



In accordance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please call the office at the Azusa Adult School, (626) 852-8400, 24 hours prior to meeting so that reasonable arrangements can be made. The Azusa Multi-Purpose room is wheelchair accessible.

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



# **CITRUS COLLEGE ADULT EDUCATION CONSORTIUM**

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

**Tuesday, December 12, 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 Flint Fertig at \_\_\_\_\_

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative \_\_\_\_\_

Flint Fertig, Representative \_\_\_\_\_

Linda McNary, Representative \_\_\_\_\_

Caroline Durdella, Representative \_\_\_\_\_

Ron Letourneau, Representative \_\_\_\_\_

Norman Anderson, Representative \_\_\_\_\_

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

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

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

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

Kevin Morris, Proxy \_\_\_\_\_

Julianne Ceccarelli, Proxy \_\_\_\_\_

Debbie Wong, 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 November 7, 2017 Regular Executive Board Open Session Meeting.**

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

Representative Delvasto \_\_\_\_ Representative Fertig \_\_\_\_ Representative McNary \_\_\_\_

Representative Lancaster \_\_\_\_ Representative Letourneau \_\_\_\_ Representative Anderson \_\_\_\_

## **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 PROGRAM DIRECTOR REPORT ON AEBG MEMBER OVERSIGHT**

Program Director to update board on initial guidance from state regarding oversight expectations for consortium members.

## **5.0 PROGRAM DIRECTOR REVIEW/UPDATE OF FISCAL MATTERS FOR 2015-16, 2016-17, AND 2017-18**

Program Director to review previous two-and-a-half years of consortium fiscal issues and update board about 2017-18 budget.

## **6.0 BOARD APPROVAL OF 2015-16 Q5 AND 2016-17 Q3 ANNUAL EXPENDITURE REPORTS**

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

Representative Delvasto \_\_\_\_ Representative Fertig \_\_\_\_ Representative McNary \_\_\_\_

Representative Durdella \_\_\_\_ Representative Letourneau \_\_\_\_ Representative Anderson \_\_\_\_

## **7.0 BOARD APPROVAL OF 2017-18 MEMBER BUDGETS**

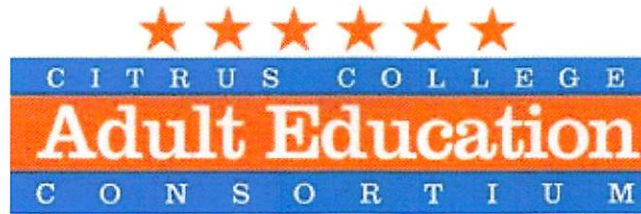
Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_

Representative Delvasto \_\_\_\_ Representative Fertig \_\_\_\_ Representative McNary \_\_\_\_

Representative Durdella \_\_\_\_ Representative Letourneau \_\_\_\_ Representative Anderson \_\_\_\_

Representatives will discuss individual member budgets, certifying how each budget meets the CCAEC Work Plan. The board will approve the budgets at the consortium level.

- 8.0 PROGRAM DIRECTOR REPORT ON CREATION OF NEW THREE YEAR PLAN**  
Program Director to update board on requirements for new Three Year Plan and elicit input for path forward.
- 9.0 PROGRAM DIRECTOR REPORT ON CONSORTIUM DUE DATES**  
Program Director to update board on AEBG due dates for this year and next.
- 10.0 BOARD DISCUSSION/BRAINSTORM ON CITRUS RESET AND ROLE GOING FORWARD**
- 11.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**



## Documents to Support Agenda Items

December 12, 2017 Agenda

Agenda Item 2.1

November 7, 2017 Minutes





# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, November 11, 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 Flint Fertig at 1:37 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Program Director	Present
Flint Fertig, Representative	Present	Jessica Michel, Secretary	Present
Linda McNary, Representative	Present	Daniel Soriano, Proxy	Present
Jim Lancaster, Representative	Absent	Rebecca Summers, Proxy	Absent
Ron LeTourneau, Representative	Present	Kevin Morris, Proxy	Absent
Norman Anderson, Representative	Tardy	Julianne Ceccarelli, Proxy	Present

## **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 August 16, 2017 Regular Executive Board Open Session Meeting.  
**Act # 17-19** Move to vote by Mr. Delvasto, seconded by Mr. LeTourneau **Vote to Approve 4-0**  
Representative Delvasto Y Representative Fertig Y Representative McNary Y  
Representative Lancaster A Representative LeTourneau Y Representative Anderson A

## **3.0 COMMUNICATIONS**

- 3.1 Representative reports:

**Azusa:** Mrs. McNary reported that Azusa is in the midst of starting their second session for CNA; they had a full group for orientation. Azusa is also having orientation on December 1<sup>st</sup> for Medical Billing and Coding and ACG.

**Citrus:** Absent.

**Claremont:** Mr. Delvasto reported that they are finishing up pretesting for CASAS for ESL, diploma, and GED. They are getting ready for the post test around December. Claremont will be starting a new ESL Literacy class the end of November.

**Duarte:** Not present during this portion of the meeting.

**Glendora:** No report.

**Monrovia:** No report.

- 3.2 Program Director report.  
Mr. Russell deferred his report to provide more time for NOVA training.

- 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 CLAREMONT UPDATE ON ADDRESSING ADULTS WITH DISABILITIES PROGRAM**

Mr. Delvasto stated that Claremont is interested in starting an adult transition program using AEBG funds. Mr. Russell had previously discussed this initiative with Mr. Delvasto as a possible way for the consortium to provide services to the AEBG program area of Adults with Disabilities. Mr. Fertig noted that this type of program as described would not be appropriate use of AEBG funds and recommended further discussion between Monrovia and Claremont.

Mr. Russell clarified that he had instructed Mr. Delvasto to put this on the agenda and noted that his understanding of AEBG use of funds in this arena was incorrect.

## **5.0 FISCAL AGENT REPORT ON 2017-18 DISPERSEMENTS AND CLOSING EXPENDITURES 2016-17**

Mr. Russell stated that checks for September-October-November are on their way and will go to each school's business offices. For December and the months beyond that, the checks will be processed by the first week of each month.

## **6.0 PROGRAM DIRECTOR TRAINING ON NOVA, NEW STATE FINANCIAL SYSTEM AND ANSWER BUSINESS SERVICES QUESTIONS**

Mr. Russell provided a NOVA training for Business Services personnel and member representatives.

In attendance were Marc Bommarito from Azusa and Karen Waltman from Claremont.

Below are the highlights of the training:

- Mr. Russell explained that in 15/16, the consortium was only required to report Allocation funding. In 16/17 and going forward, the state required the entire AEBG amount (MoE and Allocation funds).
- Mr. Russell stated that all reporting and plan information that was in old portal is now uploaded into NOVA.
- He stated that the Data and Accountability Plan expenditure reports will be still be generated in the old MIS system. He advised that all members know that all Data and Accountability funds must be expended by the end of December this year.  
*(As it turns out, the funds must be expended by December 31, 2018. Mr. Russell later disseminated the correct information via email.)*
- Mr. Russell then demonstrated the log in and user interface for NOVA. Some members did not have log ins and Mr. Russell advised he would send those members the links and assist in getting them logged into the system.
- Mr. Russell demonstrated to members how to complete the Work Plan, which is based on the Annual Plan submitted on 8/15/17. Completion of the Work Plan section leads to the Budget section. During the Work Plan demonstration, Mr. Russell reminded Mr. Anderson that they had talked about utilizing Duarte funds to expand Parent University and address this program area. Mr. Fertig and Mr. Russell stated that they would call Rick Crosby regarding this.
- He explained that the first field to be entered in each member Budget was the carryover amount. This carryover amount needed to match carryover amounts previously reported in the old MIS system for the 2016-17 Q3 Annual Expenditure Report.  
*(Karen Waltman asked about the ability to update expenditures for the 2016-17 Q3 Report as that report was based on 5/31/17 expenditures and year-end totals would have changed. Mr. Russell advised he would find out if totals could be revised and, indeed, that is the case. Members provided revised 2016-17 totals, Mr. Russell re-certified 2016-17 budget and expenditures and the carryover as a consortium will match the sum of each member's revised carryover amount as reported.)*

## **7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING AT 2:38 PM.**

After NOVA training, the board adjourned.



