



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

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



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, August 13, 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:

Citrus College, Representative	_____	John Russell, Regional Director	_____
Felipe Delvasto, Representative	_____	Calvin McKendrick, Proxy	_____
Flint Fertig, Representative	_____	Rick Crosby, Proxy	_____
Ron Letourneau, 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 June 25, 2019 Regular Executive Board Open Session Meeting.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Citrus College \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative Letourneau \_\_ Representative McNary \_\_ Representative Morris \_\_

**3.0 COMMUNICATIONS**

3.1 Representative reports:

Azusa \_\_\_\_\_ Duarte \_\_\_\_\_  
Citrus \_\_\_\_\_ Glendora \_\_\_\_\_  
Claremont \_\_\_\_\_ Monrovia \_\_\_\_\_

3.2 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 DATA & ACCOUNTABILITY FUNDS – 63920**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Citrus College \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative Letourneau \_\_ Representative McNary \_\_ Representative Morris \_\_

This actionable item was approved by email vote, but is being added to the agenda for the purpose of adding to the minutes as the July board meeting did not have a quorum.

**5.0 BOARD APPROVAL OF 2019-20 ANNUAL PLAN**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Citrus College \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative Letourneau \_\_ Representative McNary \_\_ Representative Morris \_\_

Board to discuss Annual Plan, revise, if necessary, and vote to approve.

**6.0 BOARD APPROVAL OF REVISED 2019-20 TRANSITIONS PLAN**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Citrus College \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative Letourneau \_\_ Representative McNary \_\_ Representative Morris \_\_

Board will discuss and approve revised 2019-20 Transitions Plan.

**7.0 BOARD APPROVAL OF SUB-CONTRACTING OF FUNDS TO IMPLEMENT 2019-20 TRANSITIONS PLAN**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Citrus College \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative Letourneau \_\_ Representative McNary \_\_ Representative Morris \_\_

Board previously approved budget of \$52,000 and approved revised CFAD. Board needs to discuss and agree upon how CFAD Allocations will change to fund CCAEC 2019-20 Transitions Plan.

**8.0 BOARD DISCUSSION OF Q4 EXPENDITURE REPORT BOARD MEETING IN SEPTEMBER**

Board to discuss Q4 reporting process in light of state response to Q3 Approval. Also, board to follow-up with Fiscal Services to make sure someone from each member institution will be in attendance.

**9.0 BOARD DISCUSSION OF OCTOBER CONFERENCE**

Board to confirm host and focus of October professional development conference.

**10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**



# Documents to Support Agenda Items

August 13, 2019 Agenda

Agenda Item 2.1

June 25, 2019 Minutes



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, June 25, 2019

1:30 p.m.

Azusa Adult School – Room 16

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 1:41 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Citrus College Representative	Absent	John Russell, Regional Director	Present
Felipe Delvasto, Representative	Present	Flint Fertig, Proxy/Prog. Asst.	Absent
Ron Letourneau, Representative	Present	Rick Crosby, Proxy	Absent
Calvin McKendrick, Representative	Present	Rebecca Summers, Proxy	Absent
Linda McNary, Representative	Present	Saida Valdez, Proxy	Present
Kevin Morris, Representative	Absent	Debbie Wong, Proxy	Absent

### 2.0 ORDER OF BUSINESS

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

None at this time.

- 2.1 Approve the minutes of the April 23, 2019 Regular Executive Board Open Session Meeting.  
**Act # 19-09** Motion by Mr. Letourneau, seconded by Mr. Delvasto **Vote to Approve 4-0**  
Representative Citrus College 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 summer session was from 6/10 through 7/18. ESL classes are Monday-Thursday 9-12. She also advised graduation was very successful.

**Citrus:** No report.

**Claremont:** Mr. Delvasto reported that Claremont Adult School had summer school from 6/23 to 7/25. Mr. Delvasto also reported that Claremont held a ceremony to recognize the school's CTE completers and it was very successful.

**Duarte:** No report.

**Glendora:** Mr. Letourneau reported Glendora had a successful graduation program for the school's HSD graduates.

**Monrovia:** Mr. McKendrick reported that ESL summer classes just ended and were well attended. He also mentioned that the MCAS graduation ceremony was very well attended and that over 286 students completed ESL Level 6, CTE programs, HiSET or High School Diploma.

- 3.2 Program Director report.

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 MONROVIA PRESENTATION OF PROPOSAL FOR MEMBER USE REVISION

**Act # 19-10** Motion by Mr. McKendrick, seconded by Mr. Delvasto **Vote to Approve 4-0**  
Representative Citrus College A Representative Delvasto Y Representative Letourneau Y  
Representative McKendrick Y Representative McNary Y Representative Morris A

Chair McNary suggested this item be changed to an action item and be put before the board for a vote. Mr. Russell went through the MCAS Member Use Revision to explain budgetary changes.

### 5.0 CLAREMONT PRESENTATION OF PROPOSAL FOR MEMBER USE REVISION

**Act # 19-11** Motion by Ms. McNary, seconded by Mr. Letourneau **Vote to Approve 4-0**  
Representative Citrus College A Representative Delvasto Y Representative Letourneau Y  
Representative McKendrick Y Representative McNary Y Representative Morris A

Chair McNary suggested this item be changed to an action item and be put before the board for a vote. Mr. Delvasto went through the CAS Member Use Revision to explain budgetary changes.

## 6.0 BOARD APPROVAL OF REVISED 2018-19 Q2 EXPENDITURE REPORT

**Act # 19-12** Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 4-0**

Representative Citrus College A Representative Delvasto Y Representative Letourneau Y  
Representative McKendrick Y Representative McNary Y Representative Morris A

Monrovia (Object Code 4000) and Duarte (Object Code 5000) had lower expenditures for Q2 than Q3. Thus, Q2 needed to be uncertified, correct expenditures added, and then Q2 needs to be re-submitted.

