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



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, April 23, 2019

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	_____	John Russell, Regional Director	_____
Felipe Delvasto, Representative	_____	Flint Fertig, Proxy/Prog. Asst.	_____
Ron Letourneau, Representative	_____	Rick Crosby, Proxy	_____
Calvin McKendrick, Representative	_____	Rebecca Summers, Proxy	_____
Linda McNary, Representative	_____	Saida Valdez, Proxy	_____
Kevin Morris, Representative	_____	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 March 19, 2019 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 Regional 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 2019-20 CONSORTIUM FISCAL AGENT DECLARATION (CFAD)

Motion by _____, seconded by _____ Vote _____

Representative Cifone __ Representative Delvasto __ Representative Letourneau __

Representative McKendrick __ Representative McNary __ Representative Morris __

Board will discuss and approve CFAD allocation amounts for 2019-20 school year, vote on direct funding or fiscal agent, and, if fiscal agent, agency that will serve as fiscal agent.

5.0 REGIONAL DIRECTOR PRESENTATION OF 3 YEAR PLAN TO DATE AND CALENDAR OF DATES FOR PLAN REVIEW

The Regional Director will present the 3 Year Plan to date and present calendar of dates for review of plan.

6.0 BOARD ANALYSIS AND DISCUSSION OF CONFERENCE EVALUATION DATA

Board will analyze and discuss teacher evaluations of 4/19 conference as it will affect next year's conferences.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

April 23, 2019 Agenda

Agenda Item 2.1

Minutes for March 19, 2019 Board Meeting



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, March 19, 2019

1:30 p.m.

Azusa Adult School – Room 24

1134 S. Barranca Ave.

Glendora, CA 91740

Unapproved Minutes

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

1.1 Meeting called to order by Chair Linda McNary at 2:03 pm.

1.2 Pledge of Allegiance

1.3 Roll call:

Rocky Cifone, Representative	<u>A</u>	John Russell, Regional Director	<u>P</u>
Felipe Delvasto, Representative	<u>P</u>	Flint Fertig, Proxy/Prog. Asst.	<u>P</u>
Ron Letourneau, Representative	<u>P</u>	Rick Crosby, Proxy	<u>A</u>
Calvin McKendrick, Representative	<u>A</u>	Rebecca Summers, Proxy	<u>A</u>
Linda McNary, Representative	<u>P</u>	Saida Valdez, Proxy	<u>A</u>
Kevin Morris, Representative	<u>T</u>	Debbie Wong, Proxy	<u>A</u>

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 January 29, 2019 Regular Executive Board Open Session Meeting.

Act # 19-03 Motion by Mr. Letourneau, seconded by Mr. Fertig **Vote to Approve 4-0**

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

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Ms. McNary reported that Azusa was hosting a FREE Naturalization Clinic with an Information Session and Resource Fair. The event was being put on in concert with Hilda Solis' office. There would legal representation available for attendees so Ms. McNary asked that members get the word out.

Citrus: Absent.

Claremont: Claremont reported that its medical programs were close to starting and that is was exciting to see them get to that point as there had been a lot of work up to that point..

Duarte: Tardy.

Glendora: Mr. Letourneau reported the Glendora Board of Education had approved summer ESL and ASE classes.

Monrovia: Mr. Fertig said Monrovia USD K-12 was experiencing a decline in enrollment, as were other regional school districts. In the face of these declines, he said he was content that consortium funds were protected from zealous school district who might see AEP funds as something they can use.

- 3.2 Regional Director report.

Mr. Russell had no report.

