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



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, October 23, 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 Linda McNary at _____

1.2 Pledge of Allegiance

1.3 Roll call:

Rocky Cifone, Representative

Felipe Delvasto, Representative

Ron Letourneau, Representative

Calvin McKendrick, Representative

Linda McNary, Representative

Kevin Morris, Representative

_____ John Russell, Regional Director _____

_____ Flint Fertig, Proxy/Prog. Asst. _____

_____ Jessica Michel, Secretary _____

_____ Rick Crosby, Proxy _____

_____ Rebecca Summers, Proxy _____

_____ Saida Valdez, 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 September 25, 2018 Regular Executive Board Open Session Meeting.

Motion by _____, seconded by _____ Vote _____

Representative Cifone __ Representative Delvasto __ Representative Letourneau __

Representative McKendrick __ 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 REGIONAL DIRECTOR PRESENTATION OF NEW DELIVERABLE DUE DATES

Regional Director will present new deliverables timeline and explain how that will affect CCAEC board meetings already calendared.

5.0 BOARD APPROVAL OF REVISED CALENDAR OF MEETING FOR 2018-19

Motion by _____, seconded by _____ Vote _____

Representative Cifone __ Representative Delvasto __ Representative Letourneau __

Representative McKendrick __ Representative McNary __ Representative Morris __

Based on the new deliverables, changes need to occur to the meeting calendar.

6.0 DUARTE PRESENTATION OF PLAN TO SPEND 2017-18 CARRYOVER AND 2018-19 AEP FUNDS

Duarte rep will present plan and timeline to spend unexpended 2017-18 funds and AEP funds on a go-forward basis.

7.0 BOARD APPROVAL TO SUBCONTRACT DUARTE AEP FUNDS AND REVISE CFAD, IF NECESSARY

Motion by _____, seconded by _____ Vote _____

Representative Cifone __ Representative Delvasto __ Representative Letourneau __

Representative McKendrick __ Representative McNary __ Representative Morris __

Based on the new plan, the board will deliberate and decide whether or not to subcontract funds from Duarte. If funds are subcontracted, the board would need to revise the 2018-19 CFAD.

8.0 BOARD APPROVAL OF 2018-19 FISCAL REPORTING AGREEMENT

Motion by _____, seconded by _____ Vote _____
Representative Cifone __ Representative Delvasto __ Representative Letourneau __
Representative McKendrick __ Representative McNary __ Representative Morris __

Fiscal Reporting Agreement was CCAEC board ratified and individual members were supposed to get approval from member institution Boards. Board would vote to approved, if all members were able to do so.

9.0 REGIONAL DIRECTOR REPORT ON NEW CHANGES IN NOVA REPORTING

Regional Director will report out on updates in budget and other financial data gleaned from October 19 webinar.

10.0 REGIONAL DIRECTOR REPORT ON BUDGET CHANGES THAT NOVA UPDATES ARE REQUIRING

Regional Director will present sample Annual Plan report with costs by program that members should prepare for board approval to prepare for NOVA reporting.

11.0 REGIONAL DIRECTOR REPORT ON AEP DATA TRAINING

Regional Director will report out on AEP policy and data collection updates from October 17 training.

12.0 REGIONAL DIRECTOR REPORT ON 3 YEAR PLANNING

Regional Director will report out on data that should inform 3 year planning process and will give a LaunchBoard presentation.

13.0 DRAFT AGENDA FOR CCAEC "MOVING THE NEEDLE" CONFERENCE TO BE HELD ON 12/14/2018

Regional Director to present a draft agenda for the "Moving the Needle" conference in December.

14.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

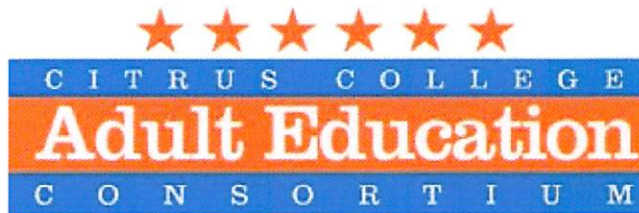


Documents to Support Agenda Items

October 23, 2018 Agenda

Agenda Item 2.1

September 25, 2018 Minutes



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, September 25, 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 Linda McNary at 1:38 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Rocky Cifone, Representative	Present	John Russell, Regional Director	Present
Felipe Delvasto, Representative	Present	Flint Fertig, Proxy/Prog. Asst.	Present
Ron Letourneau, Representative	Present	Jessica Michel, Secretary	Present
Calvin McKendrick, Representative	Present	Rick Crosby, Proxy	Absent
Linda McNary, Representative	Present	Rebecca Summers, Proxy	Absent
Kevin Morris, Representative	Tardy	Saida Valdez, Proxy	Present
Marc Bommarito, Fiscal Services	Absent	Debbie Wong, Proxy	Present
David Conway, Fiscal Services	Present	Jula Reyes, Fiscal Services	Absent
Pamela Escalante, Fiscal Services	Absent	Karen Waltmen, Fiscal Serv.	Absent
		Janette Walczk, Fiscal Serv.	Absent

2.0 ORDER OF BUSINESS

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

None at this time.

2.1 Approve the minutes of the August 14, 2018 Regular Executive Board Open Session Meeting.

Act # 18-14 Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 5-0**

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

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Mrs. McNary introduced Saida Valdez, the new Assistant Director. Mrs. McNary also reported Azusa submitted their iTrain application.

Citrus: No report.

Claremont: Mr. Delvasto reported that Claremont just started their new semester, and they changed to open enrollment.

Duarte: Absent.

Glendora: No report.

Monrovia: No report.

3.2 Program Director report.

Mr. Russell stated there will be no Program Director report due to the lengthy agenda.

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 TO MOVE CALENDARED OCTOBER 9, 2018 MEETING OCTOBER 23, 2018

Act # 18-15 Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 5-0**

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

Mr. Russell stated the next meeting will be changed from October 9th to October 23rd. Mr. Russell will send a calendar invite to all the representatives.

5.0 BOARD APPROVAL FOR REGIONAL DIRECTOR TO PREPARE AGENDA FOR CCAEC BOARD MEETINGS

Act # 18-16 Motion by Mr. McKendrick, seconded by Mr. Delvasto **Vote to Approve 5-0**
Representative Cifone Y Representative Delvasto Y Representative Letourneau Y
Representative McKendrick Y Representative McNary Y Representative Morris A

6.0 BOARD APPROVAL OF 2018-19 FISCAL REPORTING AGREEMENT

Vote tabled.

Mr. Russell gave a brief background on this agenda item. He stated that the board ratified this Agreement on the last meeting, and members were going to take the information back to their individual boards. Mr. Russell suggested the board not vote to approve, if every rep has not received individual institution approval. All members agreed to table this agenda item until the next meeting.

7.0 BOARD APPROVAL OF 2017-18 Q3 EXPENDITURE REPORT

Act # 18-17 Motion by Mrs. McNary, seconded by Mr. McKendrick **Vote to Approve 5-0**
Representative Cifone Y Representative Delvasto Y Representative Letourneau Y
Representative McKendrick Y Representative McNary Y Representative Morris A

Mr. Russell explained he needed to de-certify the previously approved Q3 Expenditure Report so that Claremont could make some revisions. Mr. Delvasto explained that Claremont needed to replace some AEP funds with WIOA funds, which lowered 2017-18 AEP Expenditures. The expenditures in the Q3 report were initially reported as AEP funds because WIOA funds had been received late. Once Claremont received the WIOA funds, those funds were moved into the Q3 AEP expenditures. The net result was that Claremont would have some carryover in AEP from 2017-18, but well within state mandates.

8.0 BOARD APPROVAL OF 2017-18 Q4 EXPENDITURE REPORT

Act # 18-18 Motion by Mr. McKendrick, seconded by Mr. Delvasto **Vote to Approve 6-0**
Representative Cifone Y Representative Delvasto Y Representative Letourneau Y
Representative McKendrick Y Representative McNary Y Representative Morris Y

Mr. Russell advised each member representative to discuss the original budget and how the budget was revised. After that, each rep would walk members through LAGL015 and LAGL019 reports and answer any questions.

Azusa:

Mrs. McNary stated that Azusa had to make substantial changes to their budget due to the large carryover amount from previous year, which had not been correctly reported to her by Fiscal Services. In the first budget, Ms. McNary initially budgeted a large amount of funds under Object Code 4000, Materials and Supplies, as more of a placeholder. Mr. Russell advised that in the future, Azusa should budget the correct amount in Object Code 4000 and let the carryover be accurately reflected in the budget. Ms. McNary explained Azusa held back on expending some funds due to not knowing the future of the school's location, since there had been discussion with the district about relocating the campus. Mrs. McNary also stated that in object code 5000, Azusa expended over originally budgeted. This occurred due to a chargeback from the district for custodial services, not originally in the budget. She stated Azusa rectified these custodial salaries for future budgeting purposes.

Claremont:

Mr. Delvasto stated that Claremont's budget went through some changes due to late arrival of WIOA funds. He stated that they ended 2017-18 with a \$120,000 carryover. Mr. Russell added that Claremont's budget revision was less than 2% in one category; Mr. Delvasto specified it was actually .05. In addition, Mr. Delvasto stated that Claremont originally planned to hire a new counselor. This plan ended up not happening, therefore resulting in more budget revisions.

