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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, July 10, 2018

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

Rocky Cifone, Representative

Ron Letourneau, Representative

Kevin Morris, Representative

_____ John Russell, Regional Director _____

_____ Jessica Michel, Secretary _____

_____ Daniel Soriano, Proxy _____

_____ Rebecca Summers, Proxy _____

_____ Rick Crosby, 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 June 15, 2018 Regular Executive Board Open Session Meeting.

Motion by _____, seconded by _____ Vote _____

Representative Cifone __ Representative Delvasto __ Representative Fertig __

Representative Letourneau __ Representative McNary __ 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 2018-19 MEETING CALENDAR

Motion by _____, seconded by _____ Vote _____

Representative Cifone __ Representative Delvasto __ Representative Fertig __

Representative Letourneau __ Representative McNary __ Representative Morris __

5.0 REGIONAL DIRECTOR PRESENTATION ON COMPLETION 2018-19 ANNUAL PLAN

Regional director to lay out process to complete Annual Plan before August board meeting.

6.0 REGIONAL DIRECTOR PRESENTATION OF OVERSIGHT OPTIONS

Regional director to present options for consortium oversight.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

July 10, 2018 Agenda

Agenda Item 2.1

June 15, 2018 Minutes



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Friday, June 15, 2018

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 1:39 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Rocky Cifone, Representative	Present	John Russell, Regional Director	Present
Felipe Delvasto, Representative	Present	Jessica Michel, Secretary	Present
Flint Fertig, Representative	Present	Daniel Soriano, Proxy	Absent
Ron Letourneau, Representative	Present	Rebecca Summers, Proxy	Absent
Linda McNary, Representative	Present	Norman Anderson, Proxy	Absent
Kevin Morris, Representative	Absent	Julianne Ceccarelli, Proxy	Absent
		Debbie Wong, 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 April 17, 2018 Regular Executive Board Open Session Meeting.

Act # 18-04 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Cifone Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau Y Representative McNary Y Representative Morris A

Minutes approved without discussions.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Mrs. McNary reported that Azusa had their WASC one-day visit and it went very well.

Citrus: No report.

Claremont: Mr. Delvasto reported that Claremont finished their school year on the 14th and had their graduation ceremony; 17 adult school students graduated. In addition, Claremont will begin summer school next week.

Duarte: Absent.

Glendora: Mr. Letourneau reported that Glendora graduated 12 adult ed. students. In addition, Olga is running her ELD program for summer, and the Mommy and Me program will also be running for a few weeks in summer.

Monrovia: Mr. Fertig reported that Monrovia had a very large graduation. The ceremony included the academic and career technical programs, and there were approximately 500 in attendance.

3.2 Program Director report.

Mr. Russell reported that he is on the AEBG Field Team, along with Mr. Soriano and Veronica. Veronica is on the professional development team, and Mr. Russell is on seamless transitions. Mr. Russell got to meet Tim Rainey, who is the head of the California Workforce Development Board. Mr. Russell stated there is a strong push from above to align AJCC with Adult Education providers and provide seamless transitions between CDE, CCCCCO, and WDBs. Mr. Russell discussed some interesting models that are currently being used by LAUSD, LACC and LA County AJCCs. They are using "navigators," who speak the language of all organizations to help students/clients with transitions. Mr. Russell feels the use of "navigators" or "transition specialists" would be a good model for CCAEC to help students transition to community colleges.

Mr. Russell stated there was also a focus on targeted marketing. He told Mrs. McNary and Mr. Delvasto that it was very important for them to get CTE classes on iTrain. Mrs. McNary said that Mr. Soriano has been working on that. Mr. Russell offered up the help of Monrovia's resource for targeted marketing.

Mr. Delvasto asked if courses can be put in iTrain as a consortium. Mr. Russell did mention that was discussed at the AEBG Field Team meeting. The answer from the WDB representative was no, but the CDE representative said why not. So the idea is not out of the realm of possibility. Mr. Fertig advised that they need to take precaution with this. He emphasized that AJCCs are looking for outcomes and smooth transitions from their perspective, and everyone must be well prepared for this.

3.3 Public comment for items not on the agenda.

No public comments were put forth at this time.

3.3.1 Public comments for items on the Open Session Agenda.

No public comments were put forth at this time.

4.0 **BOARD APPROVAL OF Q3 EXPENDITURE REPORT**

Act # 18-05 Motion by Mr. Fertig, seconded by Mrs. McNary **Vote to Approve 5-0**

Representative Cifone Y Representative Delvasto Y Representative Fertig Y
Representative Letourneau Y Representative McNary Y Representative Morris A

Mr. Russell stated that all members had input expenditure amounts and narratives for the Q3 Expenditure Report except Duarte. Mr. Russell advised that he had sent original emails and reminders for Duarte to complete the Q3 report, but they had gone unheeded. More than one board member expressed concern about this development in terms of hindering Mr. Russell from completing his duties in a timely fashion.

Mr. Russell provided a draft of the Q3 Expenditure Report with the June 15, 2018 agenda. Mr. Russell explained that while members were reporting only Q3, the report did include Q1, Q2, and Q3 amounts. This was the first time NOVA was being used for expenditure reporting, so Q1 and Q2 were zeroed out.