- 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 Q2 FISCAL REPORTS IN NOVA

Act # 19-04 Motion by Mr. Delvasto, seconded by Mr. Fertig **Vote to Approve 5-0**

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

Board perused individual member Q2 Reports and supporting documents, which, based on Fiscal Reporting Agreement, is the LAGL015 report from PeopleSoft. All member reports appeared to be without anomalies except:

- Duarte did not have a LAGL015, but had a spreadsheet.
- Monrovia had some discrepancies with Object Code 5000 based on the need to revise its budget. Mr. Russell advised this issue would be discussed with Monrovia Business Services, the budget would be revised, and a new budget would be brought before the board. Once the board approved Monrovia's revised budget, it would be updated in NOVA.

(The final consortium-wide Q2 Expenditure Report is attached to these minutes.)

5.0 REGIONAL DIRECTOR PRESENTATION OF MARCH REVISE OF 2018-19 CCAEC ANNUAL DATA REVIEW

The Regional Director gave the board representatives updated copies of the CCAEC Annual Data Review Vol. 2.

(The entire Annual Data Review is being uploaded to the website. Data highlights will be built out onto the Data page of the website.)

6.0 REGIONAL DIRECTOR UPDATE ON 3 YEAR PLAN

Mr. Russell presented the guidance and format for the 3 Year Plan. Members were able to peruse the guidance and the template for the report. Mr. Russell stated drafts of the report would be forthcoming.

7.0 BOARD DISCUSSIONS ABOUT MAKING CLAREMONT USD THE CCAEC FISCAL AGENT

Mr. Delvasto discussed the benefits of making Claremont the new fiscal agent starting 2019-20. In approving a new Consortium Fiscal Agent Declaration, which is due May, the board can decide to continue using a fiscal agent, or go to direct funding. The board reps believed the fiscal agent model was still the correct model.

Mr. Delvasto said Monrovia had done a good job, but felt it could be better. He expressed slight frustration with previous processes with Monrovia as the fiscal agent. All members saw the benefit in rotating the responsibility of being the fiscal agent, as long as it was with a member who was committed to stability in providing adult education services.

8.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned by Chair McNary at 3:13.

CAEP Consortium Fiscal Reporting

09 Citrus College Adult Education Consortium

2018-19 Fiscal Year

Certification

Certified By

John Russell

Program Director

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

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Azusa Unified	Submitted	Submitted	Not Submitted	Not Submitted
Claremont Unified	Submitted	Submitted	Not Submitted	Not Submitted
Duarte Unified	Submitted	Submitted	Not Submitted	Not Submitted
Glendora Unified	Submitted	Submitted	Not Submitted	Not Submitted
Monrovia Unified	Submitted	Submitted	Not Submitted	Not Submitted

Azusa Unified

Azusa Unified 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	\$172,005	\$268,433	64.08%	\$1,073,733	16.02%	\$901,728
2000 - Non-Instructional Salaries	\$51,969	\$67,591	76.89%	\$270,365	19.22%	\$218,396
3000 - Employee Benefits	\$56,383	\$86,250	65.37%	\$345,001	16.34%	\$288,618

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	\$7,976	\$113,464	7.03%	\$453,855	1.76%	\$445,879
5000 - Other Operating Expenses and Services	\$19,019	\$38,413	49.51%	\$153,650	12.38%	\$134,631
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$28,111	0%	\$112,445	0%	\$112,445
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$307,352	\$602,262	51.03%	\$2,409,049	12.76%	\$2,101,697

Corrective Action Plan

Instructional salaries, classified salaries, and all benefits will be increased with additional hours. Materials and supplies will be purchased for use in classrooms and offices. Operating expense funds are awaiting invoices to be paid.

Status
Submitted

Azusa Unified 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	\$414,659	\$268,433	154.47%	\$1,073,733	38.62%	\$659,074
2000 - Non-Instructional Salaries	\$119,184	\$67,591	176.33%	\$270,365	44.08%	\$151,181
3000 - Employee Benefits	\$142,480	\$86,250	165.19%	\$345,001	41.3%	\$202,521
4000 - Supplies and Materials	\$11,399	\$113,464	10.05%	\$453,855	2.51%	\$442,456
5000 - Other Operating Expenses and Services	\$34,095	\$38,413	88.76%	\$153,650	22.19%	\$119,555
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$28,111	0%	\$112,445	0%	\$112,445
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$721,817	\$602,262	119.85%	\$2,409,049	29.96%	\$1,687,232

Summary of Activities:

Instructional salaries, classified salaries, and all benefits will be increased with additional hours, including professional development hours. Materials and supplies will be purchased for use in classrooms and offices. Operating expense funds are awaiting invoices to be paid.