# Documents to Support Agenda Items

December 12, 2017 Agenda

Agenda Item 4.0

Consortium Oversight

# AEBG Consortium Oversight Slides



## AB104 Legislation: Evaluation of Plans

- 84906. (b) An adult education plan shall include all of the following: (1) An evaluation of the educational needs of adults in the region.
- A list of adult education providers
- A description of services
- An evaluation of current levels & types of services
- An evaluation of all funds available to members to serve adults.

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## AB104 Legislation: Evaluation of Plans

- 84906. (b)(6) Actions that the members of the consortium will take to address the educational needs.
- Actions to improve member effectiveness
- Actions to improve integration of services
- Actions to improve transition to post-secondary & workforce.
- Description of the alignment of adult education services with WIOA programs
- Description of how service providers contributed to the development of the adult education plan.

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## Consortium Administrative Function

- Consortia oversight is required of member's budgets & expenditure reporting as it pertains to the 3 year and annual plans.
- Consortia may use up to 5% administrative cap to pay for the oversight activities.
- Applies to fiscal agent and direct funded consortia.
- Oversight option must be agreed to and approved by consortium membership.

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Consortium Oversight Consists of an **assessment** of each member:

- Assessment of the member's ability to meet the AEBG requirements.
- Review general assurances (basic member requirements) signed off by each member as part of the annual plan process.
- Review bylaws, charters, and governance for additional member requirements.

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Consortium Oversight Consists of an **evaluation** of each member:

Using the 3 year plan, annual plan, AEBG student data, and other resources available– evaluate the following:

- Evaluation of program needs as identified to meet the needs of the community (needs based)
- Evaluation of current levels & types of services (enrollment, outcomes)
- Evaluation of funds provided to members (cost effective)
- Evaluation of member effectiveness (overall effectiveness)

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Questions to ask.....

- How do you know your member is being effective?
- How do you know your member is making a difference?
- How do you know your member is doing what they said they would do?
- How do you know that your member's actions are addressing those educational needs?
- How do you know your member is meeting any enrollment or outcome targets agreed upon within the consortium?

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## Consortium Oversight Examples

- Outside auditor
- Agreed upon assessment & evaluation process
- Peer-to-peer member review
- Use of TE tables, Launchboard & NOVA
- Fiscal agent fiscal & program certification
- A combination of options
- Or other options

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## Member Reduction in Funding

The amount of funds to be distributed to a member of that consortium shall be equal to or greater than the amount distributed in the prior fiscal year, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced:

- (A) The member no longer wishes to provide services consistent with the adult education plan.
- (B) The member cannot provide services that address the needs identified in the adult education plan.
- (C) **The member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements.**





# Documents to Support Agenda Items

December 12, 2017 Agenda

Agenda Item 5.0

Fiscal Review and Update

2015-16 Subcontracting/Expenditures

**Fiscal Declaration**

- ☐ Fiscal Direct
- ☒ Fiscal Agent

**RATIONALE**

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

**APPROACH**

The CCAEC process of rolling up expenses will change due to the change in state financial reporting requirements. Previously the MUSD fiscal contact, David Conway, would aggregate expenditures and the program director would aggregate program narratives. New requirements mean that each individual business office will log into the state system and provide expenditure and narrative information.

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

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

**Member Allocations**

The consortium has designated a fiscal agent.

MEMBER NAME	ALLOCATIONS (2017-18)	ALLOCATIONS (2016-17)	ALLOCATIONS (2015-16)
Azusa Unified School District	\$1,570,185	\$1,555,665	\$1,448,557
Citrus CCD	\$0	\$0	\$300,000
Claremont Unified School District	\$851,371	\$852,671	\$744,154
Duarte Unified School District	\$31,592	\$32,611	\$34,310
Glendora Unified School District	\$256,407	\$266,383	\$247,008
Monrovia Unified School District	\$1,387,713	\$1,389,938	\$1,300,223
<b>Total Allocated to Members</b>	<b>\$4,097,268</b>	<b>\$4,097,268</b>	<b>\$4,074,252</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$0</b>	<b>\$123,711</b>
<b>Total AEBG Funds</b>	<b>\$4,097,268</b>	<b>\$4,097,268</b>	<b>\$4,197,963</b>

**Approval Status**

MEMBER NAME		CONTACT	STATUS
Azusa Unified School District	Member Representative	Linda McNary	...
Citrus CCD	Member Representative	Caroline Durdella	...
Claremont Unified School District	Member Representative	Felipe Delvasto	...
Duarte Unified School District	Member Representative	Kevin Morris	...
Glendora Unified School District	Member Representative	Ron Letourneau	...
Monrovia Unified School District	Member Representative	Flint Fertig	...



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NOVA Site Version: 2.6.0

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

<b>Expenditure Description</b>	
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

# Distribution of 2015-16 and 2016-17 AEBG Allocation Funds for Subcontracting

## Approved 1-10-17 by CCAEC Act # 17-03

Expenditure Description	
Total Fund	\$750,000
Fiscal Fee	\$35,714
Program Manager	\$60,000
Travel / Conference	\$3,000
Website / Graphics	\$0
Total Overhead	\$98,714
Subtotal for Disbursement	\$651,286
Holdback (released w/ Data)	\$23,016
<b>Total 2016-17 Allocation Funds</b>	<b>\$674,302</b>
Citrus Funds	\$380,000
<b>Total Non-Citrus Allocation</b>	<b>\$294,302</b>

School	Actual Allocation Amount Agreed Upon	Percentage of Total Allocation	Proportion of 2015- 16 Allocation Funds	Proportion of 2016- 17 Allocation Funds
Citrus College	\$380,000			
Azusa Adult School	\$95,900	32.6%	\$26,068	\$9,776
Monrovia Adult School	\$72,888	24.8%	\$19,813	\$7,430
Claremont Adult School	\$76,516	26.0%	\$20,799	\$7,800
Glendora Adult School	\$39,000	13.3%	\$10,601	\$3,976
Duarte Adult School	\$10,000	3.4%	\$2,718	\$1,019
	<b>\$674,304</b>	<b>100.0%</b>	<b>\$80,001</b>	<b>\$30,000</b>

**Distribution of 2015-16 AEBG Allocation Funds for Subcontracting**  
**Approved 1-10-17 by CCAEC Act # 17-03**

<b>Expenditure Description</b>	<b>2015-16</b>
Total Allocation Fund	<u>\$750,000</u>
Fiscal Fee	\$35,714
Program Manager	\$60,000
Travel / Conference	\$3,000
Website / Graphics	<u>\$16,000</u>
Total Overhead	\$114,714
Subtotal for Disbursement	\$635,286
<b>Total 2015-16 Allocation Funds</b>	<b>\$635,286</b>
Citrus Funds	<u>\$380,000</u>
<b>Total Non-Citrus Allocation</b>	<b>\$255,286</b>

<b>School</b>	<b>Actual Allocation Amount Agreed Upon</b>	<b>2015-16 Funds Subcontracted from Citrus</b>		<b>Total 2015-16 Allocation Funds by Member</b>
<b>Citrus College</b>	\$380,000			<b>\$300,000</b>
<b>Azusa Adult School</b>	\$95,900	\$26,068		<b>\$121,968</b>
<b>Monrovia Adult School</b>	\$72,886	\$19,814	\$114,714	<b>\$207,414</b>
<b>Claremont Adult School</b>	\$37,500	\$20,799		<b>\$58,299</b>
<b>Glendora Adult School</b>	\$39,000	\$10,601		<b>\$49,601</b>
<b>Duarte Adult School</b>	<u>\$10,000</u>	<u>\$2,718</u>		<b>\$12,718</b>
	\$635,286	\$80,000	\$114,714	<b>\$750,000</b>