## 7.0 BOARD APPROVAL OF 2018-19 Q3 EXPENDITURE REPORT

**Act # 19-13** Motion by Ms. McNary, seconded by Mr. Delvasto **Vote to Approve 4-0**

Representative Citrus College A Representative Delvasto Y Representative Letourneau Y  
Representative McKendrick Y Representative McNary Y Representative Morris A

The board had questions about Duarte's Q3 report. Mr. Delvasto noted, "We always have issues with Duarte's expenditure reports."

He also noted that though Glendora is a small member, the school always meets its deadlines and provides reporting that is more than what is expected. Mr. Delvasto noted, "It seems we hold Ron and Glendora to a different standard and it is not fair."

Eventually the board vote to approve with the caveat of "No Confidence" for Duarte's expenditure report.

*(Addendum to these minutes: Mr. Russell did email Neil Kelly of the state. Mr. Kelly advised that approval could not be submitted with the caveat of "No Confidence." He advised that this matter needed to be resolved by the time Q4 expenditures are submitted. That email thread is attached to these minutes.)*

## 8.0 BOARD APPROVAL OF TRANSITION PLAN, TRANSITION SPECIALIST JOB DESCRIPTION AND TRANSITION SPECIALIST BUDGET

**VOTE TO TABLE** Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Table 4-0**

Representative Citrus College A Representative Delvasto Y Representative Letourneau Y  
Representative McKendrick Y Representative McNary Y Representative Morris A

Members requested revisions to the plan: add Job Qualifications and change the budget. Also, members could not agree on how funds should be subcontracted. This action item was tabled.

## 9.0 BOARD APPROVAL OF REVISED 2019-20 CONSORTIUM FISCAL AGENT DECLARATION (CFAD)

**Act # 19-14** Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 4-0**

Representative Citrus College A Representative Delvasto Y Representative Letourneau Y  
Representative McKendrick Y Representative McNary Y Representative Morris A

The Governor's revised budget meant a decrease in the consortium budget of \$8,547. Members decided in light of the questions around Duarte's expenditures that the change in allocations would be addressed by lowering Duarte's 2019-20 Allocation. The revised CFAD is included in these minutes.

**10.0 BOARD APPROVAL OF 2019-20 MEETING DATES AND CCAEC CONFERENCE DATES**

**Act # 19-14** Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 4-0**  
Representative Citrus College A Representative Delvasto Y Representative Letourneau Y  
Representative McKendrick Y Representative McNary Y Representative Morris A

The board approved the proposed calendar. The board set the two dates for CCAEC  
Conferences: October 24, 2019 and March 19, 2020

**11.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**

Meeting was adjourned by Chair McNary at 3.37.





John Russell &lt;jrussell@monroviaschools.net&gt;

## Regarding Certification of Q3 Fiscal Report - Reps voted to conditionally certify Q3 Fiscal Report with vote of "No Confidence" for one member

6 messages

**John Russell** <jrussell@monroviaschools.net>  
 To: Neil Kelly <nkelly@cccco.edu>  
 Bcc: Felipe Delvasto <fdelvasto@cusd.claremont.edu>

Wed, Jun 26, 2019 at 1:01 PM

Neil:

I wanted to make you aware that the Citrus College Adult Education Consortium board has voted to certify Q3 consortium Fiscal Report with the condition of "No Confidence" for Duarte's expenditure report.

The board did not want to hold up certification for all other members solely because of the lack of confidence for one member. Hence the vote to certify with the condition of "No Confidence."

One immediate action taken related to the vote of "No Confidence" was the manner in which the consortium revised the CFAD to address the shortfall from the governor's revised budget. The board moved to account for the entire amount of the decrease by reducing Duarte's funding for 2019-20.

In October Duarte presented an Action Plan to spend 2017-18 carryover and 2018-19 funds. Duarte did not execute the Action Plan. CCAEC board action regarding Duarte's funding is now a priority. An informational item will be on the July agenda and a board action item will be on the August agenda.

Please contact me, if you have any questions. Thank you.

Kind Regards,

**John Russell**  
 MUSD Assistant Principal  
 for Adult Education &  
 Alternative Programs  
 Desk: 626.471.3044  
 Cell: 626.840.9865  
[monroviaadultschool.com](http://monroviaadultschool.com)

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



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**John Russell** <jrussell@monroviaschools.net>  
 To: Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Flint Fertig <ffertig@monroviaschools.net>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Linda Mc Nary <lmcnary@azusa.org>, Kevin Morris <kmorris@duarteusd.org>  
 Cc: Calvin Mckendrick <cmckendrick@monroviaschools.net>

Wed, Jun 26, 2019 at 3:43 PM

CCAEC Reps:

Q3 Fiscal Reporting has been certified. Please note the below email that was sent to the state.

Kind Regards,

**John Russell**

MUSD Assistant Principal  
for Adult Education &  
Alternative Programs  
Desk: 626.471.3044  
Cell: 626.840.9865  
[monroviaadultschool.com](http://monroviaadultschool.com)

CCAEC Regional Director  
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**Kelly, Neil** <nkelly@cccco.edu>  
To: John Russell <jrussell@monroviaschools.net>

Wed, Jun 26, 2019 at 5:18 PM

If you certify Q3 – that means everything is good. The most important report is Q4. We can't go back and change after Q4. So just make sure you fix the issues with Duarte by Q4. Do you plan to do an allocation amendment and redirect all of their funds? Or are they spending down what they have and bowing out? You have a few months to fix it before you're at the point of no return. Back in town 7/17.

**From:** John Russell <jrussell@monroviaschools.net>  
**Sent:** Wednesday, June 26, 2019 1:02 PM  
**To:** Kelly, Neil <nkelly@CCCCO.edu>  
**Subject:** Regarding Certification of Q3 Fiscal Report - Reps voted to conditionally certify Q3 Fiscal Report with vote of "No Confidence" for one member

Neil:

I wanted to make you aware that the Citrus College Adult Education Consortium board has voted to certify Q3 consortium Fiscal Report with the condition of "No Confidence" for Duarte's expenditure report.

The board did not want to hold up certification for all other members solely because of the lack of confidence for one member. Hence the vote to certify with the condition of "No Confidence."