Status

Submitted

Allocation Year Closeout: 2016-17

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Linda McNary 2129268, Director of Adult and Continuing Education

Azusa Unified 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	\$414,659	\$268,433	154.47%	\$1,073,733	38.62%	\$659,074
2000 - Non-Instructional Salaries	\$119,184	\$67,591	176.33%	\$270,365	44.08%	\$151,181
3000 - Employee Benefits	\$142,480	\$86,250	165.19%	\$345,001	41.3%	\$202,521
4000 - Supplies and Materials	\$11,399	\$113,464	10.05%	\$453,855	2.51%	\$442,456
5000 - Other Operating Expenses and Services	\$34,095	\$38,413	88.76%	\$153,650	22.19%	\$119,555
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$28,111	0%	\$112,445	0%	\$112,445
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$721,817	\$602,262	119.85%	\$2,409,049	29.96%	\$1,687,232

Status

Unsubmitted

Azusa Unified 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	\$414,659	\$268,433	154.47%	\$1,073,733	38.62%	\$659,074
2000 - Non-Instructional Salaries	\$119,184	\$67,591	176.33%	\$270,365	44.08%	\$151,181
3000 - Employee Benefits	\$142,480	\$86,250	165.19%	\$345,001	41.3%	\$202,521
4000 - Supplies and Materials	\$11,399	\$113,464	10.05%	\$453,855	2.51%	\$442,456
5000 - Other Operating Expenses and Services	\$34,095	\$38,413	88.76%	\$153,650	22.19%	\$119,555
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$28,111	0%	\$112,445	0%	\$112,445
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$721,817	\$602,262	119.85%	\$2,409,049	29.96%	\$1,687,232

Status

Unsubmitted

Claremont Unified

Claremont Unified 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	\$41,033	\$0	100%	\$444,764	9.23%	\$403,731

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	\$29,986	\$0	100%	\$236,901	12.66%	\$206,915
3000 - Employee Benefits	\$19,187	\$0	100%	\$222,404	8.63%	\$203,217
4000 - Supplies and Materials	\$4,142	\$0	100%	\$26,000	15.93%	\$21,858
5000 - Other Operating Expenses and Services	\$54,712	\$0	100%	\$55,564	98.47%	\$852
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$10,917	0%	\$43,666	0%	\$43,666
Totals	\$149,060	\$10,917	1,365.46%	\$1,029,299	14.48%	\$880,239

Status
Submitted

Claremont Unified 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	\$120,975	\$0	100%	\$444,764	27.2%	\$323,789
2000 - Non-Instructional Salaries	\$67,182	\$0	100%	\$236,901	28.36%	\$169,719
3000 - Employee Benefits	\$64,699	\$0	100%	\$222,404	29.09%	\$157,705
4000 - Supplies and Materials	\$6,080	\$0	100%	\$26,000	23.38%	\$19,920
5000 - Other Operating Expenses and Services	\$54,712	\$0	100%	\$55,564	98.47%	\$852
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$10,917	0%	\$43,666	0%	\$43,666
Totals	\$313,648	\$10,917	2,873.16%	\$1,029,299	30.47%	\$715,651

Status
Submitted

Allocation Year Closeout: 2016-17

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Felipe Delvasto, Senior Coordinator of Alternative Education