Glendora:

Mr. Letourneau stated the one change to Glendora's budget was for Object Code 6000 as there was a capital outlay of \$5,188 for TOPSpro Enterprise printer. Glendora had a carryover of \$125,000. Mr. Letourneau is meeting with Dr. Rebecca Summers next week to discuss how they plan to expend the \$125,000 in carryover and they will present this plan at the future budget board meeting. Mr. Russell added that Glendora spent 67% of AEP funds so the school was within state mandates. Mr. Conway asked about an item on the first page of the LAGL019 report, where teacher salaries were entered in a lump sum fashion instead of monthly, as should be the norm (the amount was \$74,182.29). Mr. Russell believed the action may have occurred because Glendora's fiscal services still was using two resource codes (63910 and 63911) instead of combining AEP funds, as he had received an email about combining funds from Pamela Escalante. Mr. Russell suggested the board approve the report conditionally, while Mr. Letourneau looks into this.

Duarte:

Mr. Morris stated that adjustments were made due to incorrect original budget numbers. Mr. Fertig brought up concerns that some Q4 AEP expenditures for Duarte appeared to look like the CTE Incentive Grant expenditures, which is a K-12 grant. Mr. Fertig suggested that Duarte makes sure its K-12 programs are funded separately from the Duarte Parent University.

Mr. Morris explained that Duarte is restructuring parent university to have 12 hour classes. He added that the grant is supporting the program by paying for the advertising such as t-shirts (this is found in category 5000), paying for the equipment such as laptops, providing dinner, translation services, daycare for students' children, etc. Mrs. McNary asked if the parent university was an ongoing program. Mr. Morris explained that it is ongoing, and it is 12 hour courses within 1 module and an outside agency will be providing the curriculum. Mr. Delvasto expressed concern and stated that Mr. Morris should be cautious about mixing funds. He added that the consortium should not be paying for programs for which the district LCFF should be paying. Mr. Russell also added that there is no data for the expenses, and this should be a concern to the board, especially since there is a big push for oversight and effectiveness. Mr. Russell also asked Mr. Morris about "B&H Photo" from LAGL019 report. Mr. Morris stated that should not be on there; it is for K-12 video production. Mr. Russell asked Mr. Morris to look into this with Duarte's business services people, and he will follow up with him.

(Attached to these minutes are an email and revised Duarte reports. The B&H Photo expenditures were removed, and subsequently, Duarte spent below the 60% state mandate and Fiscal Expenditure Agreement. This is triggering a plan and timeline for Duarte to spend AEP funds.)

Monrovia:

Since Mr. McKendrick had just been seated as a board rep, Mr. Russell presented the Q4 Expenditure Report on behalf of Monrovia. He advised that budget changes occurred in Object Code 1000 and 2000 because Monrovia's Instructional Salaries increased, and Non-Instructional salaries decreased, and employee benefits were about the same. There was a big increase in category 5000 operational, but this had already been presented to the board. He reminded the

board that a large amount of that was for targeted marketing that has resulted in a large increase of CTE revenues.

Mr. Russell pointed out that MUSD took the allowed 5% of direct expenses for indirect expenses for a total of \$66,081. He also noted that in addition to the 5% indirect fees, MUSD took an additional \$23,002 in administration fees for serving as fiscal agent. He explained that the state allows up to 5% of the total AEP funds for "administration" and that the \$23,002 plus the program management fees were significantly below the 5% threshold. Mrs. McNary asked why there are 2 expenditure amounts in Object Code 5000. He noted that the additional funds (the additional \$23,002) needed to be moved in the budget because NOVA does not allow more than 5% in indirect fees. Mr. Russell explained that is what Monrovia did to show separation of indirect fees and fiscal agent fees. Mr. Russell advised the board he would ask the state which Object Code would be correct for reporting the expenditures.

(Mr. Russell received clarification from the state and that clarification was presented in the same email that revised Duarte's expenditures. The email is attached to these minutes.)

(Also, the final certified Q4 Expenditure Report is attached to these minutes as well.)

9.0 BOARD APPROVAL OF 2018-19 CFAD REVISION

Act # 18-19 Motion by Mr. Delvasto, seconded by Mrs. McNary **Vote to Approve 6-0**

Representative Cifone Y Representative Delvasto Y Representative Letourneau Y

Representative McKendrick Y Representative McNary Y Representative Morris Y

Mr. Russell explained that the consortium received a small amount of additional funding, and Monrovia turned back \$15,000 in funds for oversight. Oversight funds were no longer needed due to the CCAEC reporting procedures adopted by all members that provided significant transparency. The CFAD only changed by small percentages. Mr. Russell stated that in addition to this approval, member reps would need to log in to NOVA and submit their approval. Mr. Conway handed out the disbursement schedule based on the new CFAD amount and advised he would send out the first disbursement of funds when he receives the check from the state.

10.0 REGIONAL DIRECTOR PRESENTATION OF BUDGET BACK-UP DOCUMENTATION FOR 2018-19 BUDGET REVISIONS

*Mr. Russell suggested to move up agenda item 13.0 and then come back to 10.0.

Mr. Russell presented to the board a revised copy of the CCAEC Member Annual Plan that had had a new Section with a revenue budget by category including all revenue sources, not just AEP funds. He suggested the board require expenditures be detailed suggested by Object Code for every revenue source. Based on current requirements in NOVA, only AEP budget and expenditures are reported. Mr. Russell emphasized to the board that there need to be some kind of transparency that backs up how all revenue sources are budgeted and expended by Object Code. For example, Mr. Russell stated that Monrovia spends a lot of money in advertising, but that advertising is generating significant fees. He suggested there should be full transparency with that budget and expenditure.

(As it turns, new NOVA protocols are requiring that consortia report all leverage funding sources.)

11.0 REGIONAL DIRECTOR PRESENTATION OF CCAEC ANNUAL DATA REVIEW FALL 2018

Mr. Russell presented the Monrovia Annual Data Review and the beginnings of the CCAEC Annual Data Review. He stated that all Monrovia staff spent 2 hours going through Monrovia's ADR and it facilitated tremendous conversations. Mr. Russell encouraged the representatives to do the same type of review for their own schools. Mr. Russell will complete a CCAEC ADR that is as comprehensive as the Monrovia ADR and that it will be used to drive the 3 year plan.

Mr. Russell did get into some of the details of the beginning CCAEC ADR. He mentioned that Monrovia created 3 counseling classes to track people who walk in the door: ESL, HSD/HSE (Academic), and Career and that these classes were capturing a lot of "Services Provided" data in TOPSpro Enterprise. He advised that it was important that members capture the people who come through the school because they are using time and resources.

(A detail review of consortium data will be presented at the 12/14 conference.)

12.0 BOARD APPROVAL OF CCAEC PD CONFERENCE FOR 12/14/2018

Act # 18-20 Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 6-0**

Representative Cifone Y Representative Delvasto Y Representative Letourneau Y

Representative McKendrick Y Representative McNary Y Representative Morris Y

Mr. Russell reiterated that the annual plan states that CCAEC do 2 conferences a year. Mr. Russell clarified that the conferences do not need to specifically pertain to ESL. He would like these conferences to expand beyond ESL, and focus more on CTE and academic this year. To ensure the consortium meets the annual plan, Mr. Russell stated that we could possibly push 1 conference to January, and do the other in May. Mr. Russell reminded representatives that are all members receive WIOA, and there is a Professional Development plan due at the end of October. Mrs. McNary asked what the goal of professional development day is. Mr. Russell stated that the goal needs to revolve around how we improve data outcomes, and how we reach more students. Mrs. McNary mentioned that she would like to see focus on the new reading standards for CASAS. Mr. Russell suggested to the board that we should get approval now so we can start planning, especially since there are budgetary implications involved.

13.0 BOARD DISCUSSION – PURPOSE & VISION FOR FACULTY ADVISORY COMMITTEES (FACS)

****This item came earlier in the meeting.**

Ms. Carol Burrill and Ms. Olga Habayeb reported to the board about what the ESL FAC had been doing. Ms. Habayeb stated that last year the ESL FAC worked on aligning completely all Language Proficiency Objectives. She stated that they completed grammar exit exams for each level, and piloted the exams. The ESL FAC still needs to meet and talk about outcomes. Mrs. McNary asked if there is a document for aligning LPO's. Olga and Mr. Russell gave confirmation on this. Mrs. Burrill mentioned a telephone conference she had with Mr. Russell regarding the new English proficiency standards, and seeing how they align with our LPO's. With 6 hours per month (per person) for an ESL FAC meeting, Mrs. McNary wanted to know what the expectations are and the outcomes per month. Mr. Delvasto would like to know the agendas for these meetings, and read the minutes. Mrs. Burrill mentioned that the deadline for the trainings on new English language proficiency standards for adult education is today. Mr. Russell suggested each representative look at their individual budgets. Mr. Russell suggested maybe Glendora and Monrovia can send someone, and then we can do "train the trainer" model.

14.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING at 4:35 pm



9/25/2018 Minutes

John Russell <jrussell@monroviaschools.net>

Follow-up to board questions/concerns for Q4 Expenditures

3 messages

John Russell <jrussell@monroviaschools.net>

Mon, Oct 15, 2018 at 5:09 PM

To: Rocky Cifone <rcifone@citruscollege.edu>, Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Calvin Mckendrick <cmckendrick@monroviaschools.net>, Linda Mc Nary <lmcnary@azusa.org>, Kevin Morris <kmorris@duarteusd.org>

Cc: Flint Fertig <ffertig@monroviaschools.net>, Julia Reyes <JReyes@duarteusd.org>, David Conway <dconway2@monroviaschools.net>, Rick Crosby <rcrosby@duarteusd.org>, Jessica Michel <jmichel@monroviaschools.net>, Debbie Wong <dwong@citruscollege.edu>

CCAEC Reps:

Flint and I have followed up on the two primary concerns the board had regarding Q4 expenditures from the September board meeting.

