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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 21, 2020

1:30 p.m.

Zoom Meeting

<https://zoom.us/j/91427522823>

Meeting ID: 914 2752 2823

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:

Felipe Delvasto, Representative	_____	John Russell, Regional Director	_____
Flint Fertig, Representative	_____	Calvin McKendrick, Proxy	_____
Ron Letourneau, Representative	_____	Rick Crosby, Proxy	_____
Linda McNary, Representative	_____	Rebecca Summers, Proxy	_____
Kevin Morris, Representative	_____	Saida Valdez, Proxy	_____
Michael Wangler, Representative	_____	Ivon McCraven, 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 11, 2020 Regular Executive Board Open Session Meeting.

Motion by _____ , seconded by _____ Vote _____
Representative Delvasto __ Representative Fertig __ Representative Letourneau __
Representative McNary __ Representative Morris __ Representative Wangler __

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 2020-21 CFAD FUNDING MECHANISM – FISCAL AGENT / DIRECT FUNDING

Motion by _____ , seconded by _____ Vote _____
Representative Delvasto __ Representative Fertig __ Representative Letourneau __
Representative McNary __ Representative Morris __ Representative Wangler __

Board to approve whether to remain funded through a fiscal agent or go to direct funding model.

5.0 BOARD APPROVAL OF 2020-21 CFAD FUNDING ALLOTMENT PER MEMBER

Motion by _____ , seconded by _____ Vote _____
Representative Delvasto __ Representative Fertig __ Representative Letourneau __
Representative McNary __ Representative Morris __ Representative Wangler __

Regional Director will present Worksheet for CCAEC 2020-21 CFAD and board will use the document to deliberate on CFAD amounts.

6.0 BOARD DISCUSSION ON ONLINE EFFORTS TO CONTINUE PROVIDING EDUCATIONAL SERVICES

Board members will present best practices as to how each school is continuing to provide classes online and success each member is having.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

CCAEC 2020-21 CFAD

Worksheet for CFAD calculations

School	2016-17					2017-18			Cumulative Carryover
	2016-17 CAEP Funds - Initial	2016-17 CAEP Subcontract	2016-17 Total Funding	2016-17 Expenditures	2016-17 Carryover	2017-18 CAEP Funds	2017-18 Expenditures	2017-18 Carryover	
Azusa Adult School	\$1,422,489	\$133,176	\$1,555,665	\$1,102,319	\$453,346	\$1,570,185	\$1,467,013	\$103,172	\$556,518
Citrus College	\$380,000	-\$380,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Claremont Adult School	\$723,355	\$129,316	\$852,671	\$740,335	\$112,336	\$851,371	\$807,880	\$43,491	\$155,827
Duarte Adult School	\$31,592	\$1,019	\$32,611	\$32,611	\$0	\$31,592	\$18,649	\$12,943	\$12,943
Glendora Adult School	\$236,407	\$29,976	\$266,383	\$197,646	\$68,737	\$256,407	\$211,000	\$45,407	\$114,144
Monrovia Adult School	\$1,303,425	\$86,513	\$1,389,938	\$1,389,938	\$0	\$1,387,713	\$1,387,713	\$0	\$0
					\$0				
Total	\$4,097,268	\$0	\$4,097,268		\$634,419	\$4,097,268	\$3,892,255	\$205,013	\$839,432

School	2018-19				2019-20				
	2018-19 CAEP Funds	2018-19 Expenditures	2018-19 Carryover	Cumulative Carryover	2019-20 Budget	2019-20 CFAD Funds	2019-20** Expenditures	2019-20** Carryover	Cumulative Carryover
Azusa Adult School	\$1,689,472	\$1,543,010	\$146,462	\$866,039	\$2,563,861	\$1,697,822	\$1,065,111	\$632,711	\$1,498,750
Citrus College	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Claremont Adult School	\$873,472	\$1,029,272	-\$155,800	\$27	\$1,055,352	\$1,055,325	\$627,803	\$427,522	\$427,549
Duarte Adult School	\$15,569	\$13,827	\$1,742	\$14,685	\$33,098	\$18,413	\$12,216	\$6,197	\$20,882
Glendora Adult School	\$251,418	\$227,007	\$24,411	\$138,555	\$375,181	\$236,626	\$167,525	\$69,101	\$207,656
Monrovia Adult School	\$1,444,019	\$1,444,019	\$0	\$0	\$1,405,096	\$1,405,096	\$902,832	\$502,264	\$502,264
Total	\$4,273,950	\$4,257,135	\$16,815	\$1,019,306	\$5,432,588	\$4,413,282	\$2,775,487	\$1,637,795	\$2,657,101