Claremont Unified 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	\$148,321	\$0	100%	\$444,764	33.35%	\$296,443
2000 - Non-Instructional Salaries	\$67,182	\$0	100%	\$236,901	28.36%	\$169,719
3000 - Employee Benefits	\$64,699	\$0	100%	\$222,404	29.09%	\$157,705
4000 - Supplies and Materials	\$6,080	\$0	100%	\$26,000	23.38%	\$19,920
5000 - Other Operating Expenses and Services	\$54,712	\$0	100%	\$55,564	98.47%	\$852
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$10,917	0%	\$43,666	0%	\$43,666
Totals	\$340,994	\$10,917	3,123.66%	\$1,029,299	33.13%	\$688,305

Status
Unsubmitted

Claremont Unified 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	\$148,321	\$0	100%	\$444,764	33.35%	\$296,443
2000 - Non-Instructional Salaries	\$67,182	\$0	100%	\$236,901	28.36%	\$169,719
3000 - Employee Benefits	\$64,699	\$0	100%	\$222,404	29.09%	\$157,705
4000 - Supplies and Materials	\$6,080	\$0	100%	\$26,000	23.38%	\$19,920
5000 - Other Operating Expenses and Services	\$54,712	\$0	100%	\$55,564	98.47%	\$852
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$10,917	0%	\$43,666	0%	\$43,666
Totals	\$340,994	\$10,917	3,123.66%	\$1,029,299	33.13%	\$688,305

Status
Unsubmitted

Duarte Unified**Duarte Unified 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	\$1,125	0%	\$4,500	0%	\$4,500
2000 - Non-Instructional Salaries	\$0	\$720	0%	\$2,880	0%	\$2,880
3000 - Employee Benefits	\$0	\$500	0%	\$2,000	0%	\$2,000

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	\$0	\$750	0%	\$3,000	0%	\$3,000
5000 - Other Operating Expenses and Services	\$0	\$580	0%	\$2,320	0%	\$2,320
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$217	0%	\$869	0%	\$869
Totals	\$0	\$3,892	0%	\$15,569	0%	\$15,569

Corrective Action Plan

Duarte submitted a plan to the CCAEC board to purchase TOPSpro Enterprise, leverage CCAEC member expertise to use TE, and leverage community partners to provide curriculum and instruction to offer services for the program area Adults for Children Success. The board approved the plan and is overseeing that the plan be executed,

Summary of Activities:

Duarte has submitted a plan, but did not have any expenditures during Q1. The board and other stakeholders are working with Duarte to make sure budget and expenditures are supporting the Annual Plan.

Status
Submitted

Duarte Unified 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	\$1,125	0%	\$4,500	0%	\$4,500
2000 - Non-Instructional Salaries	\$0	\$720	0%	\$2,880	0%	\$2,880
3000 - Employee Benefits	\$0	\$500	0%	\$2,000	0%	\$2,000
4000 - Supplies and Materials	\$3,030	\$750	404%	\$3,000	101%	⚠ -\$30
5000 - Other Operating Expenses and Services	\$3,067	\$580	528.79%	\$2,320	132.2%	⚠ -\$747
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0

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Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
Indirect Costs	\$217	\$217	99.88%	\$869	24.97%	\$652
Totals	\$6,314	\$3,892	162.22%	\$15,569	40.55%	\$9,255

Summary of Activities:

Duarte purchased CASAS eTest and the TopsPro Enterprise Enhanced package to maintain and gather data from the Parent University Classes. In addition, AEBG funds were utilized to purchase marketing materials which includes: t-shirts with the Parent U sponsors, mugs, pens and note pads.