One immediate action taken related to the vote of "No Confidence" was the manner in which the consortium revised the CFAD to address the shortfall from the governor's revised budget. The board moved to account for the entire amount of the decrease by reducing Duarte's funding for 2019-20.

In October Duarte presented an Action Plan to spend 2017-18 carryover and 2018-19 funds. Duarte did not execute the Action Plan. CCAEC board action regarding Duarte's funding is now a priority. An informational item will be on the July agenda and a board action item will be on the August agenda.

Please contact me, if you have any questions. Thank you.

Kind Regards,

**John Russell**

**MUSD Assistant Principal**

for Adult Education &

Alternative Programs

Desk: 626.471.3044

Cell: 626.840.9865

[monroviaadultschool.com](http://monroviaadultschool.com)

CCAEC Regional Director

<http://www.ccadulted.org/>



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**John Russell** <jrussell@monroviaschools.net>  
To: "Kelly, Neil" <nkelly@cccoco.edu>

Wed, Jun 26, 2019 at 8:13 PM

Understood. Q4 certification is due 9/30 and the course of action will be agreed upon and taken by then. I cannot tell you what corrective action the board will take until after the July 16 board meeting.

Kind Regards,

**John Russell**

**MUSD Assistant Principal**

for Adult Education &

Alternative Programs

Desk: 626.471.3044

Cell: 626.840.9865

[monroviaadultschool.com](http://monroviaadultschool.com)

CCAEC Regional Director

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**John Russell** <jrussell@monroviaschools.net>

Wed, Jun 26, 2019 at 8:15 PM

To: Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Flint Fertig <ffertig@monroviaschools.net>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Linda Mc Nary <lmcnary@azusa.org>, Kevin Morris <kmorris@duarteusd.org>

Cc: Calvin Mckendrick <cmckendrick@monroviaschools.net>

FYI. The state's response. What this means is that corrective action around funding and fiscal reporting must be determined before 9/30, which is the deadline for Q4 certification.

Kind Regards,

**John Russell**

MUSD Assistant Principal

for Adult Education &

Alternative Programs

Desk: 626.471.3044

Cell: 626.840.9865

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**Calvin Mckendrick** <cmckendrick@monroviaschools.net>

Fri, Jun 28, 2019 at 8:38 AM

To: John Russell <jrussell@monroviaschools.net>



**Calvin J. McKendrick**

Assistant Principal

Monrovia Community Adult School

Canyon Oaks High & Mountain Park School

**(626) 471-3002**

**GRADUATION NATION**

*Enter to Learn, Go Forth to Earn.*

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	<b>\$139,332</b>
	<hr/>
	\$1,089,030
Program Management	\$60,000
Fiscal Agent	\$56,000
Transitions Plan	<b>\$0</b>
Website / Graphics	\$1,200
	<hr/>
Total Overhead	<b>\$117,200</b>
<b>Total Allocation Available</b>	<b>\$971,830</b>

No Subcontracting was voted on.

	INITIAL Funding Considerations					FINAL Proposed CFAD Amount	Delta from Org. 2019-20
School	CFAD 2018-19	2018-19 Carryover	2018-19 Expenditures to Date (Q3)	2018-19 Balance	2019-20 Original CFAD		
Azusa Adult School	\$1,689,472	\$719,577	\$1,095,346	\$1,313,703	\$1,717,822	\$1,717,822	\$0
Citrus College	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Claremont Adult School	\$873,472	\$155,827	\$680,558	\$348,741	\$1,005,325	\$1,005,325	\$0
Duarte Adult School	\$15,569	\$12,943	\$11,062	\$17,450	\$27,960	\$19,413	<b>(\$8,547)</b>
Glendora Adult School	\$251,418	\$114,144	\$163,502	\$202,060	\$255,626	\$255,626	\$0
Monrovia Adult School	\$1,444,019	\$0	\$1,025,804	\$418,215	\$1,415,096	\$1,415,096	\$0
	<b>\$4,273,950</b>				\$4,421,829	\$4,413,282	
					<hr/>		
				Total CCAEC AEBG Funds	<b>\$4,421,829</b>	(Management / Overhead)	
						(CUSD Total) <b>\$1,005,325</b>	

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## Documents to Support Agenda Items

August 13, 2019 Agenda

Agenda Item 4.0

Final Expenditure Report for Data & Accountability  
Funds



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

(74B) Monrovia USD

Grant Agreement No: 15-328-129    Total Grant Award: \$123,711

Send to Printer    Cancel

PLEASE REPORT CUMULATIVE EXPENSES FOR ALL COMPLETED QUARTERS													
Object of Expenditure Reporting Categories	2015-2016 1st QUARTER			2015-2016 2nd QUARTER			2015-2016 3rd QUARTER			2015-2016 4th QUARTER			
	Revised Budget <small>(approved on 01/31/18)</small>	Budget	Exp.	Bal.	Budget	Exp.	Bal.	Budget	Exp.	Bal.	Budget	Exp.	Bal.
1000 Instructional Salaries	23696	23696	23696	0	23696	23696	0	0	0	0	0	0	0
2000 Noninstructional Salaries	0	0	0	0	0	0	0	0	0	0	0	0	0
3000 Employee Benefits	4753	4753	4753	0	4753	4753	0	0	0	0	0	0	0
4000 Supplies and Materials	3669	3669	0	3669	3669	3669	0	0	0	0	0	0	0
5000 Other Operating Exp. & Svs.	87723	87723	59363	28360	87723	87723	0	0	0	0	0	0	0
6000 Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0	0
7000 Other Outgo	0	0	0	0	0	0	0	0	0	0	0	0	0
Direct Expenditures	119841	119841	87812	32029	119841	119841	0	0	0	0	0	0	0
Total Indirect Expenditures*	3870	3870	3870	0	3870	3870	0	0	0	0	0	0	0
Total Expenditures	123711	123711	91682	32029	123711	123711	0	0	0	0	0	0	0

