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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, April 18, 2017

1:30 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

AGENDA

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

1.1 Meeting called to order by Chair Felipe Delvasto at _____

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative _____

Flint Fertig, Representative _____

Mary Ketza, Representative _____

Jim Lancaster, Representative _____

Ron Letourneau, Representative _____

Kevin Morris, Representative _____

John Russell, Program Director _____

Jessica Michel, Secretary _____

Daniel Soriano, Proxy _____

Rebecca Summers, Proxy _____

Norman Anderson, 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 January 10, 2017 Regular Executive Board Open Session Meeting.

Motion by _____, seconded by _____ Vote _____
Representative Delvasto ____ Representative Fertig ____ Representative Ketza ____
Representative Lancaster ____ Representative Letourneau ____ Representative Morris ____

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa _____	Duarte _____
Citrus _____	Glendora _____
Claremont _____	Monrovia _____

3.2 Program Director report.

3.3 Public comment for items not on the agenda.

3.3.1 Public comments for items on the Open Session Agenda.

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

Motion by _____, seconded by _____ Vote _____
Representative Delvasto ____ Representative Fertig ____ Representative Ketza ____
Representative Lancaster ____ Representative Letourneau ____ Representative Morris ____

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

Motion by _____, seconded by _____ Vote _____
Representative Delvasto ____ Representative Fertig ____ Representative Ketza ____
Representative Lancaster ____ Representative Letourneau ____ Representative Morris ____

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

Motion by _____, seconded by _____ Vote _____
Representative Delvasto ____ Representative Fertig ____ Representative Ketza ____
Representative Lancaster ____ Representative Letourneau ____ Representative Morris ____

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

April 18, 2017 Agenda

Agenda Item 2.1

Unapproved Minutes for January 10, 2017



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, January 10, 2017

1:30 p.m.

Azusa Adult School – Multi-Purpose Room

1134 S. Barranca Ave.

Glendora, CA 91740

Unadopted Minutes

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

1.1 Meeting called to order by Chair Felipe Delvasto at 1:35 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Program Director	Present
Flint Fertig, Representative	Present	Debbie Vanschoelandt, Proxy	Tardy
Mary Ketza, Representative	Present	Jessica Michel, Secretary	Present
Jim Lancaster, Representative	Tardy	Daniel Soriano, Proxy	Present
Ron LeTourneau, Representative	Present	Rebecca Summers, Proxy	Present
Kevin Morris, Representative	Absent	Norman Anderson, Proxy	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 December 13, 2016 Regular Executive Board Open Session Meeting.

Act # 17-01 Move to vote by Mr. Fertig, seconded by Mr. Soriano **Vote to Approve 4-0**

Representative Delvasto Y Representative Fertig Y Representative Ketza Y

Representative Lancaster A Representative Letourneau Y Representative Morris A

*Dr. Lancaster absent at this time.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Mr. Soriano wanted to take a moment to welcome Ms. Ketza back.

Citrus: Dr. Lancaster was not present yet at this time.

Claremont: Mr. Delvasto reported that Claremont was still in their 1st semester and had about 2 more weeks left.

Duarte: No report. (absent)

Glendora: No report.

Monrovia: No report.

3.2 Program Director report.

I. Confirmation of 2016-17 Budget Submission

- Mr. Russell advised that the budget was aggregated and submitted by the October 31, 2016 deadline. However, Neil Kelly said that the budget was not correct and that only the fiscal agent budget should have amounts in object codes and the rest of the budget would be reflected in category 7000, Other Outgo. While this made no sense from an audit point of view, Mr. Russell said he did what he was advised to and the 2016-17 budget was certified.

II. Data and Accountability Work Plan

- Mr. Russell advised that the Data and Accountability Work Plan was pushed to a due date February 20, 2017. This plan has been greatly affected by the state requirement that all data be submitted through TOPSPRO Enterprise. The Expenditure and Progress Report deadline has been pushed as well, so the consortium does not need to complete this by January 31, 2017.