Status
Submitted

Allocation Year Closeout: 2016-17

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Kevin Morris, Director/Principal

Duarte Unified 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	\$0	\$1,125	0%	\$4,500	0%	\$4,500
2000 - Non-Instructional Salaries	\$0	\$720	0%	\$2,880	0%	\$2,880
3000 - Employee Benefits	\$0	\$500	0%	\$2,000	0%	\$2,000
4000 - Supplies and Materials	\$3,030	\$750	404%	\$3,000	101%	⚠️ -\$30

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	\$3,067	\$580	528.79%	\$2,320	132.2%	! -\$747
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$217	\$217	99.88%	\$869	24.97%	\$652
Totals	\$6,314	\$3,892	162.22%	\$15,569	40.55%	\$9,255

Status
Unsubmitted

Duarte Unified 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	\$0	\$1,125	0%	\$4,500	0%	\$4,500
2000 - Non-Instructional Salaries	\$0	\$720	0%	\$2,880	0%	\$2,880
3000 - Employee Benefits	\$0	\$500	0%	\$2,000	0%	\$2,000
4000 - Supplies and Materials	\$3,030	\$750	404%	\$3,000	101%	! -\$30
5000 - Other Operating Expenses and Services	\$3,067	\$580	528.79%	\$2,320	132.2%	! -\$747
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$217	\$217	99.88%	\$869	24.97%	\$652
Totals	\$6,314	\$3,892	162.22%	\$15,569	40.55%	\$9,255

Status
Unsubmitted

Glendora Unified

Glendora Unified 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	\$13,780	\$0	100%	\$126,298	10.91%	\$112,518
2000 - Non-Instructional Salaries	\$4,823	\$0	100%	\$48,600	9.92%	\$43,777
3000 - Employee Benefits	\$4,018	\$0	100%	\$35,055	11.46%	\$31,037
4000 - Supplies and Materials	\$1,941	\$0	100%	\$28,630	6.78%	\$26,689
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$99,296	0%	\$99,296
6000 - Capital Outlay	\$0	\$0	100%	\$15,000	0%	\$15,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$12,683	0%	\$12,683
Totals	\$24,562	\$0	100%	\$365,562	6.72%	\$341,000

Status
Submitted

Glendora Unified 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	\$48,634	\$0	100%	\$126,298	38.51%	\$77,664
2000 - Non-Instructional Salaries	\$18,029	\$0	100%	\$48,600	37.1%	\$30,571
3000 - Employee Benefits	\$14,714	\$0	100%	\$35,055	41.97%	\$20,341
4000 - Supplies and Materials	\$4,845	\$0	100%	\$28,630	16.92%	\$23,785

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%	\$99,296	0%	\$99,296
6000 - Capital Outlay	\$0	\$0	100%	\$15,000	0%	\$15,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$12,683	0%	\$12,683
Totals	\$86,222	\$0	100%	\$365,562	23.59%	\$279,340

Status
Submitted

Allocation Year Closeout: 2016-17

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Ron Letourneau

Glendora Unified 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	\$48,634	\$0	100%	\$126,298	38.51%	\$77,664
2000 - Non-Instructional Salaries	\$18,029	\$0	100%	\$48,600	37.1%	\$30,571
3000 - Employee Benefits	\$14,714	\$0	100%	\$35,055	41.97%	\$20,341
4000 - Supplies and Materials	\$4,845	\$0	100%	\$28,630	16.92%	\$23,785

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%	\$99,296	0%	\$99,296
6000 - Capital Outlay	\$0	\$0	100%	\$15,000	0%	\$15,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$12,683	0%	\$12,683
Totals	\$86,222	\$0	100%	\$365,562	23.59%	\$279,340

Status
Unsubmitted

Glendora Unified 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	\$48,634	\$0	100%	\$126,298	38.51%	\$77,664
2000 - Non-Instructional Salaries	\$18,029	\$0	100%	\$48,600	37.1%	\$30,571
3000 - Employee Benefits	\$14,714	\$0	100%	\$35,055	41.97%	\$20,341
4000 - Supplies and Materials	\$4,845	\$0	100%	\$28,630	16.92%	\$23,785
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$99,296	0%	\$99,296
6000 - Capital Outlay	\$0	\$0	100%	\$15,000	0%	\$15,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$12,683	0%	\$12,683
Totals	\$86,222	\$0	100%	\$365,562	23.59%	\$279,340