Mr. Russell stated he had to recertify budgets for Monrovia and Claremont. He asked Mr. Fertig and Mr. Felipe to explain the changes in their budgets for other members to understand and for transparency. Mr. Fertig explained that Monrovia began to explore opportunities to increase funding for CTE programs through partnerships with AJCCs. Monrovia used targeted marketing and leveraged AJCC partnerships. This increased advertising expenditures for the category 5000. Mr. Fertig explained that it made tremendous financial sense. He advised that in 2016-17 Monrovia earned about \$7500 from AJCC funding, in contrast to this year where Monrovia earned over \$200,000 in AJCC funds. Additionally, Monrovia became a HiSET testing center and had to pay testing fees. Mr. Delvasto then explained that for Claremont, there was a miscalculation in spending in one of the categories. He stated that in the process of expanding WIOA programs, Claremont had to spend more in supplies and materials in category 4000. Thus, Claremont had to move some money from category 5000 to category 4000.

Mr. Russell stated that the board can only approve this expenditure report conditionally because it is incomplete without Duarte's expenditures. Mr. Fertig motioned to the board to approve the Q3 expenditure report as amended to show Duarte submitting zeroes. The board did give Mr. Russell permission to submit, if he was able to attain Q3 report information from Duarte.

(Mr. Russell and Mr. Fertig did meet with Duarte and Duarte did get their expenditures into NOVA. Mr. Russell submitted and the submitted report is attached to these minutes.

5.0 BOARD DISCUSSION OF CONSORTIUM OVERSIGHT

Mr. Russell reminded representatives about the numerous discussions previously held about oversight. He advised that the purpose of oversight is to make sure members are expending funds according to plan and that they are being effective. Since the state is using TOPSpro for data reporting, this should be the tool to measure member effectiveness. Other suggestions include peer editing, and bringing in an outside entity for fiscal. Internal oversight is appropriate as long as there is full transparency.

Mr. Russell suggested a combination of both: internal process along with an outside agent. He would like to get an oversight process approved soon. He had budgeted \$15,000 in the CFAD towards program oversight. Mrs. McNary asked what other consortiums are doing for oversight. In response, Mr. Russell said he will look into what methods other consortia use and bring those back to the board.

6.0 BOARD DISCUSSION OF 2018-19 ANNUAL PLAN DUE AUGUST 15, 2018

Mr. Russell advised members that the CCAEC Annual Plan was due August 15. He reminded reps that the Annual Plan asks members to address 5 objectives: gaps, seamless transitions, acceleration, shared professional development, and leveraging resources. He included the 2017-18 plan for members to review. Annual Plan goals populate in NOVA for budget and expenditure reporting.

When discussing transitions to community colleges, Mr. Russell stated that K-12 members met with Citrus counselors who advised that FERPA issues would be an issue in tracking transitions. Members discussed the possibility of getting K-12 students to sign a release so that information can be shared. Dr. Cifone said that he and Ms. Wong will look into the possibility of doing something to address this.

Mr. Russell said that over the next 10 weeks, he is going to work with stakeholders to make sure that the CCAEC completes the Annual Plan in a timely fashion.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING at 2:32 PM

AEBG Fiscal Reporting Citrus College Adult Education Consortium

2017 - 2018 Fiscal Year

Addendum to June 15, 2018 Certification

Minutes

Certification Authority

John Russell
Program Director

Quarter 1 Status	Quarter 2 Status	Quarter 3 Status	Quarter 4 Status
Certified	Certified	Certified	Uncertified

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Azusa Unified School District	✓	✓	✓	!
Citrus CCD	✓	✓	✓	!
Claremont Unified School District	✓	✓	✓	!
Duarte Unified School District	✓	✓	✓	!
Glendora Unified School District	✓	✓	✓	!
Monrovia Unified School District	✓	✓	✓	!

Azusa Unified School District

Azusa Unified School District Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$0	\$123,274	0%	\$821,827	0%	\$821,827
2000	\$0	\$35,849	0%	\$238,990	0%	\$238,990
3000	\$0	\$38,577	0%	\$257,182	0%	\$257,182
4000	\$0	\$32,412	0%	\$216,082	0%	\$216,082
5000	\$0	\$24,003	0%	\$160,017	0%	\$160,017
6000	\$0	\$10,983	0%	\$73,220	0%	\$73,220
7000	\$0	\$13,011	0%	\$86,737	0%	\$86,737
8000	\$0	\$0	100%	\$0	100%	\$0
Totals	\$0	\$278,108	0%	\$1,854,055	0%	\$1,854,055

Status
Submitted

Azusa Unified School District Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$0	\$246,548	0%	\$821,827	0%	\$821,827
2000	\$0	\$71,697	0%	\$238,990	0%	\$238,990
3000	\$0	\$77,155	0%	\$257,182	0%	\$257,182

Azusa Unified School District Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
4000	\$0	\$64,825	0%	\$216,082	0%	\$216,082
5000	\$0	\$48,005	0%	\$160,017	0%	\$160,017
6000	\$0	\$21,966	0%	\$73,220	0%	\$73,220
7000	\$0	\$26,021	0%	\$86,737	0%	\$86,737
8000	\$0	\$0	100%	\$0	100%	\$0
Totals	\$0	\$556,216	0%	\$1,854,055	0%	\$1,854,055