I. Category for MUSD Admin Expenses and Clarification of "Administration" Expenditures Allowed

As a reminder, MUSD took indirect expenses of \$66,081 (all members are allowed to take 5% of Direct AEP expenditures as indirect fees and this was Monrovia exercising that allowance) and MUSD took an additional district admin expenses of \$23,002 for serving as fiscal agent. This expenditure is listed under a separate 5000 expenditure in Monrovia's Q4 Expenditure report and in the Q4 Expenditure Report, this separate 5000 Object Code expenditure was checked as "Administrative." The question from both the board and Monrovia was: which was the proper Object Code under which this expenditure should be accounted?

I spoke with state regarding all of our issues. For this specific issue, the state advised that the Object Code in which it was accounted did not matter. What mattered was if it was accounted for as Consortium Fiscal/Administration expenses. Since these additional expenditures were significantly under the 5% allowance for Consortium Fiscal/Administration expenses, the state said it was not a problem as long as the consortium agreed to it.

I advised the board at the last meeting that I would provide additional edification regarding Consortium Fiscal/Administration expenses.

Basically the state advised that as long as the expenditures were agreed upon by the consortium and they were under the 5% amount max allowance, there was no issue at all. I also looked at the AB104 Trailer Bill for further clarification. Below is the relevant bill language:

84913. (a) Funds apportioned for the program shall be used only for support of the following: *(list of programs follow)*

(b) A consortium may use no more than 5 percent of funds allocated in a given fiscal year for the sum of the following:

(1) The costs of administration of these programs.

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201520160AB104

Thus, out of the \$4,097,268 CCAEC received in 2017-18 AEP funds, \$204,863 of it could be used for program "administration."

For administration, the CCAEC currently spends:

\$45,000	-- Stipends for Program Admin
\$ 6,750	-- Benefits for stipends
<u>\$23,002</u>	-- MUSD District additional fees as fiscal agent
\$74,752	-- Total

That \$74,752 represents **36.4% of the actual total** of administration fees that could be expended by law (\$204,863). However, consortium members have only had their AEP funds decreased in the aggregate for the \$45,000 in stipends (as

MCAS has paid for the additional \$29,752 in expenditures out of its budget). Thus, the consortium members are only paying admin fees that are equal to **22% of the total** of administration fees that could be expended by law.

In the CCAEC bylaws, Section 3, Article vii states "The CCAEC will respect individual institutional autonomy and seek efficient solutions that avoid bureaucracy." I would posit to the board that administration fees that cost each CCAEC member about 1/5 of what is allowable and is an actual consortium expenditure of about 1/3 of what is allowable would certainly qualify as an "efficient solution."

So that everything is clear and transparent to board reps, I have attached to this email Monrovia's certified budget. In the budget, reps can see on page 4 that Monrovia budgeted \$66,081 for Indirect Fees and \$74,752 for Consortium Fiscal/Administration expenses.

II. Duarte Q4 Expenditure Concerns

As a reminder, the board and Regional Director had a number of questions and concerns regarding expenditures reported on Duarte's LAGL019 report. On page 6 and 7 of the 019 report were questions about expenditures for "Troxell Communications" and "B&H Photo-Video." The B&H Photo-Video expenditures were removed from 2017-18 expenditures. The Troxell Communications were not. Kevin has advised that this expense was for communication/smart board equipment that was used to help translate Parent University and expand the outreach for the program. Though the books for 2017-18 have been closed, Duarte has revised the totals it is submitting in NOVA. Those revised totals are attached to this email.

So previously Duarte reported expending the full \$31,592 of AEP funds. The revised amount is now \$18,649. **Documentation is attached** for reps to peruse.

That \$18,649 represents 59% of Duarte's AEP funds. According to the Fiscal Expenditure Reporting Agreement, Duarte must now submit a plan to rectify the spending of AEP funds. This plan would most likely adjudicate board concerns voiced at the last meeting. Flint and I met with Kevin and he has laid out Parent Ed programs that would produce enrollment and outcome data in TOPSpro Enterprise for the 2018-19 year. We believe that the plan Kevin will present on behalf of Duarte at the next board meeting will provide reps the confidence that AEP funds are being spent according to plan, that Duarte will be serving AEP students, and that there will be enrollment and outcome data to demonstrate this. Presentation of this plan will be added to agenda for next week's meeting.

III. Member Rep Approval of Q4 Expenditure Report

Since these issues have been addressed, hopefully to the board's satisfaction, I would recommend that each rep login to NOVA and approve the Q4 expenditure. However, at this moment, we are awaiting Duarte to submit revised Q4 expenditures. As soon as they submit, I will certify their Q4 expenditures and then advise reps they can approve the report. Thanks for your help with this.

If you have any questions, please contact me. Thanks.

Kind Regards,

John Russell

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

CCAEC Regional Director
<http://www.ccadulted.org/>



3 attachments

Monrovia 2017-18 Workplan Budget FINAL.pdf

13

DUARTE USD Adult Ed Consortium Grant Expense Report as of JUNE 30, 2018 FY 2017-18 Fiscal Agent Monrovia USD Region Citrus			
OBJECT OF EXPENDITURES		Budget Amount	EXPENSE AMOUNT
8000	Consortium Alloc Budget 2017-18	31,592	
1000	Instructional Salaries	429	429.39
2000	Instructional Aide Salaries	348	348.32
3000	Employee Benefits	120	119.38
4000	Supplies & Material	26,395	12,564.55
5000	Other Operating Expenses & Services	4,299	4,299.43
6000	Capital Outlay		
7000	Indirect Cost 5% No MOE for DUSD 17-18		888.05
TOTAL		31,593	18,649.12
No Ind Cost Allowed on the allocation		UNSPENT AMOUNT:	12,942.88
8000	CASH RECEIVED	31592	0

Duarte
 Revised
 Summary
 9/25/18
 Minutes

Report ID:	LAGL019C	64469 - DUARTE UNIFIED SCHOOL DISTRICT	Page No:	1
District:	64469	CUMULATIVE DETAIL REPORT (1000-7999) OBJ-RES-LOC	Run Date:	09/01/2018
Fiscal Year:	2018	Fund: 11.0-Adult Education Fund	Run Time:	09:17:19AM
To Period:	998	ANNUAL		

PD	Date	Res	PriY	Goal	Funct	Object	Sch/Loc	Src	HRS	Line Desc	Jml ID	Current Budget	Expenditures	Encumbrance	Pre Enc	Balance
				<u>Vchr/PO ID</u>		<u>Vendor Name</u>										
	07/01/17	63911.1	41100	10000	1160	5002400				ORG	0020675248	111.00				
Subtotal Location : (1160-63911.1-5002400)-Mt Olive												111.00	0.00	0.00	0.00	111.00
Subtotal Resource : (1160-63911.1)-Adult Ed Consortium												111.00	0.00	0.00	0.00	111.00
Total for Object : 1160-Teachers' Salaries-Substitute												111.00	0.00	0.00	0.00	111.00
	06/29/18	63911.1	00000	24950	1170	5002400					0021757180	0.00				
12	06/29/18						ONL	Anders		JRJE7215			84.64			
12	06/29/18						ONL	Anders		JRJE7215			147.75			
998	06/29/18						ONL	JrJE72		JRJE7271			-147.75			
998	06/29/18						ONL	JrJE72		JRJE7271			-84.64			
	07/01/17	63911.1	41100	10000	1170	5002400				ORG	0020675280	20,052.00				
	06/28/18							TEAC		JR247-0001		-4,000.00				
Subtotal Location : (1170-63911.1-5002400)-Mt Olive												16,052.00	0.00	0.00	0.00	16,052.00
Subtotal Resource : (1170-63911.1)-Adult Ed Consortium												16,052.00	0.00	0.00	0.00	16,052.00
Total for Object : 1170-Teachers' Salaries-Extra Duty												16,052.00	0.00	0.00	0.00	16,052.00
	06/29/18	63911.1	00000	24950	1270	5002400					0021757189	0.00				
12	06/29/18						ONL	Anders		JRJE7215			197.00			
998	06/29/18						ONL	JrJE72		JRJE7271			147.75			
998	06/29/18						ONL	JrJE72		JRJE7271			84.64			
Subtotal Location : (1270-63911.1-5002400)-Mt Olive												0.00	429.39	0.00	0.00	-429.39
Subtotal Resource : (1270-63911.1)-Adult Ed Consortium												0.00	429.39	0.00	0.00	-429.39
Total for Object : 1270-Cert Pupil Supp Sal-Extra Duty												0.00	429.39	0.00	0.00	-429.39
	07/01/17	63911.1	41100	10000	2120	5002400				ORG	0020675362	169.00				
Subtotal Location : (2120-63911.1-5002400)-Mt Olive												169.00	0.00	0.00	0.00	169.00

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PD	Date	Res.Pri	Y	Goal	Funct	Object	Sch/Loc	Src	HRS	Line Desc	Jml ID	Current Budget	Expenditures	Encumbrance	Pre Enc	Balance
					Vchr/PO ID	Vendor Name										
Subtotal Resource : (2120-63911.1)-Adult Ed Consortium												169.00	0.00	0.00	0.00	169.00
Total for Object : 2120-Instruct Aide Sal-Part-Time												169.00	0.00	0.00	0.00	169.00
	06/29/18				63911.1	00000	24950	2170	5002400							
	12	06/29/18						ONL		Trejo	JRJE7215	0.00				
	12	06/29/18						ONL		Trejo	JRJE7215		32.28			
	998	06/29/18						ONL		JrJE72	JRJE7271		32.28			
	998	06/29/18						ONL		JrJE72	JRJE7275		32.28			
					63911.1	41100	10000	2170	5002400							
	07/01/17							ORG		0020675424		346.00				
Subtotal Location : (2170-63911.1-5002400)-Mt Olive												346.00	0.00	0.00	0.00	346.00
Subtotal Resource : (2170-63911.1)-Adult Ed Consortium												346.00	0.00	0.00	0.00	346.00
Total for Object : 2170-Instruct Aide Sal-Extra Duty												346.00	0.00	0.00	0.00	346.00
	06/29/18				63911.1	00000	24950	2270	5002400							
	12	06/29/18						ONL		Trejo	JRJE7215	0.00				
	998	06/29/18						ONL		JrJE72	JRJE7271		32.28			
	998	06/29/18						ONL		JrJE72	JRJE7275		32.28			
Subtotal Location : (2270-63911.1-5002400)-Mt Olive												0.00	96.84	0.00	0.00	-96.84
Subtotal Resource : (2270-63911.1)-Adult Ed Consortium												0.00	96.84	0.00	0.00	-96.84
Total for Object : 2270-Classif Support Sal-Ex-Duty												0.00	96.84	0.00	0.00	-96.84
	06/29/18				63911.1	00000	24950	2470	5002400							
	12	06/29/18						ONL		Ramire	JRJE7215	0.00				
	12	06/29/18						ONL		Urias	JRJE7215		148.50			
	12	06/29/18						ONL		Ramire	JRJE7215		58.98			
													44.00			
Subtotal Location : (2470-63911.1-5002400)-Mt Olive												0.00	251.48	0.00	0.00	-251.48
Subtotal Resource : (2470-63911.1)-Adult Ed Consortium												0.00	251.48	0.00	0.00	-251.48