Object of Expenditure Reporting Categories	2015-2016 5th QUARTER			2015-2016 6th QUARTER			2015-2016 7th QUARTER			2015-2016 8th QUARTER		
	Budget	Exp.	Bal.	Budget	Exp.	Bal.	Budget	Exp.	Bal.	Budget	Exp.	Bal.
1000 Instructional Salaries	0	0	0	0	0	0	0	0	0	0	0	0
2000 Noninstructional Salaries	0	0	0	0	0	0	0	0	0	0	0	0
3000 Employee Benefits	0	0	0	0	0	0	0	0	0	0	0	0
4000 Supplies and Materials	0	0	0	0	0	0	0	0	0	0	0	0
5000 Other Operating Exp. & Svs.	0	0	0	0	0	0	0	0	0	0	0	0
6000 Capital Outlay	0	0	0	0	0	0	0	0	0	0	0	0
7000 Other Outgo	0	0	0	0	0	0	0	0	0	0	0	0
Direct Expenditures	0	0	0	0	0	0	0	0	0	0	0	0
Total Indirect Expenditures*	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenditures	0	0	0	0	0	0	0	0	0	0	0	0

Progress Report (Check one and complete sections I-III)

Activities are being conducted as planned.

Activities are not being conducted as planned.

(Total expenditure 100.0 %)

( 2nd Quarter at least 44% of total allocation expended )

Expenditures meet guideline

I. Summary of activities conducted during the quarter (Limited to 8000 characters)(Please provide information that approximately substantiates your expenditures during this quarter. For example: staff hours used to review and evaluate the developing

**website; staff hours involved in creating products for use on website (please specify); staff hours supporting colleges to prepare for the Education Futures application; travel, material and/or equipment expenses; etc.)**

As of the December 31, 2017 reporting period deadline, the Citrus College Adult Education Consortium had expended approximately 75% of 63920 funds with two CCAEC members having expended all funds that were allotted to them. As of the July 31, 2019 deadline all funds have been expended with the final two member expending all funds allotted to them.

CCAEC members expended these funds according to the plan and budget. These funds allowed members to address the initial data reporting requirements from 2015-16 and to upgrade data base applications for better report outcomes to the state since the 2015-16 reporting. Members believe that funds have resulted in improvements in consortium data gathering and sharing.

To review, below is how the consortium utilized these funds:

K-12 members Claremont, Glendora, and Monrovia utilized the funds to pay for certificated employees for extra hours gathering data for the summer 2016 Data report. All funds currently reported in Object Codes 1000 and 3000 were used for this purpose. The summer 2016 data submission process was onerous and required significant manual data-gathering efforts.

Also, all K-12 members used funds to pay for the transition from ASAP V2 to ASAP V3 and pay for ASAP Premium and Mothership to allow for consortium-wide data reporting. The move from V2 to V3 and to Premium and Mothership was more than originally expected, which cause a budget change that is discussed in Part IV of this report. Also, Claremont leveraged its portion funds to purchase TOPSpro Enterprise to better implement and enhance CASAS pre- and post-testing to position Claremont to successfully complete the WIOA Title II RFA. Claremont did successfully get approved for WIOA funding, thus leveraging these D&A funds into an increase of \$150,000 WIOA funds.

Azusa utilized funds to install and upgrade cabling to provide WiFi access and improved connectivity to all school classrooms and offices. ASAP V3 is a web-based application and without the upgrade many classrooms and end were unable to access this new data system.

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

CCAEC members have much improved data gathering and sharing because of the funds. Please look at the CCAEC website for Annual Data Review to see how the funds have improved data dissemination with stakeholders.

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

N/A

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

N/A





# Documents to Support Agenda Items

## August 13, 2019 Agenda

Agenda Item 5.0  
2019-20 Annual Plan

California Adult Education Program : Annual Plan : 2019-20 Produced: Aug 12, 2019, 05:33 AM UTC John Russell

# 09 Citrus College Adult Education Consortium

## Plans & Goals - Draft

### Executive Summary

Since the advent of AB104 the Citrus College Adult Education Consortium (CCAEC) has intently served adults in the region across five CAEP program areas and vigorously pursued the goals required by the legislation. Consortium 2018-19 enrollment has increased from 2015-16 as consortium members addressed regional gaps in a number of ways. In the 2018-19 school year, members continued to increase ASE, ABE, CTE, and Workforce Re-entry program offerings across the consortium. New Vocational ESL offerings aligned with WIOA Title II requirements and served new students. Member institutions aggressively pursued WIOA Title I funding for CTE programs. These efforts resulted in thousands of regional adults improving literacy skills, earning high school diplomas or equivalencies, transitioning to postsecondary institutions, or learning skills and getting hired into jobs with sustainable wages. Professional development efforts were informed by comprehensive consortium data reports funded by state Data & Accounting funds. Consortium conferences have given member stakeholders opportunities to analyze data of the region's residents and the consortium's students: demographics, gaps, CAEP outcomes, persistence and performance. Consortium conferences have also focused on curriculum and instructional strategies to address college and career standards and the increased use of technology in the classroom among many other topics. One CAEP program goal that CCAEC members had tremendous success with was concerning leveraging funds. Claremont used CAEP funds to become a WIOA Title II school with increased funding of over \$140,000 in 2018-19. Due to past literacy gain successes, Monrovia Community Adult School saw increased Title II funding of over \$90,000. MCAS also increased Title I funding for its CTE programs 10 fold (from \$25,000 in 2016-17 to \$275,000 in 2018-19) and a 79.5% increase in the number of CTE students who qualified as CAEP Enrollees. Azusa Adult Education Center and Claremont Adult School are now on CalJobs ETPL and LA County I-TRAIN and are poised to leverage significant funds the 2019-20 school year. Alignment with regional Workforce Development Boards is creating meaningful symbiotic relationships: AJCCs are meeting outcomes, leveraging CAEP funds when needed, and CCAEC members are expanding CTE programs and training more students to meet the needs of regional industry. This symbiosis is allowing the consortium to better serve the region's adults who need training and the region's businesses who need employees. The consortium has two simple vision statements that align with CAEP major outcomes: •All CCAEC K-12 adult students are prepared for and given the opportunity to transition to a postsecondary institution. •Regional employers meet their employment needs with well-trained CCAEC students. In order to strive towards achieving these vision statements, CCAEC members have four major goals that are detailed in the 2019-20 Annual Plan: 1. Increase persistence and performance for all CCAEC students 2. Create and implement a Regional Employment Training Plan (RETP) to increase leveraged funds and serve industry employment needs 3. Create, implement and fully utilize CTE Regional Advisory Boards 4. Create a Transitions Plan to dramatically improve CCAEC student transition to postsecondary institutions