Status
Submitted

Azusa Unified School District Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$467,953	\$369,822	126.53%	\$821,827	56.94%	\$353,874
2000	\$151,262	\$107,546	140.65%	\$238,990	63.29%	\$87,728
3000	\$147,914	\$115,732	127.81%	\$257,182	57.51%	\$109,268
4000	\$41,138	\$97,237	42.31%	\$216,082	19.04%	\$174,944
5000	\$56,942	\$72,008	79.08%	\$160,017	35.58%	\$103,075
6000	\$0	\$32,949	0%	\$73,220	0%	\$73,220

Azusa Unified School District Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
7000	\$0	\$39,032	0%	\$86,737	0%	\$86,737
8000	\$0	\$0	100%	\$0	100%	\$0
Totals	\$865,209	\$834,325	103.7%	\$1,854,055	46.67%	\$988,846

Summary of Activities:

All funds supported activities related to all programs at the school, including English as a Second Language, Adult Basic Education, High School Diploma, HiSet Preparation, and CTE courses (Computer Technology, Certified Nurse's Assistant, Pharmacy Technician, Hospital Ward Clerk, Medical Coding and Billing, ECG, and prerequisite courses for healthcare programs).

Status
Submitted

Azusa Unified School District Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$467,953	\$493,096	94.9%	\$821,827	56.94%	\$353,874
2000	\$151,262	\$143,394	105.49%	\$238,990	63.29%	\$87,728
3000	\$147,914	\$154,309	95.86%	\$257,182	57.51%	\$109,268
4000	\$41,138	\$129,649	31.73%	\$216,082	19.04%	\$174,944
5000	\$56,942	\$96,010	59.31%	\$160,017	35.58%	\$103,075
6000	\$0	\$43,932	0%	\$73,220	0%	\$73,220

Azusa Unified School District Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
7000	\$0	\$52,042	0%	\$86,737	0%	\$86,737
8000	\$0	\$0	100%	\$0	100%	\$0
Totals	\$865,209	\$1,112,433	77.78%	\$1,854,055	46.67%	\$988,846

Status
Unsubmitted

Citrus CCD

Citrus CCD Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$0	\$0	100%	\$0	100%	\$0
2000	\$0	\$0	100%	\$0	100%	\$0
3000	\$0	\$0	100%	\$0	100%	\$0
4000	\$0	\$0	100%	\$0	100%	\$0
5000	\$0	\$0	100%	\$0	100%	\$0
6000	\$0	\$0	100%	\$0	100%	\$0

Citrus CCD Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$0	\$0	100%	\$0	100%	\$0
Totals	\$0	\$0	100%	\$0	100%	\$0

Status
Submitted

Citrus CCD Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$0	\$0	100%	\$0	100%	\$0
2000	\$0	\$0	100%	\$0	100%	\$0
3000	\$0	\$0	100%	\$0	100%	\$0
4000	\$0	\$0	100%	\$0	100%	\$0
5000	\$0	\$0	100%	\$0	100%	\$0
6000	\$0	\$0	100%	\$0	100%	\$0
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$0	\$0	100%	\$0	100%	\$0
Totals	\$0	\$0	100%	\$0	100%	\$0

Status

Submitted

Citrus CCD Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$0	\$0	100%	\$0	100%	\$0
2000	\$0	\$0	100%	\$0	100%	\$0
3000	\$0	\$0	100%	\$0	100%	\$0
4000	\$0	\$0	100%	\$0	100%	\$0
5000	\$0	\$0	100%	\$0	100%	\$0
6000	\$0	\$0	100%	\$0	100%	\$0
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$0	\$0	100%	\$0	100%	\$0
Totals	\$0	\$0	100%	\$0	100%	\$0

Summary of Activities:

No budget or activities for the year.

Status
Submitted

Citrus CCD Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
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Citrus CCD Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$0	\$0	100%	\$0	100%	\$0
2000	\$0	\$0	100%	\$0	100%	\$0
3000	\$0	\$0	100%	\$0	100%	\$0
4000	\$0	\$0	100%	\$0	100%	\$0
5000	\$0	\$0	100%	\$0	100%	\$0
6000	\$0	\$0	100%	\$0	100%	\$0
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$0	\$0	100%	\$0	100%	\$0
Totals	\$0	\$0	100%	\$0	100%	\$0

Status
Unsubmitted

Claremont Unified School District

Claremont Unified School District Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
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Claremont Unified School District Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$0	\$62,752	0%	\$418,348	0%	\$418,348
2000	\$0	\$28,101	0%	\$187,340	0%	\$187,340
3000	\$0	\$27,707	0%	\$184,712	0%	\$184,712
4000	\$0	\$12,000	0%	\$80,000	0%	\$80,000
5000	\$0	\$13,996	0%	\$93,307	0%	\$93,307
6000	\$0	\$0	100%	\$0	100%	\$0
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$0	\$0	100%	\$0	100%	\$0
Totals	\$0	\$144,556	0%	\$963,707	0%	\$963,707

**Status
Submitted**

Claremont Unified School District Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$0	\$125,504	0%	\$418,348	0%	\$418,348
2000	\$0	\$56,202	0%	\$187,340	0%	\$187,340
3000	\$0	\$55,414	0%	\$184,712	0%	\$184,712