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

- Mr. Russell advised that he and David Conway would be coordinating with each member Business Services to get expenditure information for the 2015-16 Allocation funds and 2016-17 AEBG funds. He stated he sent an email to Business Services personnel that day to request expenditure by Object Code. Mr. Russell

stated that each grant required a separate Annual Expenditure report and that account numbers were by year:

*63911.0 is 15/16

*63911.1 is 16/17

- Mr. Russell stated that the by-laws call for ratification, then public disclosure, move for public comment, and then board approval. He reminded the board that they do not have a meeting scheduled before the 31st. He advised the board to plan for a conference call to ratify and approve.
- Mr. Delvasto requested the date Mr. Russell needed the narrative by. Mr. Russell stated the original date was the 21st, but he clarified he needed the narratives by 25th/26th at the latest.
- Dr. Summers wanted clarification on what the narrative is for, for 15/16. Mr. Russell said 15/16 funds be used for the 15/16 plan, even though the funds were not provided until February. Mr. Russell stated that narrative should say that we continue to address gaps, professional development, and seamless transitions. We continue to address the 15/16 plan in a belated fashion.
- Mr. Russell reminded the board to contact David for business services questions.
- Mr. Russell will send out google doc for the narrative, and excel template for expenditures. BOTH narrative and expenditure report due by the 21st...for approval on the 31st.

IV. CPS Update

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

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 DISCUSSION AND APPROVAL OF WIOA SUBMISSION PROTOCOL

Act # 17-02 Move to vote by Mr. Fertig, seconded by Ms. Ketza **Vote to Approve 4-1**

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

Motion put forth was to submit WIOA Title II Request For Application individually by institution, not as a consortium.

Mr. Russell advised that he spoke Cliff Moss at the CDE and he advised that it was not a problem that Citrus did not sign Phase 1 MOU with LA County. Manny Ruiz at the LA County WDB advised that Citrus College could take part in Phase 2 deliberations even though they had not signed Phase 1. Thus, Mr. Russell advised, Citrus was eligible to apply for WIOA Title II funds.

The Board wanted to know: does applying as a consortium jeopardize the distribution of funds?

Mr. Russell relayed his conversation with Mr. Moss at the state. Mr. Moss made clear this was an RFA, not RFP: applicants would get dollar amount based on enrollment in the application. It was not competitive.

Mr. Moss told Mr. Russell, that since the money comes through a fiscal agent, theoretically, through the leverage in this board, members can move funds around based on performance.

Dr. Lancaster advised the board that due to a conversation with the College Vice President, Citrus will most likely not participate at this time. Dr. Lancaster and Mr. Delvasto asked if Mr. Russell could verify that the CCAEC can still apply as a consortium WITHOUT members. Mr. Fertig believed that would not be an issue, seeing that Duarte wasn't applying either.

Mr. Russell reminded the board that the application is due February 10th and that the board needed to make a decision that day.

Mr. Fertig feels that as a consortium it would be great to work on the applications together. However, he also stated that there are so many nuances of each program for each school. As a result, he feels that we should submit individually. Ms. Ketza agreed with Mr. Fertig. The motion eventually was put forth to submit as individual institutions.

5.0 BOARD APPROVAL OF DISTRIBUTION OF ALLOCATION FUNDS AVAILABLE FOR SUBCONTRACTING

Act # 17-03 Move to vote by Mr. Fertig, seconded by Dr. Lancaster **Vote to Approve 5-0**

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

Mr. Fertig put forth a motion for the board to accept redistribution of the Citrus Allocation funds available for consortium subcontracting according to the spreadsheet Mr. Russell prepared.

Mr. Delvasto wanted to know when the funds will be dispersed to everyone. Ms. Vanschoelandt said Todd Owens had requested an invoice from the consortia. Mr. Russell said Monrovia will invoice it and cut the checks to members as soon as funds are received.

6.0 BOARD DISCUSSION OF AZUSA LIBRARY REQUEST FOR FUNDS FOR CITIZENSHIP

Mr. Russell referred to Cathay's letter from the last meeting agenda. He did not want to vote on it yet, but just bring it up for more discussion with the board.

Mr. Russell suggested to Ms. Ketza to look at Cathay's proposal and keep in mind concerns Dr. Lancaster had previously mentioned, and initiate a conversation with Cathay.

Mr. Fertig suggested that the board should say "no" for now, and investigate further. Ms. Ketza asked if there was a need for more classes. Dr. Lancaster said there is room to add, just needs to see the demand. Mr. Fertig reiterated that Ms. Ketza should look over the proposal, and decide if Azusa finds value to this proposal. He also added that this proposal is not of any value to Monrovia because Monrovia already has all those resources with its own library. Dr. Lancaster feels this should be more of a contract service agreement.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

2:31 PM.