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ANNUAL				

PD	Date	Res.Prty	Goal	Funct	Object	Sch/Loc	Src	HRS	Line Desc	Jrnl ID	Current Budget	Expenditures	Encumbrance	Pre Enc	Balance
						Vchr/PO ID	Vendor Name								
Total for Object : 2470-Cler Tech Off Staff Sal-Ex-Dty											0.00	251.48	0.00	0.00	-251.48
	06/29/18									0021757181	0.00				
12	06/29/18						ONL		Anders	JRJE7215		12.27			
12	06/29/18						ONL		Anders	JRJE7215		28.46			
12	06/29/18						ONL		Anders	JRJE7215		21.33			
	07/01/17									0020675777	2,910.00				
Subtotal Location : (3111-63911.1-5002400)-Mt Olive											2,910.00	62.06	0.00	0.00	2,847.94
Subtotal Resource : (3111-63911.1)-Adult Ed Consortium											2,910.00	62.06	0.00	0.00	2,847.94
Total for Object : 3111-STRS, Certificated Positions											2,910.00	62.06	0.00	0.00	2,847.94
	06/29/18									0021757202	0.00				
12	06/29/18						ONL		Trejo	JRJE7215		5.01			
12	06/29/18						ONL		Trejo	JRJE7215		5.00			
12	06/29/18						ONL		Trejo	JRJE7215		5.02			
	07/01/17									0020675925	57.00				
Subtotal Location : (3212-63911.1-5002400)-Mt Olive											57.00	15.03	0.00	0.00	41.97
Subtotal Resource : (3212-63911.1)-Adult Ed Consortium											57.00	15.03	0.00	0.00	41.97
Total for Object : 3212-PERS, Classified Positions											57.00	15.03	0.00	0.00	41.97
	06/29/18									0021757205	0.00				
12	06/29/18						ONL		Trejo	JRJE7215		2.00			
12	06/29/18						ONL		Urias	JRJE7215		1.95			
12	06/29/18						ONL		Trejo	JRJE7215		2.00			
12	06/29/18						ONL		Trejo	JRJE7215		1.12			
	07/01/17									0020676087	22.00				
Subtotal Location : (3312-63911.1-5002400)-Mt Olive											22.00	7.07	0.00	0.00	14.93

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PD	Date	Res	PriY	Goal	Funct	Object	Sch/Loc	Src	HRS	Line Desc	Jrnl ID	Current Budget	Expenditures	Encumbrance	Pre Enc	Balance
							Vchr/PO ID	Vendor Name								
Subtotal Resource : (3312-63911.1)-Adult Ed Consortium												22.00	7.07	0.00	0.00	14.93
Total for Object : 3312-OASDI, Classified Positions												22.00	7.07	0.00	0.00	14.93
	06/29/18															
12	06/29/18							ONL		Anders	JRJE7215	0.00				
12	06/29/18							ONL		Anders	JRJE7215		2.74			
12	06/29/18							ONL		Anders	JRJE7215		2.06			
12	06/29/18							ONL		Anders	JRJE7215		1.18			
	07/01/17															
Subtotal Location : (3331-63911.1-5002400)-Mt Olive												615.00	5.98	0.00	0.00	609.02
Subtotal Resource : (3331-63911.1)-Adult Ed Consortium												615.00	5.98	0.00	0.00	609.02
Total for Object : 3331-Medicare, Cert Positions												615.00	5.98	0.00	0.00	609.02
	06/02/18															
12	06/29/18							ONL		Trejo	JRJE7215	0.00				
12	06/29/18							ONL		Ramire	JRJE7215		0.46			
12	06/29/18							ONL		Ramire	JRJE7215		2.15			
12	06/29/18							ONL		Ramire	JRJE7215		0.64			
12	06/29/18							ONL		Urias	JRJE7215		0.46			
12	06/29/18							ONL		Trejo	JRJE7215		0.47			
12	06/29/18							ONL		Trejo	JRJE7215		0.26			
	07/01/17															
Subtotal Location : (3332-63911.1-5002400)-Mt Olive												6.00	4.44	0.00	0.00	1.56
Subtotal Resource : (3332-63911.1)-Adult Ed Consortium												6.00	4.44	0.00	0.00	1.56
Total for Object : 3332-Medicare, Class Positions												6.00	4.44	0.00	0.00	1.56
	06/29/18															
12	06/29/18							ONL		Anders	JRJE7215	0.00				
12	06/29/18							ONL		Anders	JRJE7215		0.07			
12	06/29/18							ONL		Anders	JRJE7215		0.10			
12	06/29/18							ONL		Anders	JRJE7215		0.04			

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PD	Date	Res.PrjY	Goal	Funct	Object	Sch/Loc	Src	HRS	Line Desc	Jrnl ID	Current Budget	Expenditures	Encumbrance	Pre Enc	Balance
					Vchr/PO ID	Vendor Name									
Total for Object : 3611-Worker Comp Insur, Cert Pos											625.00	13.49	0.00	0.00	611.51
	06/29/18									0021757195	0.00				
12	06/29/18						ONL		Trejo	JRJE7215		1.02			
12	06/29/18						ONL		Trejo	JRJE7215		1.00			
12	06/29/18						ONL		Ramire	JRJE7215		1.40			
12	06/29/18						ONL		Ramire	JRJE7215		4.69			
12	06/29/18						ONL		Trejo	JRJE7215		1.00			
12	06/29/18						ONL		Urias	JRJE7215		1.83			
	07/01/17						ORG			0020676996	15.00				
Subtotal Location : (3612-63911.1-5002400)-Mt Olive											15.00	10.94	0.00	0.00	4.06
Subtotal Resource : (3612-63911.1)-Adult Ed Consortium											15.00	10.94	0.00	0.00	4.06
Total for Object : 3612-Worker Comp Insur, Class Pos											15.00	10.94	0.00	0.00	4.06
	06/29/18									0021757052	0.00				
12	06/29/18						AP			APA1757724					
					T10914JV	B & H PHOTO						4,212.38			
Subtotal Location : (4320-63911.1-4002200)-Duarte High School											0.00	4,212.38	0.00	0.00	-4,212.38
	07/01/17						ORG			0020677170	3,600.00				
8	02/26/18						AP			APA0965756		7,558.56			
					T10630	TROXELL COMMUNICATIONS, INC.						7,558.56			
11	05/07/18						AP			APA1050812		1,641.41			
					T11187	B & H PHOTO-VIDEO						1,641.41			
	06/28/18						INSTR			JR247-0002	4,000.00				
12	06/29/18						AP			APA1757724		-9,199.97			
					T10630JV	TROXELL COMMUNICATIONS, INC.						-7,558.56			
					T11187JV	B & H PHOTO-VIDEO						-1,641.41			
	06/29/18									0021755819	0.00				
12	06/29/18						AP			APA1757724					
					T10630JV	TROXELL COMMUNICATIONS, INC.						7,558.56			
					T11029J1	B & H PHOTO-VIDEO						4,595.51			

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PD	Date	Res.PriY	Goal	Funct	Object	Sch/Loc	Src	HRS	Line Desc	Jrnl ID	Current Budget	Expenditures	Encumbrance	Pre Enc	Balance
			<u>Vchr/PO ID</u>		<u>Vendor Name</u>										
		63911.1	41100	24950	4320	5002400									
			T11029J2		B & H PHOTO-VIDEO										
			T11090JV		B & H PHOTO-VIDEO										
			T11187JV		B & H PHOTO-VIDEO										
Subtotal Location : (4320-63911.1-5002400)-Mt Olive											7,600.00	17,177.11	0.00	0.00	-9,577.11
Subtotal Resource : (4320-63911.1)-Adult Ed Consortium											7,600.00	21,389.49	0.00	0.00	-13,789.49
Total for Object : 4320-Instructional Supplies											7,600.00	21,389.49	0.00	0.00	-13,789.49
		63911.1	41100	24950	4390	4002200									
	06/29/18									0021757000	0.00				
12	06/29/18						AP			APA1757724		106.52			
			T10841JV		WEN-FENG TSENG							106.52			
Subtotal Location : (4390-63911.1-4002200)-Duarte High School											0.00	106.52	0.00	0.00	-106.52
		63911.1	41100	24950	4390	5002400									
	06/29/18									0021755823	0.00				
12	06/29/18						AP			APA1757724		2,029.43			
			T10073JV		KEVIN MORRIS							330.00			
			T10770JV		KEVIN MORRIS							171.74			
			T11060JV		ANDERSON, NORMAN							72.51			
			T11061JV		KEVIN MORRIS							141.18			
			T1119JV		FSP DESIGNS							1,314.00			
Subtotal Location : (4390-63911.1-5002400)-Mt Olive											0.00	2,029.43	0.00	0.00	-2,029.43
Subtotal Resource : (4390-63911.1)-Adult Ed Consortium											0.00	2,135.95	0.00	0.00	-2,135.95
Total for Object : 4390-Other Supplies											0.00	2,135.95	0.00	0.00	-2,135.95
		63911.1	41100	24950	4410	5002400									
	06/29/18									0021756899	0.00				
12	06/29/18						AP			APA1757724		2,870.04			
			T9651JV		PACIFIC OFFICE PRODUCTS							2,870.04			
Subtotal Location : (4410-63911.1-5002400)-Mt Olive											0.00	2,870.04	0.00	0.00	-2,870.04
Subtotal Resource : (4410-63911.1)-Adult Ed Consortium											0.00	2,870.04	0.00	0.00	-2,870.04