### Regional Planning Overview

CCAEC members believe this Annual Plan clearly aligns with the consortium Three-Year Plan. To create the Annual Plan, members analyzed institutional enrollment data, student performance data, census data, and labor market data and then identified gaps between regional needs and services. This Annual Plan will demonstrate how members have reinforced partnerships with regional service providers and strengthened efforts to procure funding sources to help the consortium reach its Three-Year Plan goals. This Annual Plan also has solid strategies to achieve actionable goals that align with the consortium's Three-Year Plan logic models.

## Meeting Regional Needs

### Regional Need #1

#### Gaps in Service / Regional Needs

Increase number of regional adults who receive educational services for English language acquisition or attainment of high school diploma / high school equivalency.

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

Members compared the number of students served by CCAEC institutions to regional population characteristics gleaned from American Community Survey census data. Of the primary cities served by the consortium, member institutions were serving approximately 6.1% of regional adults needing English acquisition and 2.6% of adults needing high school diploma / equivalency educational services. This significant gap demonstrates the need for continued English acquisition and academic programs.

**How will you measure effectiveness / progress towards meeting this need?**

Members will measure effectiveness by analyzing enrollment data for the 2019-20 school year compared to previous years and census data. Goal is to increase consortium 2019-20 enrollment in ESL and ASE/ABE programs by 3% over 2018-19 levels.

**Regional Need #2****Gaps in Service / Regional Needs**

Increase CCAEC student persistence as measured by state and federal indicators.

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

Members analyzed consortium TOPSpro Enterprise data across all schools and compared persistent rates to state rates as provided by TE trainers.

**How will you measure effectiveness / progress towards meeting this need?**

In 2019-20, the consortium has a goal of increasing persistence 5% from 2018-19 levels as measured by TOPSpro Enterprise data.

**Regional Need #3****Gaps in Service / Regional Needs**

Assist regional industry by training students to meet job openings in high growth occupational areas.

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

Members analyzed EDD Labor Market Information. Industry Advisory Boards will provide more refined, current and localized data regarding industry needs.

**How will you measure effectiveness / progress towards meeting this need?**

2019-20 CTE enrollment and job placement will increase by 10% from 2018-19 levels as measured by institutional data management systems.

**Gaps In Service****New Strategies****Strategy #1**

Increase CCAEC student Persistence and Performance.

**Strategy #2**

Create Industry Advisory Boards to identify critical industry employment gaps and shortages.

**Strategy #3**

Utilize Industry Advisory Boards to find students and train them to become employees of Advisory Board members.

**Seamless Transitions****New Strategies****Strategy #1**

Hire consortium Transition Specialist who meets CCAEC students on all campuses to support them in their academic, social/emotional, and college/career development.

**Strategy #2**

Articulate CCD Counseling 160 and/or Counseling 145 classes to be held on K-12 school campuses so CCAEC students earn college credit and college prep skills.

**Strategy #3**

Facilitate efforts of Transition Specialist to teach College Success course.

**Strategy #4**

Strengthen partnership with CCAEC Community College member.

## Student Acceleration

### New Strategies

**Strategy #1**

Use contextualized learning strategies to get ESL students trained and hired as Home Care Aides.

## Professional Development

### New Strategies

**Strategy #1**

Two consortium wide conferences will focus on Persistence and Performance.

**Strategy #2**

Use CCAEC consortium Annual Data Review to inform conferences and individual institutional Professional Development.

## Leveraging Resources

### New Strategies

**Strategy #1**

Create Regional Employment Training Plan (RETP) to increase Title I funds for member institutions.

**Strategy #2**

Implement Regional Employment Training Plan.

**Strategy #3**

Create Industry Advisory Boards to drive funding efforts for member training.

**Strategy #4**

Meet all WIOA Title II requirements to leverage \$608,000 in Title II funds consortium wide.

## Fiscal Management

A narrative justifying how the planned allocations are consistent with the annual adult education plan which is based on your CAEP 3-year plan.

CCAEC representatives used the Three-Year Plan process to identify regional priorities and subsequent allocations support this Annual Plan and Three-Year Plan priorities. The Three-Year Plan logic models were carefully analyzed to drive funding to each member institution. If changes to initial allocations are required to better serve regional priorities, the CCAEC board has a well-documented and fair system to subcontract allocations to do so.

An approach to incorporating remaining carry-over funds from prior year(s) into strategies planned for 2019-20.

NEED FEEDBACK HERE FROM MEMBERS WITH CARRYOVER

## Certification

No approver contacts.



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# Documents to Support Agenda Items

## August 13, 2019 Agenda

### Agenda Item 6.0

#### Revised Transitions Plan

**Citrus College Adult Education Consortium  
2019-20 Transitions Plan  
REVISED for August 13, 2019 Board Approval**

**CCAEC Transitions Vision Statement:**

All CCAEC K-12 adult students are prepared for and given the opportunity to transition to a postsecondary institution.

**Transitions Mission Statement:**

CCAEC Transitions provides K-12 adult students support with academic, social/emotional, and college/career development and trains them to be college and career ready through individual counseling, group workshops, academic courses, campus tours, and cohort training.