Claremont Unified School District Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
4000	\$0	\$24,000	0%	\$80,000	0%	\$80,000
5000	\$0	\$27,992	0%	\$93,307	0%	\$93,307
6000	\$0	\$0	100%	\$0	100%	\$0
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$0	\$0	100%	\$0	100%	\$0
Totals	\$0	\$289,112	0%	\$963,707	0%	\$963,707

Status
Submitted

Claremont Unified School District Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$319,032	\$188,257	169.47%	\$418,348	76.26%	\$99,316
2000	\$121,014	\$84,303	143.55%	\$187,340	64.6%	\$66,326
3000	\$127,673	\$92,356	138.24%	\$184,712	69.12%	\$57,039
4000	\$63,138	\$40,000	157.85%	\$80,000	78.92%	\$16,862
5000	\$59,568	\$41,988	141.87%	\$93,307	63.84%	\$33,739
6000	\$0	\$0	100%	\$0	100%	\$0

Claremont Unified School District Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$0	\$0	100%	\$0	100%	\$0
Totals	\$690,425	\$446,904	154.49%	\$963,707	71.64%	\$273,282

Summary of Activities:

Expenditures according to annual planning.

Status
Submitted

Claremont Unified School District Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$319,032	\$251,009	127.1%	\$418,348	76.26%	\$99,316
2000	\$121,014	\$112,404	107.66%	\$187,340	64.6%	\$66,326
3000	\$127,673	\$110,827	115.2%	\$184,712	69.12%	\$57,039
4000	\$63,138	\$48,000	131.54%	\$80,000	78.92%	\$16,862
5000	\$59,568	\$55,984	106.4%	\$93,307	63.84%	\$33,739
6000	\$0	\$0	100%	\$0	100%	\$0
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$0	\$0	100%	\$0	100%	\$0

Claremont Unified School District Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
Totals	\$690,425	\$578,224	119.4%	\$963,707	71.64%	\$273,282

Status
Unsubmitted

Duarte Unified School District

Duarte Unified School District Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$0	\$64	0%	\$429	0%	\$429
2000	\$0	\$52	0%	\$348	0%	\$348
3000	\$0	\$18	0%	\$120	0%	\$120
4000	\$0	\$3,959	0%	\$26,396	0%	\$26,396
5000	\$0	\$0	100%	\$4,299	0%	\$4,299
6000	\$0	\$0	100%	\$0	100%	\$0
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$0	\$0	100%	\$0	100%	\$0

Duarte Unified School District Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
Totals	\$0	\$4,094	0%	\$31,592	0%	\$31,592

Status
Submitted

Duarte Unified School District Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$0	\$129	0%	\$429	0%	\$429
2000	\$0	\$104	0%	\$348	0%	\$348
3000	\$0	\$36	0%	\$120	0%	\$120
4000	\$0	\$7,919	0%	\$26,396	0%	\$26,396
5000	\$0	\$0	100%	\$4,299	0%	\$4,299
6000	\$0	\$0	100%	\$0	100%	\$0
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$0	\$0	100%	\$0	100%	\$0
Totals	\$0	\$8,188	0%	\$31,592	0%	\$31,592

Status
Submitted

Duarte Unified School District Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$429	\$193	222.22%	\$429	100%	\$0
2000	\$348	\$157	222.22%	\$348	100%	\$0
3000	\$120	\$54	222.22%	\$120	100%	\$0
4000	\$26,396	\$11,878	222.22%	\$26,396	100%	\$0
5000	\$4,299	\$0	100%	\$4,299	100%	\$0
6000	\$0	\$0	100%	\$0	100%	\$0
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$0	\$0	100%	\$0	100%	\$0
Totals	\$31,592	\$12,282	257.23%	\$31,592	100%	\$0

Status
Submitted

Duarte Unified School District Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$429	\$257	166.67%	\$429	100%	\$0
2000	\$348	\$209	166.67%	\$348	100%	\$0
3000	\$120	\$72	166.67%	\$120	100%	\$0

Duarte Unified School District Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
4000	\$26,396	\$15,838	166.67%	\$26,396	100%	\$0
5000	\$4,299	\$0	100%	\$4,299	100%	\$0
6000	\$0	\$0	100%	\$0	100%	\$0
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$0	\$0	100%	\$0	100%	\$0
Totals	\$31,592	\$16,376	192.92%	\$31,592	100%	\$0

Status
Unsubmitted

Glendora Unified School District

Glendora Unified School District Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$11,607	\$25,574	45.39%	\$170,494	6.81%	\$158,887
2000	\$2,791	\$12,649	22.07%	\$84,325	3.31%	\$81,534
3000	\$2,919	\$7,680	38.01%	\$51,197	5.7%	\$48,278

Glendora Unified School District Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
4000	\$1,842	\$2,869	64.2%	\$19,128	9.63%	\$17,286
5000	\$0	\$0	100%	\$0	100%	\$0
6000	\$0	\$0	100%	\$0	100%	\$0
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$0	\$0	100%	\$0	100%	\$0
Totals	\$19,159	\$48,772	39.28%	\$325,144	5.89%	\$305,985