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PD	Date	Res.PriY	Goal	Funct	Object	Sch/Loc	Src	HRS	Line Desc	Jml ID	Current Budget	Expenditures	Encumbrance	Pre.Enc	Balance
			Vchr/PO ID		Vendor Name										
Total for Object : 4410-Non-Capitalized Equipment											0.00	2,870.04	0.00	0.00	-2,870.04
	07/01/17	63911.1	41100	10000	4450	5002400			ORG	0020677301	346.00				
Subtotal Location : (4450-63911.1-5002400)-Mt Olive											346.00	0.00	0.00	0.00	346.00
Subtotal Resource : (4450-63911.1)-Adult Ed Consortium											346.00	0.00	0.00	0.00	346.00
Total for Object : 4450-Non-Capitalized Computer											346.00	0.00	0.00	0.00	346.00
	07/01/17	63911.1	41100	10000	5220	5002400			ORG	0020677404	2,694.00				
11	05/09/18						AP			APA1054737		3,039.43			
			WM1524		TAIWAN ALVARADO							3,039.43			
12	06/29/18						AP			APA1757724		4,299.43			
			T11386JV		KMS ELECTRIC							-1,260.00			
			WM1524JV		TAIWAN ALVARADO							-3,039.43			
	06/29/18	63911.1	41100	24950	5220	5002400				0021755822	0.00				
12	06/29/18						AP			APA1757724		4,299.43			
			T11386JV		KMS ELECTRIC							1,260.00			
			WM1524JV		TAIWAN ALVARADO							3,039.43			
Subtotal Location : (5220-63911.1-5002400)-Mt Olive											2,694.00	3,039.43	0.00	0.00	-345.43
Subtotal Resource : (5220-63911.1)-Adult Ed Consortium											2,694.00	3,039.43	0.00	0.00	-345.43
Total for Object : 5220-Travel and Conferences											2,694.00	3,039.43	0.00	0.00	-345.43
	07/01/17	63911.1	41100	10000	5810	5002400				0020999726	0.00				
11	05/02/18						AP			APA1036738		1,260.00			
			T11386		KMS ELECTRIC							1,260.00			
Subtotal Location : (5810-63911.1-5002400)-Mt Olive											0.00	1,260.00	0.00	0.00	-1,260.00
Subtotal Resource : (5810-63911.1)-Adult Ed Consortium											0.00	1,260.00	0.00	0.00	-1,260.00
Total for Object : 5810-Contracted Services											0.00	1,260.00	0.00	0.00	-1,260.00

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PD Date	Res.Prty	Goal	Funct	Object	Sch/Loc	Src	HRS	Line Desc	Jrnl ID	Current Budget	Expenditures	Encumbrance	Pre Enc	Balance
		Vchr/PO ID		Vendor Name										

Total for Fund : 11.0-Adult Education Fund

31,592.00

31,592.00

0.00

0.00

0.00

REMOVED EXP <13,830.93>

I/C Added + 888.05

Total EXPENSES: 18,649.12

Adult Education Block Grant Produced: Oct 15, 2018, 10:40 PM UTC Action Taskman

09 Citrus College Adult Education Consortium

Member Budget & Workplan Summary 2017-18

Member 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:

No website on file

Member Allocations 2017-18:

\$1,387,713

Member 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
Member Representative	John Russell	jrussell@monroviaschools.net	Program Director	(626) 471-3044

Objectives

Gaps in Service: Strategies

1. Collaborate with LACO WDB to complete Title II institutional requirements of LACO WDB Local Plan.
2. Create consortium Parent Success FAC to devise uniform curriculum and accountability.
3. Expand ASE/ABE, HiSET, CTE and ESL level course offerings where possible by leveraging new WIOA funds.
4. 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: Strategies

1. Build on Counselor Pathways to Success to create better K-12/CCD counselor communication and more robust postsecondary pathways for students.
2. Explore other Early College programs and implement those that make sense with CCAEC vision and mission.
3. Update Regional Assessment Plan to reflect new state data reporting procedures and implement new plan.

Student Acceleration: Strategies

1. Create and pilot ESL workforce courses and implement across consortium where it makes sense.
2. Create uniform ABE ELA competency-based course outlines and implement across the consortium.
3. Determine best practices for ESL Level Exams and implement those practices across the consortium to increase student acceleration in ESL.
4. Market existing partnership Pacific College to increase consortium student enrollment in its bachelors programs.

Shared Professional Development: Strategies

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

Leveraging Resources: Strategies

1. Continue partnerships with local libraries and explore ways to improve these.
2. Create comprehensive consortium Employer Engagement Plan to identify all potential employers for Career Centers to utilize.
3. Help implement the LACO WDB Local Plan for those parts of the plan for which CCAEC members are responsible.
4. Maintain and expand partnerships with employers for increased internship opportunities.

Budget Breakdown

Monrovia Unified School District	1000 - Instructional Salaries	\$715,093
Salaries for certificated staff to address workplan.		
Monrovia Unified School District	2000 - Non-Instructional Salaries	\$92,802
Salaries for classified staff to address workplan.		
Monrovia Unified School District	3000 - Employee Benefits	\$224,639
Benefits for certificated and classified staff to address workplan.		
Monrovia Unified School District	4000 - Supplies and Materials	\$67,175
Supplies to address and one-time fee to Pacific College to start Early College Intro to Cybersecurity as part of Seamless Transitions.		
Monrovia Unified School District	5000 - Other Operating Expenses and Services	\$147,171
Maintenance and advertising/relationships to increase AJCC funding for CTE classes.		

Monrovia Unified School District	Indirect Costs	\$66,081
Indirect expenses at 5%.		
Monrovia Unified School District	5000 - Other Operating Expenses and Services	\$23,002
District administration fee as fiscal agent.		
Consortium Fiscal/Admin Expense		
Monrovia Unified School District	1000 - Instructional Salaries	\$40,000
This is for CCEAC AEP oversight salaries.		
Consortium Fiscal/Admin Expense		
Monrovia Unified School District	2000 - Non-Instructional Salaries	\$5,000
Fiscal services salary for CCAEC AEP.		
Consortium Fiscal/Admin Expense		
Monrovia Unified School District	3000 - Employee Benefits	\$6,750
Benefits from Program Management salaries.		
Consortium Fiscal/Admin Expense		

Budget Totals

	Carryover Amount:	\$0
	Member Allocations 2017-18:	\$1,387,713
	Total Available Funds:	\$1,387,713
Monrovia Unified School District	1000 - Instructional Salaries	\$715,093
Monrovia Unified School District	2000 - Non-Instructional Salaries	\$92,802
Monrovia Unified School District	3000 - Employee Benefits	\$224,639
Monrovia Unified School District	4000 - Supplies and Materials	\$67,175
Monrovia Unified School District	5000 - Other Operating Expenses ...	\$147,171
Monrovia Unified School District	Indirect Costs	\$66,081
Monrovia Unified School District	5000 - Other Operating Expenses ...	\$23,002
Monrovia Unified School District	1000 - Instructional Salaries	\$40,000
Monrovia Unified School District	2000 - Non-Instructional Salaries	\$5,000
Total Amount:		\$1,387,713
Remaining Amount:		\$0
Direct Costs Total:		\$1,321,632
Indirect Costs Total:		\$66,081 (5.0% of Direct Costs Total)
Consortium Fiscal/Admin Expen...		\$74,752

Monrovia Unified School District	3000 - Employee Benefits	\$6,750
	Total Amount:	\$1,387,713
	Remaining Amount:	\$0
	Direct Costs Total:	\$1,321,632
	Indirect Costs Total:	\$66,081 (5.0% of Direct Costs Total)
	Consortium Fiscal/Admin Expen...	\$74,752



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AEBG Consortium Fiscal Reporting 09 Citrus College Adult Education Consortium

for Minutes

2017 - 2018 Fiscal Year

Certification

9/25/18 Minutes

Certification Authority

John Russell

Program Director

Quarter 1 Status Quarter 2 Status Quarter 3 Status Quarter 4 Status

Certified Certified Certified Certified

I certify that our consortium did not exceed 5% of the total allocation in administrative costs: Yes

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Azusa Unified School District	✓	✓	✓	✓
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 - Instructional Salaries	\$0	\$129,067	0%	\$860,446	0%	\$860,446

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
2000 - Non-Instructional Salaries	\$0	\$35,849	0%	\$238,990	0%	\$238,990
3000 - Employee Benefits	\$0	\$43,023	0%	\$286,820	0%	\$286,820
4000 - Supplies and Materials	\$0	\$78,678	0%	\$524,519	0%	\$524,519
5000 - Other Operating Expenses and Services	\$0	\$29,487	0%	\$196,578	0%	\$196,578
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$11,886	0%	\$79,237	0%	\$79,237
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$0	\$327,989	0%	\$2,186,590	0%	\$2,186,590