Status
Unsubmitted

Monrovia Unified

Monrovia Unified 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	\$147,742	\$0	100%	\$918,665	16.08%	\$770,923
2000 - Non-Instructional Salaries	\$19,917	\$0	100%	\$135,778	14.67%	\$115,861
3000 - Employee Benefits	\$43,109	\$0	100%	\$253,379	17.01%	\$210,270
4000 - Supplies and Materials	\$20,651	\$0	100%	\$30,100	68.61%	\$9,449
5000 - Other Operating Expenses and Services	\$25,644	\$0	100%	\$37,370	68.62%	\$11,726
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$68,727	0%	\$68,727
Totals	\$257,063	\$0	100%	\$1,444,019	17.8%	\$1,186,956

Status
Submitted

Monrovia Unified 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	\$400,923	\$0	100%	\$918,665	43.64%	\$517,742
2000 - Non-Instructional Salaries	\$50,563	\$0	100%	\$135,778	37.24%	\$85,215
3000 - Employee Benefits	\$137,845	\$0	100%	\$253,379	54.4%	\$115,534
4000 - Supplies and Materials	\$27,503	\$0	100%	\$30,100	91.37%	\$2,597

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	\$37,370	\$0	100%	\$37,370	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$68,727	0%	\$68,727
Totals	\$654,204	\$0	100%	\$1,444,019	45.3%	\$789,815

Status
Submitted

Allocation Year Closeout: 2016-17

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2016-17 Reverted Funds:

\$0

2016-17 Status

Closed

Submitting Authority

Flint Fertig

John Russell, Program Director

Calvin McKendrick, Assistant Principal

Monrovia Unified 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	\$400,923	\$0	100%	\$918,665	43.64%	\$517,742
2000 - Non-Instructional Salaries	\$50,563	\$0	100%	\$135,778	37.24%	\$85,215
3000 - Employee Benefits	\$137,845	\$0	100%	\$253,379	54.4%	\$115,534

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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	\$27,503	\$0	100%	\$30,100	91.37%	\$2,597
5000 - Other Operating Expenses and Services	\$37,370	\$0	100%	\$37,370	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$68,727	0%	\$68,727
Totals	\$654,204	\$0	100%	\$1,444,019	45.3%	\$789,815

Status

Unsubmitted

Monrovia Unified 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	\$400,923	\$0	100%	\$918,665	43.64%	\$517,742
2000 - Non-Instructional Salaries	\$50,563	\$0	100%	\$135,778	37.24%	\$85,215
3000 - Employee Benefits	\$137,845	\$0	100%	\$253,379	54.4%	\$115,534
4000 - Supplies and Materials	\$27,503	\$0	100%	\$30,100	91.37%	\$2,597
5000 - Other Operating Expenses and Services	\$37,370	\$0	100%	\$37,370	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$68,727	0%	\$68,727
Totals	\$654,204	\$0	100%	\$1,444,019	45.3%	\$789,815

Status

Unsubmitted



Documents to Support Agenda Items

April 23, 2019 Agenda

Agenda Item 4.0

Proposed Consortium Fiscal Agent Declaration
(CFAD)

Distribution of 2019-20 CAEP Funds for
CCAEC Members

CCAEC 2019-20 CFAD

PROPOSED 4/23/2019

CLAREMONT TO BECOME NEW FISCAL AGENT FOR CONSORTIUM

Available Funds & Overhead Expenditures

2017-18 Allocation Amount	\$773,016
2018-19 COLA	\$176,682
2019-20 COLA	\$147,879
	<hr/>
	\$1,097,577
Program Management	\$60,000
Fiscal Agent	\$56,000
Travel / Conference	\$0
Website / Graphics	\$1,200
	<hr/>
Total Overhead	\$117,200
Total Allocation Available	\$980,377