* Includes \$163,059 adjustment for Azusa

**Expenditures are as of Q3

Total Students Enrolled

School	Literacy			CAEP			Total Services - Unduplicated		
	2018-19	2019-20	% of Total	2018-19	2019-20	% of Total	2018-19	2019-20	% of Total
Azusa Adult School	659	578	31.1%	967	705	34.0%	1,409	1,034	30.7%
Citrus College	0	0	0.0%	0	0	0.0%	0	0	0.0%
Claremont Adult School	639	540	29.7%	668	559	25.0%	1,157	781	25.2%
Duarte Adult School	0	21	0.5%	0	25	0.5%	0	68	0.0%
Glendora Adult School	67	65	3.3%	128	109	4.8%	146	125	3.2%
Monrovia Adult School	823	580	35.3%	965	788	35.7%	1,877	1,702	40.9%
Total	2,188	1,784	100.0%	2,728	2,186	100.0%	4,589	3,710	100.0%
		3,972			4,914			8,299	

Program Management	\$60,000
Fiscal Agent	\$56,000
Transitions Plan	\$40,000
Total Overhead	\$156,000

School	CAEP			CAEP Funds	Overhead	Net	CFAD Amount	Balance Check	Delta
	2018-19	2019-20	% of Total						
Azusa Adult School	967	705	34.0%	\$1,501,630	\$53,079	\$1,448,550	\$1,448,550		\$249,272
Citrus College	0	0	0.0%	\$0	\$0	\$0	\$0		\$0
Claremont Adult School	668	559	25.0%	\$1,101,973	\$38,952	\$1,063,021	\$1,219,021		\$163,696
Duarte Adult School	0	25	0.5%	\$22,453	\$794	\$21,659	\$21,659		\$3,246
Glendora Adult School	128	109	4.8%	\$212,851	\$7,524	\$205,327	\$205,327		\$31,299
Monrovia Adult School	965	788	35.7%	\$1,574,376	\$55,651	\$1,518,725	\$1,518,725		\$113,629
	2,728	2,186	100.0%	\$4,413,282	\$156,000	\$4,257,282	\$4,413,282	\$4,413,282	\$0
		4,914							

Total Students Enrolled

School	CAEP			Overhead	Net	CFAD Amount	Balance Check	Delta
	2018-19	% of Total	CAEP Funds					
Azusa Adult School	967	35.4%	\$1,564,386	\$55,298	\$1,509,088	\$1,509,088		\$188,734
Citrus College	0	0.0%	\$0	\$0	\$0	\$0		\$0
Claremont Adult School	668	24.5%	\$1,080,672	\$38,199	\$1,042,472	\$1,198,472		\$143,147
Duarte Adult School	0	0.0%	\$0	\$0	\$0	\$0		\$18,413
Glendora Adult School	128	4.7%	\$207,075	\$7,320	\$199,755	\$199,755		\$36,871
Monrovia Adult School	965	35.4%	\$1,561,150	\$55,183	\$1,505,967	\$1,505,967		\$100,871
	2,728	100.0%	\$4,413,282	\$156,000	\$4,257,282	\$4,413,282	\$4,413,282	\$0

School	CAEP			Overhead	Net	CFAD Amount	Balance Check	Delta
	2019-20	% of Total	CAEP Funds					
Azusa Adult School	705	32.3%	\$1,423,314	\$0	\$1,423,314	\$1,423,314		\$274,508
Citrus College	0	0.0%	\$0	\$0	\$0	\$0		\$0
Claremont Adult School	559	25.6%	\$1,128,557	\$0	\$1,128,557	\$1,128,557		\$73,232
Duarte Adult School	25	1.1%	\$50,472	\$0	\$50,472	\$50,472		\$32,059
Glendora Adult School	109	5.0%	\$220,058	\$0	\$220,058	\$220,058		\$16,568
Monrovia Adult School	788	36.0%	\$1,590,881	\$0	\$1,590,881	\$1,590,881		\$185,785
	2,186	100.0%	\$4,413,282	\$0	\$4,413,282	\$4,413,282	\$4,413,282	\$0