# Adult Education Block Grant for Citrus College Adult Education Consortium

Region: Citrus

Fiscal Agent: Monrovia USD

## CCAEC Expenditure Summary for 2015-16 Allocation

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED
1000	INSTRUCTIONAL SALARIES	1	\$259,294
2000	NONINSTRUCTIONAL SALARIES	2	\$109,878
3000	EMPLOYEE BENEFITS	3	\$91,221
4000	SUPPLIES AND MATERIALS	4	\$63,427
5000	OTHER OPERATING EXPENSES & SERVICES	5	\$91,340
6000	CAPITAL OUTLAY	6	\$99,128
7000	OTHER OUTGO	7	\$0
	TOTAL DIRECT COSTS:	8	\$714,287
	TOTAL INDIRECT COSTS:	9	\$35,713
	TOTAL COSTS:	10	\$750,000

# Adult Education Block Grant for Citrus College Adult Education Consortium

Region: Citrus

Fiscal Agent: Monrovia USD

## Azusa Expenditure Summary

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED
1000	INSTRUCTIONAL SALARIES	1	\$52,620
2000	NONINSTRUCTIONAL SALARIES	2	\$9,792
3000	EMPLOYEE BENEFITS	3	\$13,890
4000	SUPPLIES AND MATERIALS	4	\$22,731
5000	OTHER OPERATING EXPENSES & SERVICES	5	\$22,935
6000	CAPITAL OUTLAY	6	
7000	OTHER OUTGO	7	
	TOTAL DIRECT COSTS:	8	\$121,968
	TOTAL INDIRECT COSTS:	9	
	TOTAL COSTS:	10	\$121,968



# Adult Education Block Grant for Citrus College Adult Education Consortium

Region: Citrus

Fiscal Agent: Monrovia USD

## Claremont Expenditure Summary

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED
1000	INSTRUCTIONAL SALARIES	1	\$22,999
2000	NONINSTRUCTIONAL SALARIES	2	\$4,583
3000	EMPLOYEE BENEFITS	3	\$4,323
4000	SUPPLIES AND MATERIALS	4	\$1,225
5000	OTHER OPERATING EXPENSES & SERVICES	5	\$25,169
6000	CAPITAL OUTLAY	6	
7000	OTHER OUTGO	7	
	TOTAL DIRECT COSTS:	8	\$58,299
	TOTAL INDIRECT COSTS:	9	
	TOTAL COSTS:	10	\$58,299

# Adult Education Block Grant for Citrus College Adult Education Consortium

Region: Citrus

Fiscal Agent: Monrovia USD

## Citrus Expenditure Summary

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED
1000	INSTRUCTIONAL SALARIES	1	\$63,722
2000	NONINSTRUCTIONAL SALARIES	2	\$64,657
3000	EMPLOYEE BENEFITS	3	\$40,733
4000	SUPPLIES AND MATERIALS	4	\$15,142
5000	OTHER OPERATING EXPENSES & SERVICES	5	\$21,203
6000	CAPITAL OUTLAY	6	\$94,542
7000	OTHER OUTGO	7	
	TOTAL DIRECT COSTS:	8	\$300,000
	TOTAL INDIRECT COSTS:	9	
	TOTAL COSTS:	10	\$300,000

# Adult Education Block Grant for Citrus College Adult Education Consortium

Region: Citrus

Fiscal Agent: Monrovia USD

## Duarte Expenditure Summary

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED
1000	INSTRUCTIONAL SALARIES	1	
2000	NONINSTRUCTIONAL SALARIES	2	
3000	EMPLOYEE BENEFITS	3	
4000	SUPPLIES AND MATERIALS	4	\$10,953
5000	OTHER OPERATING EXPENSES & SERVICES	5	\$1,765
6000	CAPITAL OUTLAY	6	
7000	OTHER OUTGO	7	
	TOTAL DIRECT COSTS:	8	\$12,718
	TOTAL INDIRECT COSTS:	9	
	TOTAL COSTS:	10	\$12,718

# Adult Education Block Grant for Citrus College Adult Education Consortium

Region: Citrus

Fiscal Agent: Monrovia USD

## Glendora Expenditure Summary

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED
1000	INSTRUCTIONAL SALARIES	1	\$27,255
2000	NONINSTRUCTIONAL SALARIES	2	\$4,986
3000	EMPLOYEE BENEFITS	3	\$4,988
4000	SUPPLIES AND MATERIALS	4	\$12,372
5000	OTHER OPERATING EXPENSES & SERVICES	5	
6000	CAPITAL OUTLAY	6	
7000	OTHER OUTGO	7	
	TOTAL DIRECT COSTS:	8	\$49,601
	TOTAL INDIRECT COSTS:	9	
	TOTAL COSTS:	10	\$49,601



# Adult Education Block Grant for Citrus College Adult Education Consortium

Region: Citrus

Fiscal Agent: Monrovia USD

## Monrovia Expenditure Summary

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED
1000	INSTRUCTIONAL SALARIES	1	\$45,739
2000	NONINSTRUCTIONAL SALARIES	2	\$25,860
3000	EMPLOYEE BENEFITS	3	\$14,415
4000	SUPPLIES AND MATERIALS	4	\$314
5000	OTHER OPERATING EXPENSES & SERVICES	5	
6000	CAPITAL OUTLAY	6	\$4,586
7000	OTHER OUTGO	7	
	TOTAL DIRECT COSTS:	8	\$90,914
	TOTAL INDIRECT COSTS:	9	
	TOTAL COSTS:	10	\$90,914

# Adult Education Block Grant for Citrus College Adult Education Consortium

Region: Citrus

Fiscal Agent: Monrovia USD

## Consortium Overhead Expenditure Summary

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED
1000	INSTRUCTIONAL SALARIES	1	\$46,958
2000	NONINSTRUCTIONAL SALARIES	2	
3000	EMPLOYEE BENEFITS	3	\$12,872
4000	SUPPLIES AND MATERIALS	4	\$690
5000	OTHER OPERATING EXPENSES & SERVICES	5	\$20,267
6000	CAPITAL OUTLAY	6	
7000	OTHER OUTGO	7	
	TOTAL DIRECT COSTS:	8	\$80,787
	TOTAL INDIRECT COSTS:	9	\$35,713
	TOTAL COSTS:	10	\$116,500



# Documents to Support Agenda Items

December 12, 2017 Agenda

Agenda Item 5.0

Fiscal Review and Update

2016-17 Subcontracting/Expenditures



# Redistribution of Subcontracted Citrus CCAEC Funds For CFAD 2017

JUNE REVISION

## PROPOSED RE-ALLOCATION BASED ON NEEDS ASSESSMENT

Overhead Expenditure	2016-17	2017-18
Total Fund	\$773,016	\$773,016
Fiscal Fee	\$35,714	\$35,714
Program Manager	\$60,000	\$45,000
Travel / Conference	\$3,000	\$1,000
Website / Graphics		\$1,200
<b>Total Overhead</b>	<b>\$98,714</b>	<b>\$82,914</b>
<b>CCAEC Current Allocation</b>	<b>\$324,302</b>	<b>\$310,102</b>
	<b>\$423,016</b>	<b>\$393,016</b>
<b>Available for Reallocation</b>	<b>\$350,000</b>	<b>\$380,000</b>