School	INITIAL Funding Considerations			Allocation as % of MOE	FINAL Proposed CFAD Amount	Delta from 2017-18
	CFAD 2018-19	Original MOE	MOE as % of CCAEC Total	Proposed Allocation	Ratified CFAD	
Azusa Adult School	\$1,687,142	\$1,326,589	39.9%	\$391,233	\$1,717,822	\$30,680
Citrus College	\$0	\$0	0.0%	\$0	\$0	\$0
Claremont Adult School	\$872,263	\$685,855	20.6%	\$202,270	\$888,125	\$15,862
Duarte Adult School	\$27,460	\$21,592	0.6%	\$6,368	\$27,960	\$500
Glendora Adult School	\$251,060	\$197,407	5.9%	\$58,219	\$255,626	\$4,566
Monrovia Adult School	\$1,443,234	\$1,092,809	32.9%	\$322,287	\$1,415,096	(\$28,138)
	\$4,281,159	\$3,324,252	100%	\$980,377	\$4,304,629	
					\$117,200	(Management / Overhead)
				Total CCAEC AEBG Funds	\$4,421,829	(CUSD Total) \$1,005,325



Documents to Support Agenda Items

April 23, 2019 Agenda

Agenda Item 6.0

April 19, 2019 Conference Evaluation Data

Timestamp	The location of the conference was convenient	The information from vendors met my needs	I clearly understood my professional development options and how to access breakout sessions	Comments/feedback about the logistics of the conference	I attended the following sessions	The breakout sessions I had topics I wanted to learn about	The breakout sessions I attended were relevant to my job-related needs	The breakout sessions advanced my understanding of the presented material	I will use what I learned in the breakout session in my classroom over the next three weeks	Comments/feedback about the individual breakout sessions you attended	For future conferences, what Breakout Session topics would be helpful to you?	What were the best aspects of the conference?	What specific suggestions do you have to make for future conferences?
4/18/2018 11:54:44	5	3	4	Good location	RACE: A strategy for Evidence-Based Speaking and Writing	5	5	5	5				
4/18/2018 12:02:58	2	5	5		Google: Tools and Drive - Parts 1, 2, and 3	5	5	5	5				
4/18/2018 12:04:37	5	5	5		Google: Tools and Drive - Parts 1, 2, and 3	5	5	5	5	Fantastic and very useful! Please provide more tech training like this.	More use of Google Tools and Drive	Breakouts and networking	
4/18/2018 12:04:38	5	5	5	Well organized, sweet and simple!	Google: Tools and Drive - Parts 1, 2, and 3	4	4	5	4	Useful		Info, hanging out together.	
4/18/2018 12:07:27	4	2	4		Google: Tools and Drive - Parts 1, 2, and 3	4	4	4	4		Tech information is always helpful	Great breakout session topics	Group breakouts, such as CTE, for dissection
4/18/2018 12:07:40	5	5	5	Enjoyed the brevity and choices	Google: Tools and Drive - Parts 1, 2, and 3	4	5	4	5	The instructor was great	Enjoyed the choices from today's conference	The brevity and choices of breakouts	More specific technology breakouts
4/18/2018 12:07:49	5	5	5	Used the Google class! Methods were great! teacher. Would love more instruction.	Google: Tools and Drive - Parts 1, 2, and 3	5	5	5	5		More Google!!	Very useful	
4/18/2018 12:07:51	5	5	5	Well planned! The presenter was great! Excellent information.	Google: Tools and Drive - Parts 1, 2, and 3	5	5	5	5		More workshops related to technology	It was tailored toward content and provided development. Short and meaningful.	I like the way this content was presented. I can't think of any new ideas.
4/18/2018 12:07:53	5	5	5		Student Engagement and Understanding Strategies - Parts 1, & 2, RACE: A strategy for Evidence-Based	5	5	5	5	Good	Yes	Publishers	None
4/18/2018 12:08:00	5	5	5	Smooth	Google: Tools and Drive - Parts 1, 2, and 3	5	4	5	4	Great presenter. Very flexible to understanding of group members.	Olysayware	Collegial atmosphere, video aids complemented the presentation well.	I loved the abbreviated format and the rapid fire breakouts
4/18/2018 12:08:14	5	3	5		Google: Tools and Drive - Parts 1, 2, and 3	5	5	5	4				
4/18/2018 12:08:18	5	3	5	The shortened time was helpful to focus more.	Supporting Readers Through the Close Reading Process - Parts 1, & 2, Connecting with Student Engagement and Understanding Strategies - Parts 1, & 2, Using Team Principles to Promote	4	4	4	4				
4/18/2018 12:08:27	5	5	5		Understanding Strategies - Parts 1, & 2, Using Team Principles to Promote	5	5	5	4	Rob Jenkins was amazing. Very practical and inspiring.		Having the author of the book series that my school will use next year.	
4/18/2018 12:08:30	4	4	4	Thanks :)	Google: Tools and Drive - Parts 1, 2, and 3	3	2	3	2		Collaboration with other Advanced ESL Teachers	Half Day!!!! :)	
4/18/2018 12:11:32	4	2	5		Google: Tools and Drive - Parts 1, 2, and 3	4	4	4	3				
4/18/2018 12:11:34	5	3	5		Google: Tools and Drive - Parts 1, 2, and 3, Student Engagement and Understanding Strategies - Supporting Readers Through the Close Reading Process - Parts 1, & 2, Using Team Principles to Promote	4	3	3	4				
4/18/2018 12:11:35	5	5	5		Supporting Readers Through the Close Reading Process - Parts 1, & 2, Using Team Principles to Promote	5	5	5	4				
4/18/2018 12:12:18	5	5	5		Google: Tools and Drive - Parts 1, 2, and 3	5	5	5	5				