Expenditure is below the forecasted target. Please provide an explanation:

Beginning of the year only included two full months

Status
Submitted

Glendora Unified School District Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$46,404	\$51,148	90.72%	\$170,494	27.22%	\$124,090
2000	\$15,315	\$25,298	60.54%	\$84,325	18.16%	\$69,010
3000	\$12,372	\$15,359	80.55%	\$51,197	24.17%	\$38,825
4000	\$4,488	\$5,738	78.21%	\$19,128	23.46%	\$14,640

Glendora Unified School District Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
5000	\$0	\$0	100%	\$0	100%	\$0
6000	\$0	\$0	100%	\$0	100%	\$0
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$0	\$0	100%	\$0	100%	\$0
Totals	\$78,579	\$97,543	80.56%	\$325,144	24.17%	\$246,565

Expenditure is below the forecasted target. Please provide an explanation:

not required

Status
Submitted

Glendora Unified School District Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$77,741	\$76,722	101.33%	\$170,494	45.6%	\$92,753
2000	\$27,874	\$37,946	73.46%	\$84,325	33.06%	\$56,451
3000	\$21,253	\$23,039	92.25%	\$51,197	41.51%	\$29,944
4000	\$12,745	\$8,608	148.07%	\$19,128	66.63%	\$6,383
5000	\$0	\$0	100%	\$0	100%	\$0

Glendora Unified School District Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
6000	\$0	\$0	100%	\$0	100%	\$0
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$0	\$0	100%	\$0	100%	\$0
Totals	\$139,613	\$146,315	95.42%	\$325,144	42.94%	\$185,531

**Status
Submitted**

Glendora Unified School District Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$77,741	\$102,296	76%	\$170,494	45.6%	\$92,753
2000	\$27,874	\$50,595	55.09%	\$84,325	33.06%	\$56,451
3000	\$21,253	\$30,718	69.19%	\$51,197	41.51%	\$29,944
4000	\$12,745	\$11,477	111.05%	\$19,128	66.63%	\$6,383
5000	\$0	\$0	100%	\$0	100%	\$0
6000	\$0	\$0	100%	\$0	100%	\$0
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$0	\$0	100%	\$0	100%	\$0

Glendora Unified School District Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
Totals	\$139,613	\$195,086	71.56%	\$325,144	42.94%	\$185,531

Status
Unsubmitted

Monrovia Unified School District

Monrovia Unified School District Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$0	\$108,525	0%	\$723,498	0%	\$723,498
2000	\$0	\$20,255	0%	\$135,030	0%	\$135,030
3000	\$0	\$32,220	0%	\$214,799	0%	\$214,799
4000	\$0	\$15,587	0%	\$103,914	0%	\$103,914
5000	\$0	\$21,163	0%	\$141,086	0%	\$141,086
6000	\$0	\$0	100%	\$0	100%	\$0
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$0	\$10,408	0%	\$69,386	0%	\$69,386

Monrovia Unified School District Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
Totals	\$0	\$208,157	0%	\$1,387,713	0%	\$1,387,713

Status
Submitted

Monrovia Unified School District Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$0	\$217,049	0%	\$723,498	0%	\$723,498
2000	\$0	\$40,509	0%	\$135,030	0%	\$135,030
3000	\$0	\$64,440	0%	\$214,799	0%	\$214,799
4000	\$0	\$31,174	0%	\$103,914	0%	\$103,914
5000	\$0	\$42,326	0%	\$141,086	0%	\$141,086
6000	\$0	\$0	100%	\$0	100%	\$0
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$0	\$20,816	0%	\$69,386	0%	\$69,386
Totals	\$0	\$416,314	0%	\$1,387,713	0%	\$1,387,713

Status
Submitted

Monrovia Unified School District Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$427,055	\$325,574	131.17%	\$723,498	59.03%	\$296,443
2000	\$59,742	\$60,764	98.32%	\$135,030	44.24%	\$75,288
3000	\$131,619	\$96,660	136.17%	\$214,799	61.28%	\$83,180
4000	\$27,642	\$46,761	59.11%	\$103,914	26.6%	\$76,272
5000	\$115,054	\$63,489	181.22%	\$141,086	81.55%	\$26,032
6000	\$0	\$0	100%	\$0	100%	\$0
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$31,244	\$31,224	100.07%	\$69,386	45.03%	\$38,142
Totals	\$792,356	\$624,471	126.88%	\$1,387,713	57.1%	\$595,357

Summary of Activities:

Expenditures occurred according to annual plan.

Status
Submitted

Monrovia Unified School District Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000	\$427,055	\$434,099	98.38%	\$723,498	59.03%	\$296,443
2000	\$59,742	\$81,018	73.74%	\$135,030	44.24%	\$75,288

Monrovia Unified School District Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
3000	\$131,619	\$128,879	102.13%	\$214,799	61.28%	\$83,180
4000	\$27,642	\$62,348	44.33%	\$103,914	26.6%	\$76,272
5000	\$115,054	\$84,652	135.91%	\$141,086	81.55%	\$26,032
6000	\$0	\$0	100%	\$0	100%	\$0
7000	\$0	\$0	100%	\$0	100%	\$0
8000	\$31,244	\$41,632	75.05%	\$69,386	45.03%	\$38,142
Totals	\$792,356	\$832,628	95.16%	\$1,387,713	57.1%	\$595,357

Status
Unsubmitted



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Documents to Support Agenda Items

July 10, 2018 Agenda

Agenda Item 4.0

2018-19 Calendar

CCAEC Board Meeting Dates for 2018-2019

Proposed at July 10, 2018 Board Meeting

Time: 1:30p.m.

