I will send periodic Progress Reports to keep the board informed.



Documents to Support Agenda Items

October 11, 2016 Agenda

Agenda Item 4.0

CCAEC Program Director Job Description

Citrus College Adult Education Consortium

AEBG Program Director

JOB SUMMARY

Under general direction of the Citrus College Adult Education Consortia (CCAEC) Board, the Program Director will manage, plan, and coordinate activities of the CCAEC to ensure that program goals, objectives, outcomes and deliverables are completed within the established timeline.

LIST OF DUTIES

Leads the CCAEC planning team in the formulation, implementation and evaluation of program objectives and priorities.

In collaboration with assigned partners, develops milestone and timelines, tracks and reports goals, outcomes, and deliverables to all program stakeholders.

Organizes and manages logistics for regular meetings including teleconferences or in-person meetings including travel, events, agendas, preparation of reports for regular updates, meeting minutes, and follow up actions.

Actively participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other pertinent information as appropriate; may represent the CCAEC on local, state, and national committees, advocacy groups, and/or other related groups; confers with a variety of governmental agencies and other organizations regarding program issues.

Monitors and reports progress towards program goals, objectives, outcomes, and deliverables.

Manages planning budget in collaboration with consortia members, partners, and fiscal agent accounting staff.

Establishes and maintains accurate, timely and complete recordkeeping processes.

Collects and analyzes a variety of complex data and information. Performs statistical analysis and summarizes findings in applicable reports and other program stakeholders.

Attends meetings required by funding source, which may require travel.

Maintains relationships with business, labor, industry, governmental agencies, and community organizations.

Performs other duties as assigned.

KNOWLEDGE AND SKILLS

Knowledge Of: Implementation and administration of specifically funded programs; computer-based technology for management of assigned program/project; the goals of shared governance; principles and practices of administrative organization and management, planning, supervising and evaluating the work of others, employee motivation and training; applicable federal, state, local, district and college laws, rules and regulations; complex business level English usage, spelling, grammar and punctuation; modern office tools such as computers and printers; typical modern office computer software programs; report and presentation writing.

Ability To: Manage and administer a specially funded program; use organizational skills and that enable performance of duties in a timely fashion with attention to detail; effectively communicate orally and in writing; manage financial resources effectively including determining how best to utilize resources and managing budgets and expenditures; use personal computers utilizing typical office software applications, including the Internet; work effectively with managers, faculty and staff in a participatory governance environment to accomplish the goals and objectives of the assigned program or project ; exercise good judgment; communicate effectively and constructively with persons of diverse cultures, language groups, and abilities; demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of adult education students, faculty, and staff, including those with disabilities; establish and maintain effective working relationship with those contacted in the course of work; travel across the CCAEC service area.



Documents to Support Agenda Items

October 11, 2016 Agenda

Agenda Item 6.0

ESL FAC Professional Development Proposal

MEMORANDUM

To: The Citrus College Adult Education Consortium
Fr: ESL Faculty Advisory Committee (FAC)
Dt: October 6, 2017
Re: Request for Professional Development

We are writing to request approval to attend ESL conferences for the school year 2016-2017. The ESL Faculty Advisory Committee has researched and selected the conferences that enhance teacher skill sets, pedagogy, and technology. The conferences that our committee has selected are:

Conferences are in order of preference.

1. **CATESOL** – California Teachers of English to Speakers of Other Languages. Conference, 2016 coming in November 17-20th in San Diego. It offers professional development at all levels of ESL. It includes planning sessions, workshops, special events and speakers.
2. **LA CATESOL** –The Los Angeles regional CATESOL conference on October 1st will provide professional development opportunities for ESL teachers. The conference will review sound, research-based educational practices, review needs of English language learners, discuss diverse linguistic and cultural backgrounds.
3. **CASAS Summer Institute** - The CASAS National Summer Institute presents the ultimate opportunity for professional development. Every session is designed with attendees in mind, providing them with the latest information and technical training to ensure success.
4. **SGV CATESOL** –The San Gabriel Valley CATESOL conference on October 1st will provide professional development opportunities for ESL teachers. The conference will review sound, research-based educational practices, review needs of English language learners, discuss diverse linguistic and cultural backgrounds.
5. **TDL Symposium** - The Technology and Distance Learning Symposium is targeted to California adult education providers' administrators, coordinators, and teachers who are planning for or are already implementing distance, blended, online instruction, as well as integrating technology in the classroom.
6. **TESOL International** – The March 21-24 2017 convention in Seattle offers professional development opportunities to English language educators at all levels from around the world. In lively interactive sessions, educators develop a global perspective through the exchange of ideas and practices. Participants integrate knowledge of current trends in the field while developing a professional network.
7. **CASAS Workshop** – Comprehensive Adult Student Assessment System provides participants with basic understanding of foundational framework of CASAS System, EL Civics and WIOA II requirements. During Implementation training participants learn how to maintain the integrity and quality of assessment processes, measure learning gains and link assessment to curriculum and instruction. EL Civics training helps to fully understand the appropriate assessments and corresponding data collection guidelines for EL Civics

participation and Citizenship Preparation. Accountability training outlines the requirements needed for National Reporting systems, payment points logic and testing strategies.