Documents to Support Agenda Items

April 18, 2017 Agenda

Agenda Item 3.2

Program Director Report Highlights



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

(2015-2016 3rd quarter has been certified on 2017-01-31 19:06:00.0)

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

(74B) Monrovia USD (Citrus)

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

(2016-2017 1st quarter has been certified on 2017-01-31 19:07:00.0)

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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@monrovia.schools.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

CCAEC Reps and Proxies:

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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



Mary Ketza <mketza@azusa.org>

Mon, Jan 30, 2017 at 12:39 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>, 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>

Azusa says **Yay**. Thank you.

Mary Ketza

Director

Adult and Continuing Education

Azusa Unified School District

626 852-8400

On Mon, Jan 30, 2017 at 12:09 PM, John Russell <jrussell@monroviaschools.net> wrote:

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Cell: 626.840.9865

monroviaadultschool.com



Flint Fertig <ffertig@monroviaschools.net>

Mon, Jan 30, 2017 at 2:14 PM

To: Mary Ketza <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

On Mon, Jan 30, 2017 at 12:39 PM, Mary Ketza <mketza@azusa.org> wrote:

Azusa says **Yay**. Thank you.

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

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monroviaadultschool.com



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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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
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Desk: 626.471.3044

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monroviaadultschool.com



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>

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Monrovia Approves.

On Mon, Jan 30, 2017 at 4:25 PM Rebecca Summers <RSummers@glendora.k12.ca.us> wrote:

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

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monroviaadultschool.com



Best Regards,
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Director of Adult Education &
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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>
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Duarte.... Thumbs Up! Yes!

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Subject: Re: Annual Expenditure Reports

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Glendora votes YAY

Rebecca Summers, Ed.D.

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James Lancaster <JLancaster@citruscollege.edu>

Tue, Jan 31, 2017 at 4:21 PM

To: Flint Fertig <ffertig@monroviaschools.net>, Mary Ketza <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>

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<DVanschoelandt@citruscollege.edu>, Jessica Michel <jmichel@monroviaschools.net>

Aye

Get [Outlook for iOS](#)

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John Russell <jrussell@monroviaschools.net>

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Thanks Reps. I will submit now.

Kind Regards,

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- 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



**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

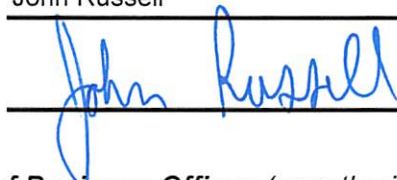
I authorize this cost proposal as the maximum amount to be claimed for this project and assure that funds shall be spent in compliance with State and Federal Regulations.

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 &

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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

Get [Outlook for iOS](#)

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
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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:** 626.840.9865monroviaadultschool.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:** 626.840.9865monroviaadultschool.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

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From: John Russell [mailto:jrussell@monroviaschools.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

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Kind Regards,

John Russell

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

Sounds good

DS

On Feb 24, 2017 1:27 PM, "John Russell" <jrussell@monroviaschools.net> wrote:

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
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Alternative Programs

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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

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626-852-4550

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From: John Russell [mailto:jrussell@monroviaschools.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



Flint Fertig <ffertig@monroviaschools.net>

Sat, Feb 25, 2017 at 6:45 AM

To: Daniel Soriano <dsoriano@azusa.org>, John Russell <jrussell@monroviaschools.net>

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

Thanks John!