School	2016-17 Needs Assessment	Proposed 2016-17 Reallocation	2017-18 Needs Assessment	Proposed 2017-18 Reallocation	Requested for Y2 & Y3	Receiving for Y2 & Y3	Difference
Azusa Adult School	\$56,201	\$123,400	\$192,320	<b>\$147,696</b>	\$248,521	\$271,096	\$22,575
Citrus College	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Claremont Adult School	\$57,000	\$82,500	\$99,000	<b>\$89,000</b>	\$156,000	\$171,500	\$15,500
Duarte Adult School	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Glendora Adult School	\$20,000	\$26,000	\$20,000	\$20,000	\$40,000	\$46,000	\$6,000
Monrovia Adult School	\$142,600	\$118,100	\$178,120	<b>\$123,304</b>	\$320,720	\$241,404	<b>(\$79,316)</b>
<b>Total</b>	<b>\$275,801</b>	<b>\$350,000</b>	<b>\$489,440</b>	<b>\$380,000</b>			

<b>Total</b>	<b>\$74,199</b>	<b>\$0</b>	<b>(\$109,440)</b>	<b>\$0</b>
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# 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, Act # 17-03 on 1-10-17 Act # 17-09 on 6-23-17

## 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
<b>Total Allocation Available</b>	<b>\$658,302</b>

**\$773,016**

School	INITIAL Funding Distribution			REVISIONS			FINAL
	MOE Amount	2016-17 Allocation Act # 15-07**	Total 2016-17 AEBG Funds	Funds to Claremont Act # 16-19	Sub for 2016-17 Act # 17-03	Sub for 2016-17 Act # 17-09	REVISED Total 2016-17 AEBG Funds
Citrus College	\$0	\$380,000	\$380,000		(\$30,000)	(\$350,000)	\$0
Azusa Adult School	\$1,326,589	\$95,900	\$1,422,489		\$9,776	\$123,400	\$1,555,665
Monrovia Adult School	\$1,092,809	<b>\$210,616</b>	\$1,303,425	(\$39,016)	\$7,429	\$118,100	\$1,389,938
Claremont Adult School	\$685,855	\$37,500	\$723,355	\$39,016	\$7,800	\$82,500	\$852,671
Glendora Adult School	\$197,407	\$39,000	\$236,407		\$3,976	\$26,000	\$266,383
Duarte Adult School	\$21,592	\$10,000	\$31,592		\$1,019		\$32,611
	\$3,324,252	\$773,016	\$4,097,268	\$0	\$0	\$0	\$4,097,268

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

**Budget Change Request 2016-17 Q2**  
**16-328-29**

**College: 09 Citrus**  
**Grant# : 16-328-29**  
**Quarter: 2016-17 Q2**

<b>Object of Expenditure</b>	<b>Revised Budget</b>
1000 Instructional Salaries	\$714,033
2000 Non-instructional Salaries	\$147,399
3000 Employee Benefits	\$245,986
4000 Supplies and Materials	\$94,048
5000 Other Operating Exp. & Services	\$94,673
6000 Capital Outlay	\$10,057
7000 Other Outgo	\$2,707,330
Total Direct Expenditures	\$4,013,526
Total Indirect Expenditures	\$83,742
<b>Total Expenditures</b>	<b>\$4,097,268</b>

**Justification:**

The reason behind the requested budget revision:

Changes in Object Codes 1000, 2000, and 3000 were slight. Instructional salary expenditures were 7% lower than anticipated, and clerical salary expenditures increased 19% because of increased clerical needs for the summer 2016 data submission and increased programs requiring longer/night office hours. Category 3000 increased 18% because of district hourly pay rate raises and benefit increases (increased STRS, health care, etc.)

Categories 4000, 5000, and 6000 changed significantly. The budget and expenditures increased 70% for Code 4000 because of a previously non-budgeted ESL textbook adoption, an unanticipated increase in CTE expenditures, and an increase in technology purchases. Four interactive boards needed replacement and laptop carts were purchased to increase student access to technology. Code 5000 doubled because of increased travel expenditures (from a WASC visit), increased advertising expenses, and a previously non-budgeted consultant expense to increase CTE fees from Workforce Development Boards. Code 6000 increased from \$0 to \$10,057 because of capital expenditures of equipment to make the Automotive Technology program more robust.

Other Outgo, Code 7000 decreased because Monrovia received subcontracted funds from Citrus College (as did other consortium members).

Indirect costs increased 5% but are still lower than are allowed for AEBG funds.

# Adult Education Block Grant for Citrus College Adult Education Consortium

Region: Citrus

Fiscal Agent: Monrovia USD

## CCAEC Expenditure Summary for 2016-17 Total Expenditures

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED
1000	INSTRUCTIONAL SALARIES	1	\$1,825,842
2000	NONINSTRUCTIONAL SALARIES	2	\$517,364
3000	EMPLOYEE BENEFITS	3	\$599,238
4000	SUPPLIES AND MATERIALS	4	\$213,962
5000	OTHER OPERATING EXPENSES & SERVICES	5	\$163,914
6000	CAPITAL OUTLAY	6	\$17,802
7000	OTHER OUTGO	7	\$0
	TOTAL DIRECT COSTS:	8	\$3,338,122
	TOTAL INDIRECT COSTS:	9	\$124,727
	TOTAL COSTS:	10	\$3,462,849



# Adult Education Block Grant for Citrus College Adult Education Consortium

Region: Citrus

Fiscal Agent: Monrovia USD

## Azusa Expenditure Summary - 2016-17

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED
1000	INSTRUCTIONAL SALARIES	1	\$581,876
2000	NONINSTRUCTIONAL SALARIES	2	\$186,810
3000	EMPLOYEE BENEFITS	3	\$172,422
4000	SUPPLIES AND MATERIALS	4	\$90,651
5000	OTHER OPERATING EXPENSES & SERVICES	5	\$21,830
6000	CAPITAL OUTLAY	6	\$7,745
7000	OTHER OUTGO	7	
	TOTAL DIRECT COSTS:	8	\$1,061,334
	TOTAL INDIRECT COSTS:	9	\$40,985
	TOTAL COSTS:	10	\$1,102,319
		CARRYOVER	\$453,346

# Adult Education Block Grant for Citrus College Adult Education Consortium

Region: Citrus

Fiscal Agent: Monrovia USD

## Claremont Expenditure Summary - 2016-17

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED
1000	INSTRUCTIONAL SALARIES	1	\$394,831
2000	NONINSTRUCTIONAL SALARIES	2	\$137,378
3000	EMPLOYEE BENEFITS	3	\$145,712
4000	SUPPLIES AND MATERIALS	4	\$15,004
5000	OTHER OPERATING EXPENSES & SERVICES	5	\$47,411
6000	CAPITAL OUTLAY	6	
7000	OTHER OUTGO	7	
	TOTAL DIRECT COSTS:	8	\$740,335
	TOTAL INDIRECT COSTS:	9	
	TOTAL COSTS:	10	\$740,335
		CARRYOVER	\$112,336

# Adult Education Block Grant for Citrus College Adult Education Consortium

Region: Citrus

Fiscal Agent: Monrovia USD

## Citrus Expenditure Summary - 2016-17

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED
1000	INSTRUCTIONAL SALARIES	1	
2000	NONINSTRUCTIONAL SALARIES	2	
3000	EMPLOYEE BENEFITS	3	
4000	SUPPLIES AND MATERIALS	4	
5000	OTHER OPERATING EXPENSES & SERVICES	5	
6000	CAPITAL OUTLAY	6	
7000	OTHER OUTGO	7	
	TOTAL DIRECT COSTS:	8	\$0
	TOTAL INDIRECT COSTS:	9	
	TOTAL COSTS:	10	\$0