8. **CUE National Conference** – Computer Using Educators sponsors the largest and oldest education technology conference in California. Many sessions and exhibits will be of special value to those involved in Title I, School Improvement Program, Data and Assessment, Future Ready, and English Language Development (ELD).
9. **CCAEC** - Conference, California Council of Adult Educators conference is also in November, and is another good source for adult ed resources, learning and workshops.
10. **CalPro** - The California Adult Literacy Professional Development Project is another great site for adult educators. It offers many free online and in person workshops and current updates regarding grant assessment standards.

The importance of participating in current professional development opportunities is stressed in the Consortium's Annual Plan. As a consortium, our goals include uniting together to help one another grow and assist our respective communities. We also strive to serve the needs of our students by being better informed about current trends, changes in standards, articulation methods, vocational changes, and teaching methods. We need to establish the best forms of outcome and assessment data. Finally, we must continuously improve our technology skills to match best current practices.

Our goal would be to attend local and national conferences and share information both among fellow FAC members and respective faculty within CCAEC communities. At conferences team members would attend different workshops and return and share information at an appointed time. Upon return the team would present information through in-service meetings to other faculty.

Our attendance at these conferences will also give CCAEC direct access to presentations and exhibits from many other organizations, allowing us to gain valuable information about what other schools are doing and where they are focusing their efforts.

Attached you will find an estimation of cost per member for each conference.

Thank you for considering this request. Please let us know if you need any additional information that may influence your decision to approve funding.

Conferences are in order of preference.

PD NO.	PD Event	Date	Location	Category	Cost / Category	Total Cost / Attendee
1	CATESOL	November 17-20, 2016	San Diego	Entrance Fee	\$310	\$940
				Travel/Airfare	0	
				Hotels/Meals	\$550	
				Mileage/Taxi	\$80	
2	LA CATESOL	March 4, 2017	Mt. SAC	Entrance Fee	\$50	\$90
				Travel/Airfare	0	
				Hotels/Meals	0	
				Mileage/Taxi	\$40	
3	CASAS Summer Inst.	June 2017	Anaheim	Entrance Fee	\$540	\$680
				Travel/Airfare	0	
				Hotels/Meals	0	
				Mileage/Taxi	\$140	
4	SGV CA TESOL	October 1, 2016	Mt. SAC	Entrance Fee	0	\$40
				Travel/Airfare	0	
				Hotels/Meals	0	
				Mileage/Taxi	\$40	
5	TDL Symposium	March 2017	NOCCCD	Entrance Fee	0	\$ 50
				Travel/Airfare	0	
				Hotels/Meals	0	
				Mileage/Taxi	\$50	
6	TESOL International	March 21-24, 2017	Seattle	Entrance Fee	\$725	\$2545
				Travel/Airfare	\$900	

PD NO.	PD Event	Date	Location	Category	Cost / Category	Total Cost / Attendee
				Hotels/Meals	\$920	
				Mileage/Taxi	0	
7	CASAS Workshops	Varies / Ongoing	Mt. Sac & Online	Entrance Fee	\$0	\$40
				Travel/Airfare	0	
				Hotels/Meals	0	
				Mileage/Taxi	\$40	
8	CUE National Conference	March 15-18, 2017	Palm Springs	Entrance Fee	\$320	\$970
				Travel/Airfare	0	
				Hotels/Meals	\$550	
				Mileage/Taxi	\$100	
9	CCAIE	May 4-6, 2017	Long Beach	Entrance Fee	\$350	\$390
				Travel/Airfare	0	
				Hotels/Meals	0	
				Mileage/Taxi	\$40	
10	CaPro	Varies / Ongoing	Mt. Sac & Online	Travel/Airfare	0	Zero cost
				Hotels/Meals	0	
				Mileage/Taxi	0	
				Entrance Fee	0	
					TOTAL	\$5745

***** Price does not include teacher salary.



Documents to Support Agenda Items

October 11, 2016 Agenda

Agenda Item 7.0

Revision of Calendar of Board Meetings

CCAEC Board Meeting Dates for 2016-2017

PROPOSED REVISED CALENDAR FOR REMAINDER OF 2016-17

Time: 1:30p.m.

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

Board Date	Agenda Item Due	Major Business
August 9, 2016	August 4, 2016	
September 13, 2016	September 8, 2016	
October 11, 2016	October 6, 2016	
December 13, 2016	December 8, 2016	Data Work Plan Approval
January 10, 2017	January 5, 2017	Bi-Annual Expenditure Report
April 18, 2017	April 13, 2017	TBD
June 13, 2017	June 8, 2017	TBD