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

Board Date	Agenda Item Due
July 10, 2018	July 5, 2018
August 14, 2018	August 9, 2018
September 11, 2018	September 6, 2018
October 9, 2018	October 4, 2018
December 11, 2018	December 6, 2018
January 9, 2019	January 4, 2019
March 12, 2019	March 7, 2019
April 16, 2019	April 11, 2019
June 11, 2019	June 6, 2019



Documents to Support Agenda Items

July 10, 2018 Agenda

Agenda Item 5.0

Annual Plan Template

Plans & Goals

Executive Summary *

Please provide an Executive Summary of your consortium's implementation plan for the **2018-19** Program Year. In your summary, please include a narrative justifying how the planned allocations are consistent with your three-year adult education plan. Include a clear and concise description of your consortium's vision, list accomplishments made during the prior Program Year, and list primary goals for the upcoming Program Year.

Provide the Executive Summary.

0/2500

Regional Planning Overview *

Although this 2018-19 annual plan, and the strategies, are based on your current 3-year plan, how is your consortium organizing and planning for the next 3-year plan due in May/June of 2019? How will your planning process for the next 3-year plan be different than the original process some 3 years ago?

Provide the Regional Planning Overview.

0/2500

Meeting Regional Needs

What are the primary gaps / needs in your region? How are you meeting the adult education need in your region, and identifying the gaps or deficits in your region? Please provide the reasons for the gap(s) between the need in the region and the types and levels of adult education services currently being offered. (->OR Please explain the gaps between the need in your region and the types and levels of adult education services currently being offered)

- Gaps in service/regional need
- How did you know? What resources did you use to identify these gaps?
- How will you measure effectiveness / progress toward meeting this need? Please be sure to identify any local indicators planned for measuring student progress.

Regional Need #1



Gaps in service / regional needs *

Briefly describe regional gaps or needs.

0/500

How do you know? What resources did you use to identify these gaps? *

Describe how the gaps were identified.

0/2500

How will you measure effectiveness / progress toward meeting this need? Please be sure to identify any local indicators planned for measuring student progress. *

Describe how effectiveness will be measured.

0/2500

 Delete[+ Add Another Regional Need](#)

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Gaps in Service

2018-19 Strategies

What strategies are planned to incrementally increase capacity in identified gap areas and / or help maintain established levels of service? **You must list at least one.**

Identify strategies planned to incrementally increase capacity in identified gap areas as well as strategies that help maintain established levels of service. These might include, but are not limited to, working with other partners in the service area, developing or expanding programs and plans to assess the effectiveness of these expanded efforts. List identified programming and service gaps, including lack of providers, services, access, attainment, and/or performance.

Strategy #1 *

Briefly describe strategy that is planned.

0/500

 Delete

[+ Add Another Gap in Service](#)



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Seamless Transitions

2018-19 Strategies

What new and/or existing strategies are planned to integrate existing programs and create seamless transitions into postsecondary education or the workforce? **You must list at least one.**

How will the Consortium align and connect existing and future adult education programs to postsecondary academic pathways and/or career pathways leading to employment? Strategies should address how the Consortium will align placement tools, curriculum, assessment tools and rubrics, and student performance outcomes across delivery systems to ensure that student transition paths, both between providers and into postsecondary credit programs, are understood and supported across all systems.

Strategy #1 *

Briefly describe strategy that is planned.

0/500

 Delete

 Add Another Seamless Transition



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Student Acceleration

2018-19 Strategies

What new and/or existing strategies are planned to accelerate student progress? **You must list at least one.**

Identify strategies that you will implement and/or improve upon by using specific evidence-based strategies across the region, within and between systems where they currently don't exist, to accelerate students' progress. Common strategies include compressing courses into shorter, more intensive terms (accelerated), individualized instruction based on a student's competencies (competency-based), and putting basic skills content into the context of a student's goals and career path (contextualized).

Strategy #1 *

Briefly describe strategy that is planned.

0/500

 Delete

[+ Add Another Student Acceleration](#)



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Shared Professional Development

2018-19 Strategies

What new and/or existing strategies are planned to provide shared professional development? **You must list at least one.**

Professional development is a critical element to ensure the effective implementation of the Consortium's plans to improve adult education programs. Professional development fosters learners' persistence and goal achievement. It serves to equip faculty and staff with the skills, knowledge, and tools needed to deliver high-quality instruction and support strategies. Significant and effective professional development is required to build capacity within the existing systems to deliver this new vision for adult learning throughout the state.

Strategy #1 *

Briefly describe strategy that is planned.

0/500

 Delete

 Add Another Professional Development



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Leveraging Resources

2018-19 Strategies

What new and/or existing strategies are planned to leverage existing regional structures with, including but not limited to, local workforce investment areas? **You must list at least one.**

Identify strategies planned to leverage existing regional structures and utilization of resources, including leveraging existing assets or structures to benefit the adult learners in the region. These assets or structures might include, for example, contributions from, or collaborations with, local Workforce Investment Boards (WIBs), industry employer groups, chambers of commerce, and county libraries.