**Transitions Plan Actionable Items**

Below are beginning actionable items for the plan:

Item No.	Action Item	Due Date	Completed
1	<i>Create Job Description for Transition Specialist</i> Transitions Specialist job description is attached to this plan and includes a job performance rubric based on student interaction and outcomes.	6-25-19	6-25-19
2	<i>Create Budget for Transition Specialist</i> Budget for position is attached. This budget means the CFAD will need to be revised.	6-25-19	
3	<i>Hire Transition Specialist</i> Reps need to collaborate around paper screening and interview panel for the position.	8-19-19	
4	<i>Strengthen Community College Partnership</i> Claremont reaching out to Eric Rabitoy of Citrus to get discussions started about Counseling 160 and/or Counseling 145.	8-12-19	
5	<i>Counseling 160</i> Get Counseling 160 and/or Counseling 145 classes on K-12 school campuses.	9-3-2019	
	<i>MORE ITEMS TO COME</i>		

# Transition Specialist Job Description

## JOB SUMMARY

Under the general direction of the Citrus College Adult Education Consortia (CCAEC) board and the CCAEC Regional Director, and the immediate supervision of Claremont administration, the Transition Specialist prepares CCAEC students to be college and career ready and supports them in their academic, social/emotional, and college/career development.

## JOB QUALIFICATIONS

Applicants must provide the following:

- Driver's License
- Letter of Introduction
- Resume
- Credential copy: California Pupil Personnel Services Credential in School Counseling (Include Credential Document number for CTC verification)
- Three letters of recommendation (preferably within the last year and from at least one direct supervisor)
- Transcripts (reflecting Master's degree and coursework and all college coursework credits)

## LIST OF DUTIES

Teach a College Success course. Currently the CCAEC board is pursuing partnering to place Counseling 160 "Strategies for College Success" and/or also do Counseling 145 "Career/Life Planning" classes on the campuses of Azusa, Claremont, and Monrovia. The class should have the following elements:

- Educational planning
- College majors
- General education course requirements
- Test taking strategies
- Critical reading strategies for informational reading (textbooks, essays, etc.)
- Study skills
- Financial assistance
- Completing a college application
- Understanding transcripts
- Note-taking skills
- Skill enhancement for writing and math

Provide periodic, frequent information sessions about postsecondary/college options for students.

Calendar guest speakers for each campus such as admissions officers, human resources personnel, job fairs, etc.

Assist students with college applications, including FAFSA.

Schedule and lead meaningful college tours once a semester that serves as the capstone to the College Success course.



Serve as intermediary with the CCD counselors and CCAEC students by introducing students to the correct counselor and working as part of a team to help students get registered and enrolled into the correct classes.

Follow-up with CCAEC students and track their progress and success at the next institution.

Create a monthly report detailing number and type of interactions with CCAEC students.

Other duties as assigned.

## Transitions and Transition Specialist Budget

Since Claremont can hire consultants, the board has discussed hiring this position as a consultant. Approval of this plan would signify approval of this position, the hiring of the position as a consultant, and the below budget

Budget Item	Cost
<i>Transition Specialist</i> 25 hours / week x \$50 / hour = \$1,250 \$1,250 x 36 weeks = \$45,000	\$36,000
<i>Supplies</i> Books, materials, etc. for students	\$4,000
<b>Total</b>	\$40,000



# Documents to Support Agenda Items

## August 13, 2019 Agenda

### Agenda Item 7.0

#### Subcontracting of Funds for Transitions Plan

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	<b>\$139,332</b>
	<hr/>
	\$1,089,030
Program Management	\$60,000
Fiscal Agent	\$56,000
Transitions Plan	<b>\$0</b>
Website / Graphics	\$1,200
	<hr/>
Total Overhead	<b>\$117,200</b>
<b>Total Allocation Available</b>	<b>\$971,830</b>

No Subcontracting was voted on.

INITIAL Funding Considerations						FINAL Proposed CFAD Amount	Delta from Org. 2019-20
School	CFAD 2018-19	2018-19 Carryover	2018-19 Expenditures to Date (Q3)	2018-19 Balance	2019-20 Original CFAD		
Azusa Adult School	\$1,689,472	\$719,577	\$1,095,346	\$1,313,703	\$1,717,822	\$1,717,822	\$0
Citrus College	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Claremont Adult School	\$873,472	\$155,827	\$680,558	\$348,741	\$1,005,325	\$1,005,325	\$0
Duarte Adult School	\$15,569	\$12,943	\$11,062	\$17,450	\$27,960	\$19,413	(\$8,547)
Glendora Adult School	\$251,418	\$114,144	\$163,502	\$202,060	\$255,626	\$255,626	\$0
Monrovia Adult School	\$1,444,019	\$0	\$1,025,804	\$418,215	\$1,415,096	\$1,415,096	\$0
	<b>\$4,273,950</b>				\$4,421,829	\$4,413,282	
							(Management / Overhead)
					<hr/>		(CUSD Total) <b>\$1,005,325</b>
				Total CCAEC AEBG Funds	<b>\$4,421,829</b>		



**Available Funds & Overhead Expenditures**

2017-18 Allocation Amount	\$773,016
2018-19 COLA	\$176,682
2019-20 COLA	<b>\$139,332</b>
	<hr/>
	\$1,089,030
Program Management	\$60,000
Fiscal Agent	\$56,000
Transitions Plan	<b>\$40,000</b>
Website / Graphics	\$1,200
	<hr/>
Total Overhead	<b>\$157,200</b>
<b>Total Allocation Available</b>	<b>\$931,830</b>

Amount to be redistributed is \$40,000

School	INITIAL Funding Considerations				FINAL Approved CFAD Amount	Allocations after Subcontract	Delta from 2019-20 REV CFAD
	CFAD 2018-19	2018-19 Carryover	2018-19 Expenditures to Date (Q3)	2018-19 Balance	2019-20 Original CFAD	2019-20 Revised Allocation	
Azusa Adult School	\$1,689,472	\$719,577	\$1,095,346	\$1,313,703	\$1,717,822		
Citrus College	\$0	\$0	\$0	\$0	\$0		
Claremont Adult School	\$873,472	\$155,827	\$680,558	\$348,741	\$1,005,325		
Duarte Adult School	\$15,569	\$12,943	\$11,062	\$17,450	\$19,413		
Glendora Adult School	\$251,418	\$114,144	\$163,502	\$202,060	\$255,626		
Monrovia Adult School	\$1,444,019	\$0	\$1,025,804	\$418,215	\$1,415,096		
	<b>\$4,273,950</b>				<b>\$4,413,282</b>		
							<b>(Management / Overhead)</b>
							<b>(CUSD Total) \$1,005,325</b>
					<b>Total CCAEC AEBG Funds</b>	<b>\$4,413,282</b>	