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 - Instructional Salaries	\$0	\$258,134	0%	\$860,446	0%	\$860,446
2000 - Non-Instructional Salaries	\$0	\$71,697	0%	\$238,990	0%	\$238,990
3000 - Employee Benefits	\$0	\$86,046	0%	\$286,820	0%	\$286,820
4000 - Supplies and Materials	\$0	\$157,356	0%	\$524,519	0%	\$524,519
5000 - Other Operating Expenses and Services	\$0	\$58,973	0%	\$196,578	0%	\$196,578
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$23,771	0%	\$79,237	0%	\$79,237
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$0	\$655,977	0%	\$2,186,590	0%	\$2,186,590

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 - Instructional Salaries	\$467,953	\$387,201	120.86%	\$860,446	54.38%	\$392,493
2000 - Non-Instructional Salaries	\$151,262	\$107,546	140.65%	\$238,990	63.29%	\$87,728
3000 - Employee Benefits	\$147,914	\$129,069	114.6%	\$286,820	51.57%	\$138,906
4000 - Supplies and Materials	\$41,138	\$236,034	17.43%	\$524,519	7.84%	\$483,381
5000 - Other Operating Expenses and Services	\$56,942	\$88,460	64.37%	\$196,578	28.97%	\$139,636
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$35,657	0%	\$79,237	0%	\$79,237
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$865,209	\$983,966	87.93%	\$2,186,590	39.57%	\$1,321,381

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 - Instructional Salaries	\$699,602	\$516,268	135.51%	\$860,446	81.31%	\$160,844
2000 - Non-Instructional Salaries	\$225,460	\$143,394	157.23%	\$238,990	94.34%	\$13,530

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
3000 - Employee Benefits	\$219,678	\$172,092	127.65%	\$286,820	76.59%	\$67,142
4000 - Supplies and Materials	\$72,546	\$314,711	23.05%	\$524,519	13.83%	\$451,973
5000 - Other Operating Expenses and Services	\$196,578	\$117,947	166.67%	\$196,578	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$53,149	\$47,542	111.79%	\$79,237	67.08%	\$26,088
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$1,467,013	\$1,311,954	111.82%	\$2,186,590	67.09%	\$719,577

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program
Guidance: Yes

Summary of Activities:

All expenditures were incurred to support instruction and learning activities for Adult Basic Education, Adult Secondary Education (high school diploma and high school equivalency exam), English as a Second Language, and Career Technical Education courses. Expenses included instructional salaries, non-instructional salaries for support staff, all employee benefits costs, instructional materials and supplies, textbooks, all operating expenses, and indirect costs. Activities were completed in line with activities required by the Annual Plan. Annual expenditures were submitted in public before the CCAEC board with supporting documents, LAGL015 and LAGL019 reports, as required by the CCAEC Fiscal Reporting Agreement.

Status
Submitted

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
1000 - Instructional Salaries	\$0	\$63,063	0%	\$420,421	0%	\$420,421

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
2000 - Non-Instructional Salaries	\$0	\$27,790	0%	\$185,267	0%	\$185,267
3000 - Employee Benefits	\$0	\$27,707	0%	\$184,712	0%	\$184,712
4000 - Supplies and Materials	\$0	\$8,106	0%	\$54,043	0%	\$54,043
5000 - Other Operating Expenses and Services	\$0	\$17,890	0%	\$119,264	0%	\$119,264
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$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 - Instructional Salaries	\$0	\$126,126	0%	\$420,421	0%	\$420,421
2000 - Non-Instructional Salaries	\$0	\$55,580	0%	\$185,267	0%	\$185,267
3000 - Employee Benefits	\$0	\$55,414	0%	\$184,712	0%	\$184,712
4000 - Supplies and Materials	\$0	\$16,213	0%	\$54,043	0%	\$54,043
5000 - Other Operating Expenses and Services	\$0	\$35,779	0%	\$119,264	0%	\$119,264
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$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 - Instructional Salaries	\$319,032	\$189,189	168.63%	\$420,421	75.88%	\$101,389
2000 - Non-Instructional Salaries	\$121,014	\$83,370	145.15%	\$185,267	65.32%	\$64,253
3000 - Employee Benefits	\$127,673	\$92,356	138.24%	\$184,712	69.12%	\$57,039
4000 - Supplies and Materials	\$3,929	\$27,022	14.54%	\$54,043	7.27%	\$50,114
5000 - Other Operating Expenses and Services	\$56,080	\$53,669	104.49%	\$119,264	47.02%	\$63,184
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$627,728	\$445,606	140.87%	\$963,707	65.14%	\$335,979

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 - Instructional Salaries	\$420,421	\$252,253	166.67%	\$420,421	100%	\$0
2000 - Non-Instructional Salaries	\$160,686	\$111,160	144.55%	\$185,267	86.73%	\$24,581
3000 - Employee Benefits	\$166,763	\$110,827	150.47%	\$184,712	90.28%	\$17,949

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
4000 - Supplies and Materials	\$3,929	\$32,426	12.12%	\$54,043	7.27%	\$50,114
5000 - Other Operating Expenses and Services	\$56,081	\$71,558	78.37%	\$119,264	47.02%	\$63,183
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$807,880	\$578,224	139.72%	\$963,707	83.83%	\$155,827

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program Guidance: Yes

Summary of Activities:

Activities were completed in line with activities required by the Annual Plan. Annual expenditures were submitted in public before the CCAEC board with supporting documents, LAGL015 and LAGL019 reports, as required by the CCAEC Fiscal Reporting Agreement.

Status
Submitted

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 - Instructional Salaries	\$0	\$64	0%	\$429	0%	\$429
2000 - Non-Instructional Salaries	\$0	\$52	0%	\$348	0%	\$348
3000 - Employee Benefits	\$0	\$18	0%	\$120	0%	\$120
4000 - Supplies and Materials	\$0	\$1,885	0%	\$12,565	0%	\$12,565

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$5,187	0%	\$5,187
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$0	\$2,019	0%	\$18,649	0%	\$18,649

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 - Instructional Salaries	\$0	\$129	0%	\$429	0%	\$429
2000 - Non-Instructional Salaries	\$0	\$104	0%	\$348	0%	\$348
3000 - Employee Benefits	\$0	\$36	0%	\$120	0%	\$120
4000 - Supplies and Materials	\$0	\$3,770	0%	\$12,565	0%	\$12,565
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$5,187	0%	\$5,187
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$0	\$4,039	0%	\$18,649	0%	\$18,649

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 - Instructional Salaries	\$429	\$193	222.22%	\$429	100%	\$0
2000 - Non-Instructional Salaries	\$348	\$157	222.22%	\$348	100%	\$0
3000 - Employee Benefits	\$120	\$54	222.22%	\$120	100%	\$0
4000 - Supplies and Materials	\$26,396	\$5,654	466.83%	\$12,565	210.08%	❗ -\$13,831
5000 - Other Operating Expenses and Services	\$4,299	\$0	100%	\$5,187	82.88%	\$888
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$31,592	\$6,058	521.5%	\$18,649	169.4%	❗ -\$12,943

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 - Instructional Salaries	\$429	\$257	166.67%	\$429	100%	\$0
2000 - Non-Instructional Salaries	\$348	\$209	166.67%	\$348	100%	\$0
3000 - Employee Benefits	\$120	\$72	166.67%	\$120	100%	\$0
4000 - Supplies and Materials	\$26,396	\$7,539	350.13%	\$12,565	210.08%	❗ -\$13,831
5000 - Other Operating Expenses and Services	\$4,299	\$0	100%	\$5,187	82.88%	\$888
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
Totals	\$31,592	\$8,077	391.13%	\$18,649	169.4%	⚠ -\$12,943

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program Guidance: Yes

Summary of Activities:

Activities were completed in line with activities required by the Annual Plan. Annual expenditures were submitted in public before the CCAEC board with supporting documents, LAGL015 and LAGL019 reports, as required by the CCAEC Fiscal Reporting Agreement.

Status
Submitted

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 - Instructional Salaries	\$11,607	\$25,199	46.06%	\$167,994	6.91%	\$156,387
2000 - Non-Instructional Salaries	\$2,791	\$12,246	22.79%	\$81,637	3.42%	\$78,846
3000 - Employee Benefits	\$2,919	\$7,680	38.01%	\$51,197	5.7%	\$48,278
4000 - Supplies and Materials	\$1,842	\$2,869	64.2%	\$19,128	9.63%	\$17,286
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$5,188	0%	\$5,188
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$19,159	\$47,993	39.92%	\$325,144	5.89%	\$305,985

Corrective Action Plan

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 - Instructional Salaries	\$46,404	\$50,398	92.07%	\$167,994	27.62%	\$121,590
2000 - Non-Instructional Salaries	\$15,315	\$24,491	62.53%	\$81,637	18.76%	\$66,322
3000 - Employee Benefits	\$12,372	\$15,359	80.55%	\$51,197	24.17%	\$38,825
4000 - Supplies and Materials	\$4,488	\$5,738	78.21%	\$19,128	23.46%	\$14,640
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$5,188	0%	\$5,188
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$78,579	\$95,987	81.86%	\$325,144	24.17%	\$246,565

Corrective Action Plan

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 - Instructional Salaries	\$77,741	\$75,597	102.84%	\$167,994	46.28%	\$90,253
2000 - Non-Instructional Salaries	\$27,874	\$36,737	75.88%	\$81,637	34.14%	\$53,763