## Adult Education Block Grant for Citrus College Adult Education Consortium

Region: Citrus

Fiscal Agent: Monrovia USD

### Duarte Expenditure Summary - 2016-17

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED
1000	INSTRUCTIONAL SALARIES	1	\$25,000
2000	NONINSTRUCTIONAL SALARIES	2	\$377
3000	EMPLOYEE BENEFITS	3	\$4,950
4000	SUPPLIES AND MATERIALS	4	\$2,284
5000	OTHER OPERATING EXPENSES & SERVICES	5	
6000	CAPITAL OUTLAY	6	
7000	OTHER OUTGO	7	
	TOTAL DIRECT COSTS:	8	\$32,611
	TOTAL INDIRECT COSTS:	9	
	TOTAL COSTS:	10	\$32,611

# Adult Education Block Grant for Citrus College Adult Education Consortium

Region: Citrus

Fiscal Agent: Monrovia USD

## Glendora Expenditure Summary - 2016-17

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED
1000	INSTRUCTIONAL SALARIES	1	\$110,102
2000	NONINSTRUCTIONAL SALARIES	2	\$45,400
3000	EMPLOYEE BENEFITS	3	\$30,169
4000	SUPPLIES AND MATERIALS	4	\$11,975
5000	OTHER OPERATING EXPENSES & SERVICES	5	\$0
6000	CAPITAL OUTLAY	6	
7000	OTHER OUTGO	7	
	TOTAL DIRECT COSTS:	8	\$197,646
	TOTAL INDIRECT COSTS:	9	
	TOTAL COSTS:	10	\$197,646
	CARRYOVER		\$68,737

# Adult Education Block Grant for Citrus College Adult Education Consortium

Region: Citrus

Fiscal Agent: Monrovia USD

## Monrovia Expenditure Summary - 2016-17

Object of Expenditure	Classification	Line	TOTAL PROGRAM FUNDS REQUESTED
1000	INSTRUCTIONAL SALARIES	1	\$714,033
2000	NONINSTRUCTIONAL SALARIES	2	\$147,399
3000	EMPLOYEE BENEFITS	3	\$245,986
4000	SUPPLIES AND MATERIALS	4	\$94,048
5000	OTHER OPERATING EXPENSES & SERVICES	5	\$94,673
6000	CAPITAL OUTLAY	6	\$10,057
7000	OTHER OUTGO	7	\$0
	TOTAL DIRECT COSTS:	8	\$1,306,196
	TOTAL INDIRECT COSTS:	9	\$83,742
	TOTAL COSTS:	10	\$1,389,938



# Documents to Support Agenda Items

December 12, 2017 Agenda

Agenda Item 5.0

Fiscal Review and Update

2017-18 Subcontracting by Board Acts



**Final Board-Approved Distribution of 2017-18 AEBG Funds for CFAD**  
**Approved 6/23/2017 per REVISED Act # 17-09**

**Monrovia Overhead  
Expenditures from  
Allocation**

Total Fund	\$773,016	
Fiscal Fee	\$35,714	
Program Manager	\$44,800	
Travel / Conference	\$1,000	
Website / Graphics	\$1,200	
Total Overhead	\$82,714	
<b>Total Allocation Available</b>	<b>\$690,302</b>	<b>\$773,016</b>

School	MOE Amount	INITIAL Funding Distribution			REVISIONS	FINAL
		2017-18 Allocation per Act # 15-07**	Subcontracted to Claremont Act # 16-19	Initial 2016-17 AEBG Funds	Subcontracted for 2017-18 Act # 17-09	REVISED Total 2017-18 AEBG Funds
Citrus College	\$0	\$380,000		\$380,000	(\$380,000)	\$0
Azusa Adult School	\$1,326,589	\$95,900		\$1,422,489	\$147,696	\$1,570,185
Claremont Adult School	\$685,855	\$37,500	\$39,016	\$762,371	\$89,000	\$851,371
Duarte Adult School	\$21,592	\$10,000		\$31,592	\$0	\$31,592
Glendora Adult School	\$197,407	\$39,000		\$236,407	\$20,000	\$256,407
Monrovia Adult School	\$1,092,809	<b>\$210,616</b>	(\$39,016)	\$1,264,409	\$123,304	\$1,387,713
	\$3,324,252	\$773,016	\$0	\$4,097,268	\$0	\$4,097,268

\*\***Bold amount** includes original Allocation overhead amount (\$114,714) for fiscal agent (program director, indirecte fees, etc.)



## Documents to Support Agenda Items

December 12, 2017 Agenda

Agenda Item 6.0

Board Approval of

2015-16 Q5 and 2016-17 Q3

Annual Expenditure Reports



# Budget Change Request 2015-16 Q5 15-328-29

College: 09 Citrus  
Grant# : 15-328-29  
Quarter: 2015-16 Q5

Object of Expenditure	Budget Amount Certified 1/31/17	Revised Budget	Difference	Percent Change
1000 Instructional Salaries	\$363,318	\$259,294	\$104,024	28.63%
2000 Non-instructional Salaries	\$57,440	\$109,878	(\$52,438)	-91.29%
3000 Employee Benefits	\$80,540	\$91,221	(\$10,681)	-13.26%
4000 Supplies and Materials	\$67,555	\$63,427	\$4,128	6.11%
5000 Other Operating Exp. & Services	\$65,434	\$91,221	(\$25,787)	-39.41%
6000 Capital Outlay	\$75,000	\$99,128	(\$24,128)	-32.17%
7000 Other Outgo	\$0	\$0	\$0	N/A
Total Direct Expenditures	\$714,287	\$714,287		
Total Indirect Expenditures	\$35,713	\$35,713		
<b>Total Expenditures</b>	<b>\$750,000</b>	<b>\$750,000</b>		

## Justification:

The reason behind the requested budget revision:

Budget changes are noted above in relation to the Budget that was certified on 1/31/2017. The budget difference between last certified in noted in overage/underage and percentage.

Changes in Object Codes 1000 occurred due to changes in the CCD member's utilization of Allocation funds. The Annual Plan initially called for the CCD member hiring three coordinators which would have brought Object Code 1000 expenditures near the budgeted amount of \$363,318.

Instead, the CCD member 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. The CCD member also made technology upgrades (instructor computers and interactive projectors) in all five ESL classrooms, replacing outdated and non-functioning equipment. This made a tremendous positive impact on ESL instruction, allowing the instructors to present instructional material in a variety of modalities and creating an engaging and interactive learning environment.

These changes meant a significant decrease in expenditures from Object Code 1000 and an increase in expenditures for Object Code 6000, which was previously \$75,000.

## Budget Change Request 2015-16 Q5 15-328-29

The CCD member increased Object Code 2000 expenditures to pay for Continuing Education supervision and summer 2016 data collection that was not paid for out of consortium data funds.

Object Code 3000 was slightly over because of increased STRS contributions and increased health costs.

All members increased Object Code 5000 expenditures about \$25,000 due to overage in website design and advertising.



# CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE



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

(74B) Monrovia USD (Citrus)

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

(2016-2017 3rd quarter has been certified on 2017-12-08 20:20:00.0)

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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.	Revised Budget (approved on 12/07/17)	Budget	Exp.	Bal.	Budget	Exp.	Bal.	Budget	Exp.	Bal.
1000 Instructional Salaries	768939	768939	291185	477754	714033	714033	714033	0	714033	714033	0	0	0	0
2000 Noninstructional Salaries	123654	123654	35195	88459	147399	147399	147399	0	147399	147399	0	0	0	0
3000 Employee Benefits	208379	208379	78586	129793	245986	245986	245986	0	245986	245986	0	0	0	0
4000 Supplies and Materials	54500	54500	49911	4589	94048	94048	94048	0	94048	94048	0	0	0	0
5000 Other Operating Exp. & Svs.	45364	45364	35410	9954	94673	94673	94673	0	94673	94673	0	0	0	0
6000 Capital Outlay	0	0	0	0	10057	10057	10057	0	10057	10057	0	0	0	0
7000 Other Outgo	2816859	2816859	1119854	1697005	2707330	2707330	2054476	652854	2707330	2072911	634419	0	0	0
Direct Expenditures	4017695	4017695	1610141	2407554	4013526	4013526	3360672	652854	4013526	3379107	634419	0	0	0
Total Indirect Expenditures*	79573	79573	0	79573	83742	83742	83742	0	83742	83742	0	0	0	0
Total Expenditures	4097268	4097268	1610141	2487127	4097268	4097268	3444414	652854	4097268	3462849	634419	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)

(Total expenditure 84.5

(3rd Quarter at least 68% of total allocation



☒ Activities are being conducted as planned.