Strategy #1 *

Briefly describe strategy that is planned.

0/500

 Delete

[+ Add Another Leveraged Resource](#)



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Fiscal Management

Please provide a narrative justifying how the planned allocations are consistent with the annual adult education plan which is based on your AEBG 3-year plan. *

Provide a narrative.

0/2500

Please describe your approach to incorporating remaining carry-over funds from prior year(s) into strategies planned for 2018-19. *

Describe your approach to incorporating remaining carry-over funds.

0/2500



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Documents to Support Agenda Items

July 10, 2018 Agenda

Agenda Item 6.0

Oversight Option



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM FISCAL REPORTING AGREEMENT 2018-19

- I. Members are expected to follow all state instructions in the Allowable Uses Guide, Program Guidelines and meet reporting requirements in NOVA.
- II. Members are to report all available funds for adult education and uses of AEBG fund allocations.
- III. All members receiving AEBG consortium funds will complete and submit a *Proposal for the Use of Allocation* to the consortium governing board representatives.
- IV. All consortium members receiving AEBG funds are expected to report quarterly expenditures of consortium allocations for public and governing board representatives' review.
- V. Expenditures will be certified according to each member's accounting processes prior to reporting quarterly expenditures.
- VI. Category expenditures will be reported by program area using the allocation reporting worksheet.
- VII. Back-up documentation from each members' accounting system will accompany the expenditure allocation reporting worksheet.
- VIII. A *Member Use of Allocation Revision* will be submitted by member agencies and approved by the governing board representatives prior to adjusting expenditures in the approved budget.
- IX. Member agencies are encouraged to expend allocations according to its proposal at a rate which utilizes its allocation at a minimum of 60% annually.
- X. If a member agency expends less than 60% of its allocation, the member will submit a plan, a timeline, and a revision, for the use of unexpended funds to the public for review and to the consortium governing board representatives for approval.
- XI. State assistance will be requested for any member agency which is not in good standing with the consortium for reasons to include but not limited to: mismanagement of consortium funds, non-compliance of the state guidelines, non-alignment of expenditure activities with annual plan, neglect to provide expenditures and outcomes reports, or lack of involvement in fiscal decisions and consortium activities.
- XII. Approval of the Citrus College Adult Education Consortium Fiscal Reporting Agreement by the governing board is required for implementation. Upon approval, members will adhere to the guidelines to remain in good standing with the consortium. Annual review of the agreement will provide an opportunity for amending the document.

MEMBER ANNUAL PLAN: USE OF AEBG FUNDS



Member _____

AEBG CFAD Amount _____

Program Year _____

I. AEBG Funds by Program

DESCRIPTION	OBJECT CODES	ABE/ASE Budget	ESL Budget	Entry/re-entry Workforce	Training to support child	Adults with Disabilities	Short-term CTE	Pre-apprenticeship	TOTAL Allocation
Consortium Revenue	8300-8599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES									
Certificated Salaries	1000-1999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Classified Salaries	2000-2999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	3000-3999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Books and Supplies	4000-4999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services and Other Operating Expenditures	5000-5999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	6000-6999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Outgo (Excluding transfers of Indirect Costs)	7100-7299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	7400-7499	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total of Indirect Expenditures	7300-7399	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

II. Narrative of Member's Activities to Address AEBG Objectives:

A. Gaps in Services:

Describe the activities in which member will engage with AEBG funds to address the AEBG Objective "Gaps in Services" by AEBG Program. Include a general summary of FTEs, types of materials, supplies and services to be purchased, etc. [Examples: Salaries and benefits for 25 part-time teachers and 4 full-time classified clerks, replacement of core textbooks, upgrade of computer lab, etc.]

ABE/ASE or Basic Skills Program

[Description added here]

English as a Second Language Program

[Description added here]

Adults in the Workforce Program

[Description added here]

Adult Training to support child school success Program

[Description added here]

Adults with Disabilities Program

[Description added here]

Short-term Career Technical Education Program

[Description added here]

Pre-apprenticeship Program

[Description added here]

B. Seamless Transitions:

Provide a general summary of activities in which member will engage with AEBG funds to address the AEBG Objective "Seamless Transitions."

[Description added here]

C. Student Acceleration:

Provide a general summary of activities in which member will engage with AEBG funds to address the AEBG Objective "Student Acceleration."

[Description added here]

D. Shared Professional Development:

Provide a general summary of activities in which member will engage with AEBG funds to address the AEBG Objective "Shared Professional Development."

[Description added here]

E. Leveraging Resources:

Provide a general summary of activities in which member will engage with AEBG funds to address the AEBG Objective "Leveraging Resources."

[Description added here]

F. Fiscal Management:

Provide a narrative demonstrating that expenditures are consistent with the CCAEC Annual Plan.