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
3000 - Employee Benefits	\$21,253	\$23,039	92.25%	\$51,197	41.51%	\$29,944
4000 - Supplies and Materials	\$12,745	\$8,608	148.07%	\$19,128	66.63%	\$6,383
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$5,188	0%	\$5,188
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$139,613	\$143,980	96.97%	\$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 - Instructional Salaries	\$116,664	\$100,796	115.74%	\$167,994	69.45%	\$51,330
2000 - Non-Instructional Salaries	\$42,803	\$48,982	87.38%	\$81,637	52.43%	\$38,834
3000 - Employee Benefits	\$31,727	\$30,718	103.28%	\$51,197	61.97%	\$19,470
4000 - Supplies and Materials	\$14,618	\$11,477	127.37%	\$19,128	76.42%	\$4,510
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$5,188	\$0	100%	\$5,188	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$211,000	\$191,974	109.91%	\$325,144	64.89%	\$114,144

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program
Guidance: Yes

Status
Submitted

Submitted

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 - Instructional Salaries	\$0	\$107,264	0%	\$755,093	0%	\$755,093
2000 - Non-Instructional Salaries	\$0	\$13,920	0%	\$97,802	0%	\$97,802
3000 - Employee Benefits	\$0	\$33,696	0%	\$231,389	0%	\$231,389
4000 - Supplies and Materials	\$0	\$10,076	0%	\$67,175	0%	\$67,175
5000 - Other Operating Expenses and Services	\$0	\$25,526	0%	\$170,173	0%	\$170,173
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$9,912	0%	\$66,081	0%	\$66,081
Totals	\$0	\$200,394	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 - Instructional Salaries	\$0	\$214,528	0%	\$755,093	0%	\$755,093

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
2000 - Non-Instructional Salaries	\$0	\$27,841	0%	\$97,802	0%	\$97,802
3000 - Employee Benefits	\$0	\$67,392	0%	\$231,389	0%	\$231,389
4000 - Supplies and Materials	\$0	\$20,153	0%	\$67,175	0%	\$67,175
5000 - Other Operating Expenses and Services	\$0	\$51,052	0%	\$170,173	0%	\$170,173
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$19,824	0%	\$66,081	0%	\$66,081
Totals	\$0	\$400,789	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 - Instructional Salaries	\$427,055	\$321,792	132.71%	\$755,093	56.56%	\$328,038
2000 - Non-Instructional Salaries	\$59,742	\$41,761	143.06%	\$97,802	61.08%	\$38,060
3000 - Employee Benefits	\$131,619	\$101,088	130.2%	\$231,389	56.88%	\$99,770
4000 - Supplies and Materials	\$27,642	\$30,229	91.44%	\$67,175	41.15%	\$39,533
5000 - Other Operating Expenses and Services	\$115,054	\$76,578	150.24%	\$170,173	67.61%	\$55,119
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$31,244	\$29,736	105.07%	\$66,081	47.28%	\$34,837
Totals	\$792,356	\$601,183	131.8%	\$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 - Instructional Salaries	\$755,093	\$429,056	175.99%	\$755,093	100%	\$0
2000 - Non-Instructional Salaries	\$97,802	\$55,681	175.65%	\$97,802	100%	\$0
3000 - Employee Benefits	\$231,389	\$134,783	171.67%	\$231,389	100%	\$0
4000 - Supplies and Materials	\$67,175	\$40,305	166.67%	\$67,175	100%	\$0
5000 - Other Operating Expenses and Services	\$170,173	\$102,104	166.67%	\$170,173	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$66,081	\$39,649	166.67%	\$66,081	100%	\$0
Totals	\$1,387,713	\$801,578	173.12%	\$1,387,713	100%	\$0

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program

Guidance: Yes

Summary of Activities:

Activities were completed in line with activities required by the Annual Plan. Annual expenditures were submitted in public before the CCAEC board with supporting documents, LAGL015 and LAGL019 reports, as required by the CCAEC Fiscal Reporting Agreement.

Status
Submitted



Documents to Support Agenda Items

October 23, 2018 Agenda

Agenda Item 4.0

New AEP Deliverable Due Dates



Due Dates

* Items with an asterisk are consortium deliverables

JULY 2018

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 30 (**deadline extension**): 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: End of Q1

OCTOBER 2018

- Oct 30 (**deadline extension**): 16/17 & 17/18 member expense report certified by consortia in NOVA (Q4); Will also include Year End Financial Report (Narrative)
- Oct 30 (**deadline extension**): Member Program Year Budget and Work Plan Due in NOVA (Includes 17/18 carry over and 18/19 new funds)

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

NOVEMBER 2018

- Nov 30 (***deadline extension***): Consortium Certification of the Program Year Budget and Work Plan Due in NOVA (Includes 17/18 carry over and 18/19 new funds)

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)
- 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



Documents to Support Agenda Items

October 23, 2018 Agenda

Agenda Item 5.0

Revised CCAEC Board Meeting Calendar

CCAEC Board Meeting Dates for 2018-2019

Approved by Act # 18-08

REVISED by Act # 18-15

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 23, 2018	October 18, 2018
December 11, 2018	December 6, 2018
January 15, 2019	January 10, 2019
March 12, 2019	March 7, 2019
April 16, 2019	April 11, 2019
June 11, 2019	June 6, 2019

CCAEC Board Meeting Dates for 2018-2019

PROPOSED New Calendar Dates

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 23, 2018	October 18, 2018
November 20, 2018	November 15, 2018
December 14, 2018	December 10, 2018
January 15, 2019	January 10, 2019
February 12, 2019	February 7, 2019
March 12, 2019	March 7, 2019
April 16, 2019	April 11, 2019
June 11, 2019	June 6, 2019



Documents to Support Agenda Items

October 23, 2018 Agenda

Agenda Item 6.0

Duarte Expenditure Plan for Carryover and
2018-19 AEP Funds

Duarte Parent University Overview

Duarte Parent University Mission

The Parent University mission is to promote parental participation, input, strengthening of families and well-being through ongoing education provided by local organizations to enhance overall engagement for Duarte and the surrounding communities.

What is Duarte Parent University?

Parent University is a series of parenting workshops designed to appeal to parents of school age children, and thus help Duarte serve regional adults in AEP Program Area of Parent Success. The Parent University philosophy is that parenting, like other types of education, is an ongoing and a lifelong learning process. Parent University will provide ongoing support to parents in various aspects of academic support, parenting challenges, managing your home, learning new skills, and refreshing old ones. Parents are beginning to understand the importance and connection of ongoing parent education to better assist their child with their educational needs. Parent University is a way in which Adult Education Program (AEP) can provide parent education classes in a positive environment with the help and support of local businesses and community organizations.

Commitment to Parent Education

Duarte Unified supports parent education by dedicating funds from the Adult Education Program (AEP) to support Parental Success, which is one of the seven AEP Program Areas. The state's goal is that this program support parent education such that parents develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.

We hope that the name, Parent University can become recognizable in the Foothills of the Upper San Gabriel Valley to parents as they may be making a move into a new community or visiting with friends and relatives. In this way, we hope to establish a base of learning that can be promoted and engaged in by parents in Duarte and surrounding cities.

Classes are conducted by:

- D'Veal Family and Youth Services
- CHAPCare
- Foothill Federal Credit Union
- City of Hope

Choosing Topics

The topics chosen for Parent University are chosen through parent surveys and meetings, i.e., DELAC, School Site Counsel, PTA, etc. The topics include issues that will attract a wide variety of parents to the classes. In addition, these topics will appeal to parents of children in all age ranges and be broad enough to attract parents with differing parenting philosophies. Class topics may include: How to Fund College? Dealing with Anxiety and Depression, Dream Act, ESL Literacy, and Helping Children with Homework, just to name a few.

For more information on Parent University please contact Kevin Morris, Director of College, Career and Community Services at 626-599-5901.

Parent University Organizational Class Structure

1. Overview of Parent University Philosophy and Goal
2. TopsPro Pre/Post Assessments
3. Classes held in English and Spanish
4. Class Outline
5. Topics/Speakers
6. Daycare
7. Refreshments/Dinner
8. Parent Resources
9. Questions and Answers
10. Class Survey
11. Raffle (parents receive raffle ticket after they complete their survey)

Marketing Parent University

The most important aspect of Parent University planning may very well be the marketing that you do. The best parenting workshop in the world will not be successful if parents do not hear about it. Keep in mind, people generally need to hear about an event in at least five different ways in order to remember it. Planning for marketing activities should begin at the same time as the other planning activities. Chose the best marketing strategies for your community and make a time line. Have brochures and flyers ready to distribute as soon as you know the specifics of the program. Your marketing time-line may look something like this:

Eight weeks prior:

- * Prepare a mailing list for invitations
- * Prepare a list of media sources (newspaper, TV, All-Call, Facebook, Handouts, DUSD Website, etc.)
- * Prepare preliminary press releases
- * Make personal contacts for assistance distribution of information (school administrators, agency directors, community leaders, volunteer organizations, churches and those who may assist, etc.)