%)

expended )

Expenditures meet guideline

☐ Activities are not being conducted as planned.

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

In Y2 of the CCAEC Three Year Plan, the consortium utilized AEBG funds to make substantial progress in completing the activities outlined in the 2016-17 Annual Plan. Most critical to note is that the consortium has expended 84.5% of 2016-17 AEBG funds.

In creating budgets for 2017-18, a carryover of \$634,419 will be reflected in NOVA, the new reporting system. Member budgets in NOVA demonstrate that almost that entire carryover will be expended in 2017-18 as well as the the 2017-18 AEBG funding. Considering that the state has set a threshold of expending 60% of carryover and 2017-18 funds and that the CCAEC will be expending more than 90% of similar funds, the consortium believes it is doing an excellent job of addressing AB104.

Members addressed gaps in services in the face of increased costs of providing those services. Salary increases, increased STRS contributions and rising healthcare meant hire costs just to maintain service levels from 2015-16.

The 2016-17 Plan listed a number of activities that increased program services and the consortium completed nearly all of those activities. The balance of those action items will be addressed with remaining funds in 2017-18.

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

The consortium believes it is progressing in improving programs. Despite increased costs, no services were cut. Most activities called for in the 2016-17 Annual Plan were completed. Consortium K-12 members provided significant help to each other to facilitate meeting new WIOA requirements and the new state mandated data integration to TOPSpro Enterprise. Consortium members will be collaborating to analyze TE data consortium-wide to analyze value that programs add to students.

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

Expenditures are meeting guidelines.

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

No budget changes have occurred since the budget was re-certified

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## Documents to Support Agenda Items

December 12, 2017 Agenda

Agenda Item 7.0

Board Approval of  
2017-18 Member Budgets



## 09 Citrus College Adult Education Consortium

### Member Agency Information

**MEMBER NAME:**

Azusa Unified School District

**MEMBER TYPE:**

K-12 School District

**MEMBER ADDRESS:**

546 South Citrus Avenue | Azusa, CA | 91702-0500

**MEMBER WEBSITE:**
**MEMBER ALLOCATIONS 2017-18:**

\$1,570,185

**MEMBER ALLOCATIONS 2016-17:**

\$1,555,665

**MEMBER ALLOCATIONS 2015-16:**

\$1,448,557

### Member Agency Contacts

RESPONSIBILITY	NAME	EMAIL	TITLE	PHONE
Member Representative	Linda McNary	lmcnary@azusa.org	Director of Adult and Continuing Education	626-852-8415

## Objectives

### Gaps In Service

**STRATEGY:** Collaborate with LACO WDB to complete Title II institutional requirements of LACO WDB Local Plan.

**STRATEGY:** Create consortium Parent Success FAC to devise uniform curriculum and accountability.

**STRATEGY:** Expand ASE/ABE, HiSET, CTE and ESL level course offerings where possible by leveraging new WIOA funds.

**STRATEGY:** Utilize subcontracted Allocation funds to maintain current ASE/ABE, ESL, parent success, CTE, and Career Center program levels by meeting rising program costs caused by increasing salaries and retirement contributions.

### Seamless Transitions

**STRATEGY:** Build on Counselor Pathways to Success to create better K-12/CCD counselor communication and more robust postsecondary pathways for students.

**STRATEGY:** Explore other Early College programs and implement those that make sense with CCAEC vision and mission.

**STRATEGY:** Update Regional Assessment Plan to reflect new state data reporting procedures and implement new plan.

### Student Acceleration

**STRATEGY:** Create and pilot ESL workforce courses and implement across consortium where it makes sense.

**STRATEGY:** Create uniform ABE ELA competency-based course outlines and implement across the consortium.

**STRATEGY:** Determine best practices for ESL Level Exams and implement those practices across the consortium to increase student acceleration in ESL.

44

### Shared Professional Development

**STRATEGY:** Work with ESL FAC and reconstitute a new comprehensive, consortium-wide ESL PD plan.

94A

## Leveraging Resources

**STRATEGY:** Continue partnerships with local libraries and explore ways to improve these.

**STRATEGY:** Help implement the LACO WDB Local Plan for those parts of the plan for which CCAEC members are responsible.

**STRATEGY:** Maintain and expand partnerships with employers for increased internship opportunities.

## Budget

		<b>CARRYOVER AMOUNT:</b>	\$453,346
		<b>CURRENT YEAR ALLOCATION:</b>	\$2,023,531
Azusa Unified School District	1000 - Instructional Salaries		\$821,827
Azusa Unified School District	2000 - Non-Instructional Salaries		\$238,990
Azusa Unified School District	3000 - Employee Benefits		\$257,182
Azusa Unified School District	4000 - Supplies and Materials		\$216,082
Azusa Unified School District	5000 - Other Operating Expenses and Services		\$160,017
Azusa Unified School District	6000 - Capital Outlay		\$73,220
Azusa Unified School District	7000 - Other Outgo		\$86,737
Azusa Unified School District			\$79,237
		<b>TOTAL AMOUNT:</b>	\$1,933,292
		<b>REMAINING AMOUNT:</b>	\$90,239



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## 09 Citrus College Adult Education Consortium

### Member Agency Information

**MEMBER NAME:**

Claremont Unified School District

**MEMBER TYPE:**

K-12 School District

**MEMBER ADDRESS:**

170 West San Jose Avenue | Claremont, CA | 91711-5285

**MEMBER WEBSITE:**

<http://claremont-ca.schoolloop.com/Adult>

**MEMBER ALLOCATIONS 2017-18:**

\$851,371

**MEMBER ALLOCATIONS 2016-17:**

\$852,671

**MEMBER ALLOCATIONS 2015-16:**

\$744,154

### Member Agency Contacts

RESPONSIBILITY	NAME	EMAIL	TITLE	PHONE
Member Representative	Felipe Delvasto	<a href="mailto:fdelvasto@cusd.claremont.ca.us">fdelvasto@cusd.claremont.ca.us</a>	Senior Coordinator of Alternatives	(909) 886-0609
Contact	Karen Waltman	<a href="mailto:kwaltman@cusd.claremont.ca.us">kwaltman@cusd.claremont.ca.us</a>	Executive Director, Fiscal Services	(909) 886-0609 ext. 70410

## Objectives

### Gaps In Service

**STRATEGY:** Collaborate with LACO WDB to complete Title II institutional requirements of LACO WDB Local Plan.

**STRATEGY:** Expand ASE/ABE, HiSET, CTE and ESL level course offerings where possible by leveraging new WIOA funds.

**STRATEGY:** Leverage consortium resources to open new Career Center in Claremont.

### Seamless Transitions

**STRATEGY:** Build on Counselor Pathways to Success to create better K-12/CCD counselor communication and more robust postsecondary pathways for students.

**STRATEGY:** Explore other Early College programs and implement those that make sense with CCAEC vision and mission.

**STRATEGY:** Leverage consortium resources to open a Career Center in Claremont that provides students with career development and transition to new or better employment.

### Student Acceleration

**STRATEGY:** Create and pilot ESL workforce courses and implement across consortium where it makes sense.

**STRATEGY:** Create uniform ABE ELA competency-based course outlines and implement across the consortium.

**STRATEGY:** Determine best practices for ESL Level Exams and implement those practices across the consortium to increase student acceleration in ESL.