On Fri, Feb 24, 2017 at 1:33 PM Daniel Soriano <dsoriano@azusa.org> wrote:
Sounds good

DS

On Feb 24, 2017 1:27 PM, "John Russell" <jrussell@monroviaschools.net> wrote:
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](tel:626.471.3044)
Cell: [626.840.9865](tel: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](tel:626-852-4550)

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

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

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



Documents to Support Agenda Items

April 18, 2017 Agenda

Agenda Item 4.0

Motion to Distribute Additional Data and Accounting
Report Funds

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
CHAFEEY (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

CCAEC Schedule for Disbursement of Funds

2016-17

[illegible]

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

Includes
\$23,016

Allocation Changes

+ \$23,016

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:

CCAEC Distribution of Data Accounting Funds

4/12/17 Revision DRAFT

<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



Documents to Support Agenda Items

April 18, 2017 Agenda

Agenda Item 6.0

Previous Distribution and Draft 2017-18 CFAD

Final Board-Approved Distribution of AEBG 2015-16 Allocation Funds
Approved 11-10-15 by CCAEC Act # 15-07

Expenditure Description

Total Fund	\$750,000
Fiscal Fee	\$35,714
Program Manager	\$60,000
Travel / Conference	\$3,000
Website / Graphics	\$16,000
Total Overhead	\$114,714
 Total for Disbursement	 \$635,286

School	Total Funding	% of Total	Proposed Allocation Proportionate to Funding (6.5%)	Actual Allocation Amount Agreed Upon - Act # 15-07	Difference
Citrus College	\$7,171,762	64.72%	\$411,152	\$380,000	(\$31,152)
Azusa Adult School	\$1,430,232	12.91%	\$81,994	\$95,900	\$13,906
Monrovia Adult School	\$1,565,334	14.13%	\$89,739	\$72,886	(\$16,853)
Claremont Adult School	\$685,855	6.19%	\$39,320	\$37,500	(\$1,820)
Glendora Adult School	\$206,579	1.86%	\$11,843	\$39,000	\$27,157
Duarte Adult School	\$21,592	0.19%	\$1,238	\$10,000	\$8,762
	\$11,081,354		\$635,286	\$635,286	\$0

Final Board-Approved Distribution of AEBG 2015-16 Allocation Funds
Approved 11-10-15 by CCAEC Act # 15-07
REVISED by Act # 17-03 on 1-10-17

Expenditure Description

Total Fund	\$750,000
Fiscal Fee	\$35,714
Program Manager	\$60,000
Travel / Conference	\$3,000
Website / Graphics	\$16,000
Total Overhead	\$114,714
 Total for Disbursement	 \$635,286

	INITIAL	OVERHEAD	REVISIONS	FINAL		
School	Board-Approved Allocation Act # 15-07	Board-Approved Allocation Act # 15-07	Board-Approved Subcontracting Act # 17-03	Final Allocation	2015-16 MOE	2015-16 TOTAL AEBG Funds
Citrus College	\$380,000		(\$80,000)	\$300,000	\$0	\$300,000
Azusa Adult School	\$95,900		\$26,068	\$121,968	\$1,326,589	\$1,448,557
Monrovia Adult School	\$72,886	\$114,714	\$19,814	\$207,414	\$1,092,809	\$1,300,223
Claremont Adult School	\$37,500		\$20,799	\$58,299	\$685,855	\$744,154
Glendora Adult School	\$39,000		\$10,601	\$49,601	\$197,407	\$247,008
Duarte Adult School	\$10,000		\$2,718	\$12,718	\$21,592	\$34,310
	\$635,286	\$114,714	\$0	\$750,000	\$3,324,252	\$4,074,252

Final Board-Approved Distribution of 2016-17 AEBG Funds
Approved 8-15-16 by CCAEC Act # 16-21
REVISED by Act # 16-19 on 8-9-16 and Act # 17-03 on 1-10-17

**Monrovia Overhead
Expenditures from
Allocation**

Total Fund	\$773,016	
Fiscal Fee	\$35,714	
Program Manager	\$60,000	
Travel / Conference	\$3,000	
Website / Graphics	\$16,000	
Total Overhead	\$114,714	
Total Allocation Available	\$658,302	\$773,016

School	INITIAL Funding Distribution			REVISIONS		FINAL
	MOE Amount	2015-16 Allocation Act # 15-07**	Total 2016-17 AEBG Funds	Funds to Claremont Act # 16-19	Subcontracting for 2016-17 Act # 17-03	REVISED Total 2016-17 AEBG Funds
Citrus College	\$0	\$380,000	\$380,000		(\$30,000)	\$350,000
Azusa Adult School	\$1,326,589	\$95,900	\$1,422,489		\$9,776	\$1,432,265
Monrovia Adult School	\$1,092,809	\$210,616	\$1,303,425	(\$39,016)	\$7,429	\$1,271,838
Claremont Adult School	\$685,855	\$37,500	\$723,355	\$39,016	\$7,800	\$770,171
Glendora Adult School	\$197,407	\$39,000	\$236,407		\$3,976	\$240,383
Duarte Adult School	\$21,592	\$10,000	\$31,592		\$1,019	\$32,611
	\$3,324,252	\$773,016	\$4,097,268	\$0	\$0	\$4,097,268