Six weeks prior:

- * Design and print flyers
- * Prepare more detailed press releases
- * Design newspaper ads
- * Prepare PSA's
- * Mail or fax preliminary press releases

Four weeks prior:

- * Mail or fax press releases and PSA's
- * Post flyers around the community
- * Send flyers to organizations and school districts who will be distributing them among target audience
- * Make arrangements for newspaper ads to be printed

Three weeks prior:

- * Contact TV stations and inquire about further exposure (news programs, etc.)
- * Mail or fax press releases to newspaper and local magazines
- * Prepare flyers for mailing to individual parents and families

Two weeks prior:

- Contact print media sources and inquire about additional exposure
- Mail invitations to individual parents and families

Developing a Mailing List

When developing a mailing list for Parent University invitations, consider the following:

- families of all children attending local schools
- parents of title 1 students
- advisory board members
- PTA members
- parents of early intervention students
- parents of children in Head Start programs and other preschool programs
- daycare centers
- churches
- volunteer and community service organizations

2018-19 DUARTE PARENT UNIVERSITY CLASSES

DATES & LOCATION	TIME	PRESENTER/TOPICS
October 27, 2018 Parent University Kick-Off @ Duarte Teen Center	11 am – 1 pm	Red Ribbon Week Presentation “Drug Awareness” Parent University Sign-Ups
<u>Class Session 1 - Parenting Skills</u> October 29 (Pre-Assessment) October 30, November 5, November 7, November 12, November 14 (Post Assessment) @ Mt. Olive HS	10/29 5 pm – 8 pm 10/30 – 11/12 6 pm – 8 pm 11/14 5 pm – 8 pm	<u>D’Veal Family & Youth Services</u> “Fostering Healthy Social Skills” “Recognizing Safety Issues” “Behavior is Communication” “Managing Stress” “Discipline vs. Positive Reinforcement” “Understanding Our Children”
<u>Class Session 2</u> November 26 (Pre-Assessment) November 28, December 3, December 5, December 10, December 12 (Post Assessment) @ Mt. Olive HS	11/26 5 pm – 8 pm 11/28 – 12/10 6 pm – 8 pm 12/12 5 pm – 8 pm	<u>ChapCare</u> TBD
<u>Class Session 3 – Financial Literacy</u> February 4 (Pre-Assessment) February 6, February 11, February 13, February 20, February 25 (Post Assessment) @ Mt. Olive HS	2/4 5 pm – 8 pm 2/6 – 2/20 6 pm – 8 pm 2/25 5 pm – 8 pm	<u>Foothill Federal Credit Union</u> “How to Improve & Maintain Good Credit” “Estate Planning for Families with Minor Children” “Retirement Basics” “Road to Home Ownership” “Financial Goal Setting” “Fear of the Unknown- Internet Security”
<u>Class Session 4</u> March 4 (Pre-Assessment) March 6, March 11, March 13, March 18, March 20 (Post Assessment) @ Mt. Olive HS	3/4 5 pm – 8 pm 3/6 – 3/18 6 pm – 8 pm 3/20 5 pm – 8 pm	<u>City of Hope</u> TBD
Grand Prize Raffle & Dinner April 10, 2019 @ Mt. Olive HS	6 pm – 8:00 pm	Parent University

**Duarte Unified School District
Citrus College Adult Education Consortium
Budget Plan to Expend AEP Funds**

Budget Overview

Currently Duarte has \$12,943 in 2017-18 funds that have not been expended. Duarte is providing a budget for the carryover and for the AEP funds allocated to the district in the 2018-19 CCAEC CFAD allocation.

Carryover

DUSD proposes to use carryover funds for Parent University as below:

OBJECT CODE	EXPENDITURE	AMOUNT	BALANCE
	Carryover amount	\$12,943	\$12,943
4000	<u>Instructional Materials</u> Onetime expense to begin using TOPSpro Enterprise	\$1,700	\$11,243
5000	<u>Other Operating Expenses</u> New scanner for TE pre-and post-assessments	\$5,200	\$6,043
5000	<u>Other Operating Expenses</u> Subcontract funds with MUSD for TE consultant	\$6,043	\$0

2018-19 AEP Expenditures

DUSD's initial proposal to use carryover funds for Parent University is below:

OBJECT CODE	EXPENDITURE	AMOUNT	BALANCE
	Duarte CFAD Amount	\$27,460	\$27,460
1000	<u>Certificated Salaries</u> Site Administrator Assessment Supervisor	\$4,500	\$22,960
2000	<u>Classified Salaries</u> Translator Childcare	\$2,880	\$20,080
3000	<u>Benefits</u>	\$2,000	\$18,080
4000	<u>Instructional Materials</u> TOPSpro annual license and student records maintenance Instructional materials for childcare class	\$3,000	\$15,080
5000	<u>Other Operating Expenses</u> Advertising Refreshments for 24 nights of classes	\$5,000	\$10,080
7000	Indirect Fees 5%	\$869	\$9,211
	Total	\$18,249	\$9,038

Revised Proposal

DUSD is proposing to use only the initial Maintenance of Effort funds for 2018-19

OBJECT CODE	EXPENDITURE	AMOUNT	BALANCE
	Initial Duarte MOE Amount	\$21,592	\$21,592
1000	<u>Certificated Salaries</u> Site Administrator Assessment Supervisor	\$4,500	\$17,092
2000	<u>Classified Salaries</u> Translator Childcare	\$2,880	\$14,212
3000	<u>Benefits</u>	\$2,000	\$12,212
4000	<u>Instructional Materials</u> TOPSpro annual license and student records maintenance Instructional materials for childcare class	\$3,000	\$9,212
5000	<u>Other Operating Expenses</u> Advertising Refreshments for 24 nights of classes	\$5,000	\$4,212
7000	Indirect Fees 5%	\$869	\$3,343
	Total	\$18,249	\$3,343

Thus, under the revised proposal, DUSD will operate Parent University with \$21,592 of AEP funds. The difference between the CFAD amount and MOE is:

$\$27,460 - \$21,592 = \$5,868$. These surplus funds will be returned to the consortium for re-allocation.



Documents to Support Agenda Items

October 23, 2018 Agenda

Agenda Item 9.0
Changes in NOVA



Deadline Extensions

- 4Q expense reporting and certification has been extended 30 days – October 30, 2018
- 18-19 member budget & workplans submission and certification has been extended 30 days – due November 30, 2018
- Q1 expense reporting by members has not changed – still 12/1/18.

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NOVA Special Reporting

Budget Bill requires 17-18 data reports:

- Hours of Instruction by Program Area
- Operational costs by Program Area
 - All costs – including building costs, in-kind, overhead, etc.
 - All fund sources –including fees, donations, grants, contract for services, etc.

Program Area Reporting

AEBG Program Area Reporting

01 Allan Hancock Community College Consortium

Member Agency Program Area Reports

Reporting Year

Year *

2017-18

Certification

2017-18 Program Reporting Status

Uncertified

Certifying Authority

Dr. Sofia Ramirez Gelpi Ph.D.

AEBG Primary Contact 01 Allan Hancock

Certify

Active Member Agencies

Member Agency	Total Program Area Hours	Total Leveraged Funds	2017-18 Status
<u>Allan Hancock Joint CCD</u>	0	\$0	Draft
<u>Lompoc Unified School District</u>	0	\$0	Draft
Totals	0	0	0/2 Submitted

Program Area Reporting

AEBG Program Area Reporting: 2017-18

Allan Hancock Joint CCD

[01 Allan Hancock Community College Consortium](#)

Status: Draft

Next

Workflow

Program Area
● Hours
Not started

Leveraged
○ Funds
Not started

○ Preview

Program Area Hours

Hours of Instruction

Enter Hour of Instruction totals for the year broken up for each Program Area.

AEBG Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	<input type="text" value="0"/>
ESL/EI Civics	<input type="text" value="0"/>
AWD	<input type="text" value="0"/>
K12 Success	<input type="text" value="0"/>
Short Term CTE	<input type="text" value="0"/>
Workforce Reentry	<input type="text" value="0"/>
Pre-Apprenticeship	<input type="text" value="0"/>
Total	0 Hours

Program Area Reporting

AEBG Program Area Reporting: 2017-18

Allan Hancock Joint CCD

01 Allan Hancock Community College Consortium

Status: Draft

Next

Workflow

Program Area

☐ Hours

Not started

Leveraged Funds

☒ Funds

Not started

☐ Preview

Leveraged Funds

Leveraged Funds by Program Area

Enter expense totals for each Fund broken up by Program Area.

Fund	ABE/ASE	ESL/El Civics	AWD	K12 Success	Short Term CTE	Workforce Reentry	Pre-Apprenticeship	Totals
AEBG	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CalWORKs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NonCredit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Perkins	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LCFF	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
K12 Adult Ed Jail Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WIOA II	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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Program Area Reporting

AEBG Program Area Reporting: 2017-18

Allan Hancock Joint CCD

[01 Allan Hancock Community College Consortium](#)

Status: Draft

[Share PDF](#)

Workflow

Program Area

- ☐ Hours Completed

Leveraged

- ☐ Funds Completed

☒ Preview

Preview & Submittal

Submittal

2017-18 Program Area & Leveraged Funds

Draft

[Save Estimates](#)

[Submit Actuals](#)

Member Representatives

Dr. Sofia Ramirez Gelpi Ph.D.

Regina Smith

Margaret Lau

Marina Washburn

AEBG Member Representative Allan Hancock Joint CCD

Hours of Instruction

AEBG Program Area	Q1 - Q4 Hours of Instruction
ABE/ASE	4
ESL/El Civics	Not Entered
AWD	Not Entered
K12 Success	3
Short Term CTE	Not Entered

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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	Arts & Crafts	Short-term CTE	Pre-apprenticeship	TOTAL Allocation
AEBG Funds	8300-8599	\$ 339,862.00	\$ 419,785.00	\$ 55,086.00	\$ -	\$ -	\$ 621,290.00	\$ -	\$ 1,436,023.00
WIOA Title II 231/243		\$ 34,650.00	\$ 203,670.00	\$ 27,500.00			\$ 70,000.00		\$ 335,820.00
CalWorks				\$ 23,000.00			\$ 80,000.00		\$ 103,000.00
District Support / LCAP		\$ 80,000.00	\$ 80,000.00	\$ 10,000.00			\$ 80,000.00		\$ 250,000.00
Fees						\$ 50,000.00	\$ 250,000.00		\$ 300,000.00
Perkins									\$ -
Other									\$ -
TOTAL REVENUE		\$ 454,512.00	\$ 703,455.00	\$ 115,586.00	\$ -	\$ 50,000.00	\$ 1,101,290.00	\$ -	\$ 2,424,843.00

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		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Documents to Support Agenda Items

October 23, 2018 Agenda

Agenda Item 13.0

Draft Agenda for Conference