### Shared Professional Development



- STRATEGY:** Create PD conferences at the member level for the benefit of CCAEC faculty.
- STRATEGY:** Leverage the CCAEC website to provide faculty PD opportunities and resources.
- STRATEGY:** Work with ESL FAC and reconstitute a new comprehensive, consortium-wide ESL PD plan.

### Leveraging Resources

- STRATEGY:** Create comprehensive consortium Employer Engagement Plan to identify all potential employers for Career Centers to utilize.
- STRATEGY:** Help implement the LACO WDB Local Plan for those parts of the plan for which CCAEC members are responsible.
- STRATEGY:** Maintain and expand partnerships with employers for increased internship opportunities.

### Budget

		<b>CARRYOVER AMOUNT:</b>	\$112,336
		<b>CURRENT YEAR ALLOCATION:</b>	\$963,707
Claremont Unified School District	1000 - Instructional Salaries		\$418,348
Claremont Unified School District	2000 - Non-Instructional Salaries		\$187,340
Claremont Unified School District	3000 - Employee Benefits		\$184,712
Claremont Unified School District	4000 - Supplies and Materials		\$54,043
Claremont Unified School District	5000 - Other Operating Expenses and Services		\$119,264
		<b>TOTAL AMOUNT:</b>	\$963,707
		<b>REMAINING AMOUNT:</b>	\$0



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## 09 Citrus College Adult Education Consortium

### Member Agency Information

**MEMBER NAME:**

Duarte Unified School District

**MEMBER TYPE:**

K-12 School District

**MEMBER ADDRESS:**

1620 Huntington Drive | Duarte, CA | 91010-2534

**MEMBER WEBSITE:**
**MEMBER ALLOCATIONS 2017-18:**

\$31,592

**MEMBER ALLOCATIONS 2016-17:**

\$32,611

**MEMBER ALLOCATIONS 2015-16:**

\$34,310

### Member Agency Contacts

RESPONSIBILITY	NAME	EMAIL	TITLE	PHONE
Member Representative	Kevin Morris	kmorris@duarteusd.org		(626) 599-5130
Contact	Julia Reyes	jreyes@duarteusd.org	Account Tech III	626-599-5028

## Objectives

### Gaps In Service

**STRATEGY:** Create consortium Parent Success FAC to devise uniform curriculum and accountability.

**STRATEGY:** Utilize subcontracted Allocation funds to maintain current ASE/ABE, ESL, parent success, CTE, and Career Center program levels by meeting rising program costs caused by increasing salaries and retirement contributions.

### Seamless Transitions

**STRATEGY:** Build on Counselor Pathways to Success to create better K-12/CCD counselor communication and more robust postsecondary pathways for students.

**STRATEGY:** Explore other Early College programs and implement those that make sense with CCAEC vision and mission.

### Student Acceleration

**NO STRATEGY SELECTED**

### Shared Professional Development

**STRATEGY:** Create PD conferences at the member level for the benefit of CCAEC faculty.

### Leveraging Resources

**STRATEGY:** Maintain and expand partnerships with employers for increased internship opportunities.



## Budget

		<b>CARRYOVER AMOUNT:</b>	\$0
		<b>CURRENT YEAR ALLOCATION:</b>	\$31,592
Duarte Unified School District	1000 - Instructional Salaries		\$8,400
Duarte Unified School District	3000 - Employee Benefits		\$1,600
Duarte Unified School District	2000 - Non-Instructional Salaries		\$4,517
Duarte Unified School District	3000 - Employee Benefits		\$483
Duarte Unified School District	4000 - Supplies and Materials		\$16,592
		<b>TOTAL AMOUNT:</b>	\$31,592
		<b>REMAINING AMOUNT:</b>	\$0



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## 09 Citrus College Adult Education Consortium

### Member Agency Information

**MEMBER NAME:**

Glendora Unified School District

**MEMBER TYPE:**

K-12 School District

**MEMBER ADDRESS:**

500 North Loraine Avenue | Glendora, CA | 91741-2964

**MEMBER WEBSITE:**
**MEMBER ALLOCATIONS 2017-18:**

\$256,407

**MEMBER ALLOCATIONS 2016-17:**

\$266,383

**MEMBER ALLOCATIONS 2015-16:**

\$247,008

### Member Agency Contacts

RESPONSIBILITY	NAME	EMAIL	TITLE	PHONE
Member Representative	Ron Letourneau	rletourneau@glendora.k12.ca.us		(626) 852-4550
Contact	Pamela Escalante	pescalante@glendora.k12.ca.us		

## Objectives

### Gaps In Service

**STRATEGY:** Collaborate with LACO WDB to complete Title II institutional requirements of LACO WDB Local Plan.

**STRATEGY:** Create consortium Parent Success FAC to devise uniform curriculum and accountability.

**STRATEGY:** Expand ASE/ABE, HiSET, CTE and ESL level course offerings where possible by leveraging new WIOA funds.

**STRATEGY:** Utilize subcontracted Allocation funds to maintain current ASE/ABE, ESL, parent success, CTE, and Career Center program levels by meeting rising program costs caused by increasing salaries and retirement contributions.

### Seamless Transitions

**STRATEGY:** Build on Counselor Pathways to Success to create better K-12/CCD counselor communication and more robust postsecondary pathways for students.

**STRATEGY:** Update Regional Assessment Plan to reflect new state data reporting procedures and implement new plan.

### Student Acceleration

**STRATEGY:** Create uniform ABE ELA competency-based course outlines and implement across the consortium.

**STRATEGY:** Determine best practices for ESL Level Exams and implement those practices across the consortium to increase student acceleration in ESL.

### Shared Professional Development

**STRATEGY:** Create PD conferences at the member level for the benefit of CCAEC faculty.

**STRATEGY:** Leverage the CCAEC website to provide faculty PD opportunities and resources.

**STRATEGY:** Work with ESL FAC and reconstitute a new comprehensive, consortium-wide ESL PD plan.

**Leveraging Resources**

**STRATEGY:** Help implement the LACO WDB Local Plan for those parts of the plan for which CCAEC members are responsible.

**Budget**

		<b>CARRYOVER AMOUNT:</b>	\$68,737
		<b>CURRENT YEAR ALLOCATION:</b>	\$325,144
Glendora Unified School District	1000 - Instructional Salaries		\$175,494
Glendora Unified School District	2000 - Non-Instructional Salaries		\$79,325
Glendora Unified School District	3000 - Employee Benefits		\$51,197
Glendora Unified School District	4000 - Supplies and Materials		\$19,128
		<b>TOTAL AMOUNT:</b>	\$325,144
		<b>REMAINING AMOUNT:</b>	\$0



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## 09 Citrus College Adult Education Consortium

### Member Agency Information

**MEMBER NAME:**

Monrovia Unified School District

**MEMBER TYPE:**

K-12 School District

**MEMBER ADDRESS:**

325 East Huntington Drive | Monrovia, CA | 91016-3585

**MEMBER WEBSITE:**
**MEMBER ALLOCATIONS 2017-18:**

\$1,387,713

**MEMBER ALLOCATIONS 2016-17:**

\$1,389,938

**MEMBER ALLOCATIONS 2015-16:**

\$1,300,223

### Member Agency Contacts

RESPONSIBILITY	NAME	EMAIL	TITLE	PHONE
Member Representative	Flint Fertig	ffertig@monroviaschools.net		(626) 471-3065
Contact	David Conway	dconway2@monroviaschools.net	Director of Fiscal Services	(626) 471-2055

## Objectives

### Gaps In Service

**STRATEGY:** Collaborate with LACO WDB to complete Title II institutional requirements of LACO WDB Local Plan.

**STRATEGY:** Create consortium Parent Success FAC to devise uniform curriculum and accountability.

**STRATEGY:** Expand ASE/ABE, HiSET, CTE and ESL level course offerings where possible by leveraging new WIOA funds.

**STRATEGY:** Utilize subcontracted Allocation funds to maintain current ASE/ABE, ESL, parent success, CTE, and Career Center program levels by meeting rising program costs caused by increasing salaries and retirement contributions.