** Includes Allocation overhead amount for fiscal agent and an increase of \$23,016 in 2016-17 Allocation funding

Distribution of 2017-18 AEBG Funds

DRAFT

Monrovia Overhead Expenditures from Allocation

Total Fund	\$773,016
Fiscal Fee	\$35,714
Program Manager	\$60,000
Travel / Conference	\$3,000
Website / Graphics	\$16,000
Total Overhead	\$114,714
Total for Disbursement	\$658,302

School	INITIAL Funding Distribution			REVISIONS	FINAL
	MOE Amount	2015-16 Allocation Act # 15-07**	Total 2017-18 AEBG Funds	Subcontracting for 2017-18	REVISED Total 2017-18 AEBG Funds
Citrus College	\$0	\$380,000	\$380,000		\$0
Azusa Adult School	\$1,326,589	\$95,900	\$1,422,489		\$0
Monrovia Adult School	\$1,092,809	\$210,616	\$1,303,425		\$0
Claremont Adult School	\$685,855	\$37,500	\$723,355		\$0
Glendora Adult School	\$197,407	\$39,000	\$236,407		\$0
Duarte Adult School	\$21,592	\$10,000	\$31,592		\$0
	\$3,324,252	\$773,016	\$4,097,268	\$0	\$0

** Includes 2015-16 Allocation overhead amount for fiscal agent and an increase of \$23,016 in 2016-17 Allocation funding



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

Address

325 East Huntington Drive

Street Address

Street Address 2

Monrovia

CA

91016

City

State

Zip

Logo

If your consortium has a logo, please upload it here.

Files must be in .png format.

[remove](#)



Choose File

No file chosen

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	Phone	Email	Approved
Monrovia Unified School District	Flint Fertig	(626) 471-3065	ffertig@monroviaschools.net	05/02/2016
Glendora Unified School District	Rebecca Summers	(626) 963-1611	rsummers@glendora.k12.ca.us	09/28/2015
Duarte Unified School District	Kevin Morris	(626) 599-5130	kmorris@duarteusd.org	01/19/2015
Claremont Unified School District	Felipe Delvasto	(909) 398-0609	fdelvasto@cusd.claremont.edu	11/19/2015
Azusa Unified School District	Mary Ketza	(626) 852-8400	mketza@azusa.org	09/15/2015
Citrus Community College District	James Lancaster	(626) 852-6403	jlancaster@citruscollege.edu	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.



Choose File No file chosen

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 well so far. Even those consortia that have chosen direct funding are going to have to coordinate

the Annual Fiscal Report and with one fiscal agent being responsible for this process, the consortium will be less bureaucratic in assembling the report.

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 MUSD fiscal contact, David Conway, is serving as the Certifying Officer. This Officer will aggregate certified individual member accounts into a consortium-wide accounting and based on member CBO certifications, certify for the consortium. The program director has created an online form that will track expenditures based on the annual plan goals and objectives. Individual members will enter narrative information into this form that will then be aggregated by the program director. The fiscal contact will work with the program director to complete all necessary narratives for the fiscal reports.

The CCAEC Annual Financial Report will be approved by the board as follows: the Program Director and the Certifying Officer will complete aggregation of member expenditures and required narrative into a draft Annual Report. Board representatives will review and revise the draft report and then ratify the revised report. The ratified draft Annual Report will be posted on the consortium website for public review. At the meeting following the posting of the draft report, the board will consider public comments and after said consideration and any additional revisions, the board will vote to approve.

To increase accountability for the fiscal agent, CCAEC members have agreed that the 5% 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			
Total Allocated to Members			
Total Remaining			

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
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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.

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

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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:

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 below.

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

Rebecca Summers

Duarte Unified School District

Kevin Morris

Claremont Unified School District

Felipe Delvasto

Azusa Unified School District

Mary Ketza

Citrus Community College District

James Lancaster

 Print

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