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Azusg Q4 2017-18

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
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
<b>Totals</b>	<b>\$1,467,013</b>	<b>\$1,311,954</b>	<b>111.82%</b>	<b>\$2,186,590</b>	<b>67.09%</b>	<b>\$719,577</b>

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**

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

Claremont Q4 2017-18

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
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
<b>Totals</b>	<b>\$807,880</b>	<b>\$578,224</b>	<b>139.72%</b>	<b>\$963,707</b>	<b>83.83%</b>	<b>\$155,827</b>

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**

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

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Glendora

Q4 2017-18

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
<b>Totals</b>	<b>\$211,000</b>	<b>\$191,974</b>	<b>109.91%</b>	<b>\$325,144</b>	<b>64.89%</b>	<b>\$114,144</b>

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

Status Submitted

**Monrovia Unified**

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



Duarte

Q4

2017-18

**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:

<b>OBJECT CODE</b>	<b>EXPENDITURE</b>	<b>AMOUNT</b>	<b>BALANCE</b>
	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

Monrovia

Q4 2017-18

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
<b>Totals</b>	<b>\$1,387,713</b>	<b>\$801,578</b>	<b>173.12%</b>	<b>\$1,387,713</b>	<b>100%</b>	<b>\$0</b>

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



California Community Colleges





# Documents to Support Agenda Items

## August 13, 2019 Agenda

Agenda Item 8.0  
Duarte Q3 LAGL2019

ResPrj	Goal	Func	Obj	Sch/Loc	Sch/Loc Description	Resource Description	Budgeted Amt	Expended Amt	Enc Amt	Pre-Enc Amt	Remaining Amt	% Left
63911.1	41100	10000	1160	5002400	Mt Olive	Adult Ed Consortium	111.00	0.00	0.00	0.00	111.00	100.00
<i>Total for Object: 1160-Teachers' Salaries-Substitute</i>							111.00	0.00	0.00	0.00	111.00	100.00
63911.1	41100	10000	1170	5002400	Mt Olive	Adult Ed Consortium	7,794.00	2,713.85	0.00	0.00	5,080.15	65.18
<i>Total for Object: 1170-Teachers' Salaries-Extra Duty</i>							7,794.00	2,713.85	0.00	0.00	5,080.15	65.18
63911.1	41100	10000	1270	4002200	Duarte High School	Adult Ed Consortium	0.00	0.00	0.00	0.00	0.00	0.00
63911.1	41100	24950	1270	4002200	Duarte High School	Adult Ed Consortium	1,590.00	0.00	0.00	0.00	1,590.00	100.00
<i>Total for Object: 1270-Cert Pupil Supp Sal-Extra Duty</i>							1,590.00	0.00	0.00	0.00	1,590.00	100.00
63911.1	41100	10000	1999	4002200	Duarte High School	Adult Ed Consortium	0.00	0.00	0.00	0.00	0.00	0.00
<i>Total for Object: 1999-Cert Error Account</i>							0.00	0.00	0.00	0.00	0.00	0.00
<i>Total for Major Object: 1000</i>							9,495.00	2,713.85	0.00	0.00	6,781.15	71.42
63911.1	41100	10000	2120	5002400	Mt Olive	Adult Ed Consortium	169.00	0.00	0.00	0.00	169.00	100.00
<i>Total for Object: 2120-Instruct Aide Sal-Part-Time</i>							169.00	0.00	0.00	0.00	169.00	100.00
63911.1	41100	10000	2160	5002400	Mt Olive	Adult Ed Consortium	0.00	270.31	0.00	0.00	-270.31	0.00
<i>Total for Object: 2160-Instruct Aide Sal-Substitutes</i>							0.00	270.31	0.00	0.00	-270.31	0.00
63911.1	41100	10000	2170	5002400	Mt Olive	Adult Ed Consortium	346.00	529.63	0.00	0.00	-183.63	-53.07
<i>Total for Object: 2170-Instruct Aide Sal-Extra Duty</i>							346.00	529.63	0.00	0.00	-183.63	-53.07
63911.1	41100	10000	2470	5002400	Mt Olive	Adult Ed Consortium	0.00	0.00	0.00	0.00	0.00	0.00
<i>Total for Object: 2470-Cler Tech Off Staff Sal-Ex-Dty</i>							0.00	0.00	0.00	0.00	0.00	0.00
63911.1	41100	10000	2970	5002400	Mt Olive	Adult Ed Consortium	0.00	183.13	0.00	0.00	-183.13	0.00
<i>Total for Object: 2970-Other Classified Sal-Ex-Duty</i>							0.00	183.13	0.00	0.00	-183.13	0.00
<i>Total for Major Object: 2000</i>							615.00	983.07	0.00	0.00	-468.07	-90.89
76900.0	41100	10000	3101	0000000	District Wide	STRS on behalf	1,462.00	0.00	0.00	0.00	1,462.00	100.00
<i>Total for Object: 3101-STRS, Certificated Positions</i>							1,462.00	0.00	0.00	0.00	1,462.00	100.00
63911.1	41100	10000	3111	4002200	Duarte High School	Adult Ed Consortium	254.00	0.00	0.00	0.00	254.00	100.00
63911.1	41100	10000	3111	5002400	Mt Olive	Adult Ed Consortium	1,565.00	441.81	0.00	0.00	1,123.19	71.77
<i>Total for Object: 3111-STRS, Certificated Positions</i>							1,819.00	441.81	0.00	0.00	1,377.19	76.71
63911.1	41100	10000	3212	5002400	Mt Olive	Adult Ed Consortium	57.00	75.83	0.00	0.00	-18.83	-33.04
<i>Total for Object: 3212-PERS, Classified Positions</i>							57.00	75.83	0.00	0.00	-18.83	-33.04
63911.1	41100	10000	3312	5002400	Mt Olive	Adult Ed Consortium	22.00	15.59	0.00	0.00	6.41	29.14
<i>Total for Object: 3312-OASDI, Classified Positions</i>							22.00	15.59	0.00	0.00	6.41	29.14
63911.1	41100	10000	3331	4002200	Duarte High School	Adult Ed Consortium	23.00	0.00	0.00	0.00	23.00	100.00