### Seamless Transitions

**STRATEGY:** Build on Counselor Pathways to Success to create better K-12/CCD counselor communication and more robust postsecondary pathways for students.

**STRATEGY:** Explore other Early College programs and implement those that make sense with CCAEC vision and mission.

**STRATEGY:** Update Regional Assessment Plan to reflect new state data reporting procedures and implement new plan.

### Student Acceleration

**STRATEGY:** Create and pilot ESL workforce courses and implement across consortium where it makes sense.

**STRATEGY:** Create uniform ABE ELA competency-based course outlines and implement across the consortium.

**STRATEGY:** Determine best practices for ESL Level Exams and implement those practices across the consortium to increase student acceleration in ESL.

**STRATEGY:** Market existing partnership Pacific College to increase consortium student enrollment in its bachelors programs.



## Shared Professional Development

**STRATEGY:** Create PD conferences at the member level for the benefit of CCAEC faculty.

**STRATEGY:** Leverage the CCAEC website to provide faculty PD opportunities and resources.

**STRATEGY:** Work with ESL FAC and reconstitute a new comprehensive, consortium-wide ESL PD plan.

## Leveraging Resources

**STRATEGY:** Continue partnerships with local libraries and explore ways to improve these.

**STRATEGY:** Create comprehensive consortium Employer Engagement Plan to identify all potential employers for Career Centers to utilize.

**STRATEGY:** Help implement the LACO WDB Local Plan for those parts of the plan for which CCAEC members are responsible.

**STRATEGY:** Maintain and expand partnerships with employers for increased internship opportunities.

## Budget

<b>CARRYOVER AMOUNT:</b>		\$0
<b>CURRENT YEAR ALLOCATION:</b>		\$1,387,713
Monrovia Unified School District	1000 - Instructional Salaries	\$723,498
Monrovia Unified School District	2000 - Non-Instructional Salaries	\$155,209
Monrovia Unified School District	3000 - Employee Benefits	\$229,799
Monrovia Unified School District	4000 - Supplies and Materials	\$88,914
Monrovia Unified School District	5000 - Other Operating Expenses and Services	\$101,086
Monrovia Unified School District	Indirect Cost (<=5%)	\$89,207
<b>TOTAL AMOUNT:</b>		\$1,387,713
<b>REMAINING AMOUNT:</b>		\$0



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## Documents to Support Agenda Items

December 12, 2017 Agenda

Agenda Item 8.0

Program Director Report on

New AEBG Three Year Plan Requirements

# AEBG Three Year Plan Slides



## Fiscal System

- Member based – budgets & expenses
- Rolled up to consortium level
- Consortium would have their own budget showing program and fiscal budget/expenses.
- Budget & expenses by object code (1000s-7000s)
- Members would check off which annual plan strategies they are focused on for the program year.
- Budget & expenses would display all active funding.



## Answers:

Q: So what will the consortium level certify in NOVA?

A: Consortium level certification will assess if the member is meeting the AEBG requirements, and evaluate if the member funding is being expended per the AEBG plans.

Q: What if you are direct funded – are you still required for consortium oversight?

A: Yes – the members will have to assign someone to provide consortium level administrative oversight.

Answers:

Q: How is consortium oversight paid for? Budgeted & reported in NOVA?

A: Members will have to agree upon who will fund which aspects of the consortium administrative oversight. A separate consortium budget will be created in NOVA so the State can monitor the consortium level budget. This will not be part of the NOVA budget & expenses rollup to the consortium level (but a subset).

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Answers:

Q: Is the 5% administrative cap negotiable?

A: Yes, members will have to agree upon the cost of the administrative oversight and the activities provided (and it can be less than 5%). Members have a choice on who they decide will provide these functions.

Q: Who makes the decisions on how this is going to work?

A: The consortium members.

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## Documents to Support Agenda Items

December 12, 2017 Agenda

Agenda Item 9.0

Program Director Report on

AEBG Due Dates



## Calendar of Events & Due Dates

\* Items with a red asterisk are consortium deliverables.

### December 2017

#### December 2017

\* Dec 15: 16-17 carry over and 17-18 AEBG Budget due (in NOVA), i.e. Program Year Budget

\* Dec 20: 15/16 & Data and Accountability Budget changes due (old system)

\* Dec 31: 15/16 Consortia funded activities end

\* Dec 31: End of Q2

#### January 2018

\* Jan 15: Deadline for consortia certification of member budgets in NOVA

\* Jan 31: Student data due in TOPSPro (Q2)

\* Jan 31: 15/16 Final expense report due and Midterm Data and Accountability expense report due (old system)

#### February 2018

\* Feb 1-2: CAEAA Conference

\* Feb 7-9: ACCE Conference

\* Feb 25: 2018 - 15/16 consortium funds - close out financial report due (old system)

\* Feb 28: Preliminary allocations for 2018-19 & 2019-20 released by this date

#### March 2018

\* Mar 1: 16/17 & 17/18 member expense report due in NOVA Q1 & Q2

\* Mar 31: 16/17 & 17/18 member expense report certified by consortia in NOVA (Q1 & Q2)

\* Mar 31: End of Q3

#### April 2018

\* Apr 30: Student data due in TOPSPro (Q3)

#### May 2018

\* May 02: CFADs for 2018-19 due

#### June 2018

\* Jun 1: 16/17 & 17/18 member expense report due in NOVA (Q3)

\* Jun 30: 16/17 & 17/18 member expense report certified by consortia in NOVA (Q3)

\* Jun 30: End of Q4

#### August 2018

\* Aug 01: Final program year report due and student data report due (Q4)

\* Aug 15: Annual plans due for 18/19

\* Aug (TBA): AEBG 18/19 funding is disbursed from the State

#### September 2018

\* Sep 1: 16/17 & 17/18 member expense report due in NOVA (Q4). Will also include end of the year reporting on leveraged funds, fees, and other financial breakdowns

\* Sep 30: 16/17 & 17/18 member expense report certified by consortia in NOVA (Q4); Will also include Year End Financial Report (Narrative)

\* Sep 30: Program Year Budget Due in NOVA (Includes 17/18 carry over and 18/19 new funds)

\* Sep 30: End of Q1

#### October 2018

\* Oct 31: Student data due in TOPSPro (Q1) \*Note – MIS 18/19 reporting schedule will be released in early 2018

#### November 2018

#### December 2018

\* Dec 1: 17/18 & 18/19 member expense report certified by members in NOVA (Q1)

\* Dec 20: Data and Accountability Budget Changes due (old system)

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### ABOUT US

The California Community Colleges Chancellor's Office (CCCCO) and the California Department of Education (CDE) are working in partnership to implement the requirements outlined in the Adult Education Block Grant (AEBG). We will continue to provide guidance and solicit feedback from the field throughout the implementation process.

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- \*Dec 31: Data and Accountability funded activities end
- \*Dec 31: 17/18 & 18/19 member expense report certified by consortia in NOVA (Q1)
- \*Dec 31: End of Q2  
January 2019
- \*Jan 31: Student data due in TOPSPro (Q2)
- \*Jan 31: Final Data and Accountability expense report due (old system)  
February 2019
- \*Feb 25: Data and Accountability close out financial report due (old system). Will include final report (narrative)
- \*Feb 28: Preliminary allocations for 2019-20 & 2020-21 released by this date  
March 2019
- \*Mar 1: 17/18 & 18/19 member expense report due in NOVA (Q2)
- \*Mar 31: 17/18 & 18/19 member expense report certified by consortia in NOVA (Q2)
- \*Mar 31: End of Q3  
April 2019
- \*Apr 30: Student data due in TOPSPro (Q3)  
May 2019
- \*May (or June): 3-year strategic plan and evaluation report due from consortia
- \*May 02: CFADs for 2019-20 due