Timestamp	The location of the conference was convenient.	The information from vendors met my needs.	I clearly understood my professional development options and how to access breakout sessions.	Comments/feedback about the logistics of the conference.	I attended the following sessions.	The breakout sessions had topics I wanted to learn about.	The breakout sessions attended were relevant to my job-related needs.	The breakout sessions I attended provided me with a better understanding of the presented material.	I will use what I learned in my class within the next three weeks.	Comments/feedback on the breakout sessions you attended.	For future conferences, what topics would be helpful to you?	What were the best aspects of the conference?	What specific suggestions do you have to improve future conferences?
4/19/2019 12:12:37	5	5	5		Student Engagement and Understanding Strategies - Parts 1, & 2, Using Team Practices to Promote	5	5	5	5				
4/19/2019 12:14:04	5	5	5		Google Tools and Drive - Parts 1, 2, and 3	5	5	5	5	Michelle's class was informative and interesting	Google Classroom	Breakout	More raffle! :JK!
4/19/2019 12:14:50	5	5	5		Student Engagement and Understanding Strategies - Parts 1, & 2, Connecting with Students and Team	5	5	4	5		Diversity in the classroom		
4/19/2019 12:15:00	5	5	5		Google Tools and Drive - Parts 1, 2, and 3	5	5	5	5				
4/19/2019 12:21:09	5	3	5		Google Tools and Drive - Parts 1, 2, and 3, Student Engagement and Understanding Strategies - Supporting Readers Through the Close Reading Process - Parts 1, & 2, Connecting with Students and Team	5	5	5	5		More google Tools	Learning teaching strategies	Everything was perfect. Thank you!
4/19/2019 19:19:15	5	5	5			5	5	4	5	They were very informative, actual hands on to learning how to implement in the classroom	Ability to attend google tools and drive, as well as other topics offered at this conference.	Informative and relaxing environment. Good ideas to put into practice in the classroom. Thank you very much for breakfast!	I think that the sessions were very helpful and needed to be a bit longer.