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ResPrj	Goal	Func	Obj	Sch/Loc	Sch/Loc Description	Resource Description	Budgeted Amt	Expended Amt	Enc Amt	Pre-Enc Amt	Remaining Amt	% Left
63911.1	41100	10000	3331	5002400	Mt Olive	Adult Ed Consortium	495.00	37.05	0.00	0.00	457.95	92.52
<i>Total for Object: 3331-Medicare, Cert Positions</i>							<b>518.00</b>	<b>37.05</b>	<b>0.00</b>	<b>0.00</b>	<b>480.95</b>	<b>92.85</b>
63911.1	41100	10000	3332	5002400	Mt Olive	Adult Ed Consortium	6.00	9.13	0.00	0.00	-3.13	-52.17
<i>Total for Object: 3332-Medicare, Class Positions</i>							<b>6.00</b>	<b>9.13</b>	<b>0.00</b>	<b>0.00</b>	<b>-3.13</b>	<b>-52.17</b>
83911.1	41100	10000	3511	4002200	Duarte High School	Adult Ed Consortium	1.00	0.00	0.00	0.00	1.00	100.00
83911.1	41100	10000	3511	5002400	Mt Olive	Adult Ed Consortium	17.00	1.27	0.00	0.00	15.73	92.53
<i>Total for Object: 3511-State Unemploy Insur, Cert Pos</i>							<b>18.00</b>	<b>1.27</b>	<b>0.00</b>	<b>0.00</b>	<b>16.73</b>	<b>92.94</b>
63911.1	41100	10000	3512	5002400	Mt Olive	Adult Ed Consortium	2.00	0.31	0.00	0.00	1.69	84.50
<i>Total for Object: 3512-State Unemploy Insur, Clas Pos</i>							<b>2.00</b>	<b>0.31</b>	<b>0.00</b>	<b>0.00</b>	<b>1.69</b>	<b>84.50</b>
63911.1	41100	10000	3811	4002200	Duarte High School	Adult Ed Consortium	50.00	0.00	0.00	0.00	50.00	100.00
63911.1	41100	10000	3811	5002400	Mt Olive	Adult Ed Consortium	353.00	85.20	0.00	0.00	267.80	75.86
<i>Total for Object: 3811-Worker Comp Insur, Cert Pos</i>							<b>403.00</b>	<b>85.20</b>	<b>0.00</b>	<b>0.00</b>	<b>317.80</b>	<b>78.86</b>
63911.1	41100	10000	3812	5002400	Mt Olive	Adult Ed Consortium	15.00	30.85	0.00	0.00	-15.85	-105.67
<i>Total for Object: 3812-Worker Comp Insur, Class Pos</i>							<b>15.00</b>	<b>30.85</b>	<b>0.00</b>	<b>0.00</b>	<b>-15.85</b>	<b>-105.67</b>
63911.1	41100	10000	3999	4002200	Duarte High School	Adult Ed Consortium	0.00	0.00	0.00	0.00	0.00	0.00
<i>Total for Object: 3999-Benefits-Error</i>							<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i>Total for Major Object: 3000</i>							<b>4,322.00</b>	<b>697.04</b>	<b>0.00</b>	<b>0.00</b>	<b>3,624.96</b>	<b>83.87</b>
63911.1	41100	10000	4320	5002400	Mt Olive	Adult Ed Consortium	5,682.00	6,668.13	0.00	0.00	-986.13	-17.36
<i>Total for Object: 4320-Instructional Supplies</i>							<b>5,682.00</b>	<b>6,668.13</b>	<b>0.00</b>	<b>0.00</b>	<b>-986.13</b>	<b>-17.36</b>
63911.1	41100	10000	4450	5002400	Mt Olive	Adult Ed Consortium	346.00	0.00	0.00	0.00	346.00	100.00
<i>Total for Object: 4450-Non-Capitalized Computer</i>							<b>346.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>346.00</b>	<b>100.00</b>
<i>Total for Major Object: 4000</i>							<b>6,028.00</b>	<b>6,668.13</b>	<b>0.00</b>	<b>0.00</b>	<b>-640.13</b>	<b>-10.62</b>
63911.1	41100	10000	5220	5002400	Mt Olive	Adult Ed Consortium	2,694.00	0.00	0.00	0.00	2,694.00	100.00
<i>Total for Object: 5220-Travel and Conferences</i>							<b>2,694.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,694.00</b>	<b>100.00</b>
63911.1	41100	10000	5810	5002400	Mt Olive	Adult Ed Consortium	0.00	0.00	0.00	0.00	0.00	0.00
<i>Total for Object: 5810-Contracted Services</i>							<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<i>Total for Major Object: 5000</i>							<b>2,694.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,694.00</b>	<b>100.00</b>
<i>Total for Fund: 11.0 - Adult Education Fund</i>							<b>23,054.00</b>	<b>11,082.09</b>	<b>0.00</b>	<b>0.00</b>	<b>11,991.91</b>	<b>52.02</b>



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Report ID:	LAGL015C	64469- DUARTE UNIFIED SCHOOL DISTRICT	Page No:	3
District:	64469	ACCOUNT LIST BY FUND AND OBJECT REPORT	Run Date:	06/01/2019
Fiscal Year:	2019	Fund :11.0 - Adult Education Fund	Run Time:	12:09:03PM
To Period:	11	<b>PRELIMINARY</b>	<b>MONTHLY</b>	

ResPrj	Goal	Func	Obj	Sch/Loc	Sch/Loc Description	Resource Description	Budgeted Amt	Expended Amt	Enc Amt	Pre-Enc Amt	Remaining Amt	% Left
<i>Total for District: 64469</i>							23,054.00	11,062.09	0.00	0.00	11,991.91	52.02

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