[Description added here]

III. Plan Approval:

Submitted _____/_____/_____
(Date)

Signature _____
(Consortium Member Representative)

Received by _____

Signature _____
(Consortium Regional Director)

Citrus College Adult Education Board Approved _____/_____/_____
(Date)



MEMBER PROPOSAL: USE OF AEBG FUNDS REVISION

Instructions:

Each member must complete and submit a proposal for changes in use of AEBG funds, prior to making expenditure adjustments of more than 5% from original budget submitted. Proposals must be submitted for changes in expenditures by category, and/or by program. Proposals will be presented to Citrus College Adult Education Consortium Members and available for public comment in compliance with state and local regulations. Upon review and approval by the Citrus College Adult Education Consortium Board, the member may adjust expenditures per proposal submitted. Please submit the completed proposal to the Regional Director via email to begin the revision process.

Member: _____

Budget Year:

☒

2015-16

☐

2016-17

☐

2017-18

Type of adjustment:

☐

From program

to program

☐

From category

to category



I. Approved Allocation Worksheet

Date Approved:

DESCRIPTION	OBJECT CODES	ABE/ASE Budget	ESL Budget	Entry/re-entry Workforce	Training to support child	Adults with Disabilities	Short-term CTE	Pre-apprenticeship	TOTAL Allocation
Consortium Revenue	8300-8599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE									
EXPENDITURES									
Certificated Salaries	1000-1999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Classified Salaries	2000-2999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	3000-3999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Books and Supplies	4000-4999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services and Other Operating Expenditures	5000-5999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	6000-6999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Outgo (Excluding transfers of Indirect Costs)	7100-7299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	7400-7499	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total of Indirect Expenditures	7300-7399	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

II. Revised Allocation Worksheet

DESCRIPTION	OBJECT CODES	ABE/ASE Budget	ESL Budget	Entry/re-entry Workforce	Training to support child school success	Adults with Disabilities	Short-term CTE	Pre-apprenticeship	TOTAL Allocation
Consortium Revenue	8300-8599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE									

EXPENDITURES									
Certificated Salaries	1000-1999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Classified Salaries	2000-2999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Employee Benefits	3000-3999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Books and Supplies	4000-4999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Services and Other Operating Expenditures	5000-5999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	6000-6999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Outgo (Excluding transfers of Indirect Costs)	7100-7299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	7400-7499	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total of Indirect Expenditures	7300-7399	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

III. Explanation for Change of Expenditures

Describe the need to adjust AEBG expenditures explaining changes of expenses in programs and/or categories. Include revised intended allocations' alignment with the Citrus College Adult Education Consortium Annual Plan. Explain how the changes will better meet goals and objectives of the region. Identify how the change in expenses will impact outcomes and the member's effectiveness.

[Examples: (1)Due to increase in ESL enrollment, salaries and benefit expenditures for ABE/ASE will moved to the ESL program to increase class offerings. The adjustment aligns with the goal to increase access and capacity. (2)Due to the increased costs of software licenses, unused funds budgeted for classified salaries and benefits will be used for technology purchases. The expenditures will remain under the ABE/ASE program allocation and meets the consortium goal of increasing the use of technology.]

Narrative describing change in allocation usage

IV. Proposal Confirmation

Submitted: _____
(Date) (Date)

Signature: _____
(Governing Member Representative)

Citrus College Adult Education Consortium Consortium Board Approved: _____
(Date)

Signature: _____

Citrus College Adult Education Consortium
2018/19 Budgets Submitted 08/14/18

DESCRIPTION	OBJECT CODES	Consortium							
		Expenditures	Balance	Budget	Expenditures	Balance	Expenditures	Balance	Expenditures
TOTALS	8300-8599	\$ 336,923.00	\$ -	\$ 336,923.00	\$ 1,489,345.00	\$ -	\$ 1,489,345.00	\$ 988,775.00	\$ -
By Member		\$ -			\$ -			\$ -	

Categories									
Certificated Salaries	1000-1999	\$ 158,058.00	\$ -	\$ 158,058.00	\$ 771,023.00	\$ -	\$ 771,023.00	\$ 655,000.00	\$ -
Classified Salaries	2000-2999	\$ 61,211.00	\$ -	\$ 61,211.00	\$ 190,130.00	\$ -	\$ 190,130.00	\$ 81,000.00	\$ -
Employee Benefits	3000-3999	\$ 48,514.00	\$ -	\$ 48,514.00	\$ 268,480.00	\$ -	\$ 268,480.00	\$ 67,000.00	\$ -
Books and Supplies	4000-4999	\$ 38,800.00	\$ -	\$ 38,800.00	\$ 103,857.00	\$ -	\$ 103,857.00	\$ 115,000.00	\$ -
Services and Other Operating Expenditures	5000-5999	\$ 13,535.00	\$ -	\$ 13,535.00	\$ 107,301.00	\$ -	\$ 107,301.00	\$ 70,775.00	\$ -
Capital Outlay	6000-6999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Outgo (Excluding transfers of Indirect Costs)	7100-7299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	7400-7499	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total of Indirect Expenditures	7300-7399	\$ 16,805.00	\$ -	\$ 16,805.00	\$ 48,554.00	\$ -	\$ 48,554.00		\$ -
TOTAL BUDGETS, EXPENDITURES, BALANCES		\$ 336,923.00	\$ -	\$ 336,923.00	\$ 1,489,345.00	\$ -	\$ 1,489,345.00	\$ 988,775.00	\$ -

53