



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

Unapproved Minutes

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

1.1 Meeting called to order by Chair Linda McNary at 1:35 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Regional Director	Present
Flint Fertig, Representative	Present	Saida Valdez, Proxy	Present
Ron Letourneau, Representative	Present	Calvin McKendrick, Proxy	Absent
Linda McNary, Representative	Present	Rick Crosby, Proxy	Absent
Kevin Morris, Representative	Present	Rebecca Summers, Proxy	Absent
Michael Wangler, Representative	Present	Ivon McCraven, Citrus Proxy	Present
		Jason Green, Transition Specialist	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 March 11, 2020 Regular Executive Board Open Session Meeting.
Motion was tabled at the meeting as the minutes were not available.

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Ms. McNary reported that Azusa is working to continue to provide learning opportunities and provide distance learning students. She advised meetings with staff after return from Spring Break were yielding strategies to provide distance learning

Citrus: Mr. Wangler's report was a follow-up to his March 23rd email where he advised that Citrus had moved all credit and noncredit classes to online platforms via Canvass and Zoom. Summer classes were still scheduled for June 22 and no decision had been made about Fall delivery as of April 21.

(A copy of Mr. Wangler's March 23, 2020 email is attached to these minutes.)

Claremont: Mr. Delvasto reported current conditions were very challenging. ESL classes were continuing online, but all fee based classes were cancelled and students credited for next session or a refund sent. He advised the Claremont Summer Program was up in the air at this time.

Duarte: Mr. Morris noted that Duarte's Q3 data looked good due to Mark Tremper's efforts, but Parent University had stopped as they could not currently offer this online. Duarte is investigating how to provide this program in a distant learning fashion. Duarte is looking to start in May and go through summer and hoping to add skills for parents so they can access classes online.

Glendora: Mr. Letourneau reported that Glendora's three instructors were struggling to provide online/distance learning options, so effectively the Glendora programs were shut down until they could better address online delivery.

Monrovia: Mr. Fertig advised that MCAS ESL classes are operating online through Google Hangout and Google Classroom. ASE and HiSET classes are still operating because of Edgenuity. CTE classes are now online and it looks like all students will complete. The only issue is Pre-certification CNA. Students were removed from the clinical setting as "non-essential." MCAS is working with the state to help these students complete.

- 3.2 Regional Director report.

Mr. Russell had attended CAEP Office Hours and reported that Dr. Zachry advised that CDE understood the difficulties schools were having in post-testing students during the pandemic. She advised that schools do the best they can with the best practices that were being shared and with the allowances CASAS was granting with online testing. CDE would analyze 2019-20 post-testing data and then make determinations about payment points going forward. She made it clear that CDE would operate with the understanding that schools would not get penalized for the pandemic.

- 3.3 Public comment for items not on the agenda.

None at this time.

3.3.1 Public comments for items on the Open Session Agenda.

None at this time.

4.0 BOARD APPROVAL OF 2020-21 CFAD FUNDING MECHANISM – FISCAL AGENT / DIRECT FUNDING

Act # 20-09 Motion by Mr. Fertig , seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Letourneau Y

Representative McNary Y Representative Morris Y Representative Wangler Y

Mr. Russell explained this action item was just for the board to decide whether or not to continue with a fiscal agent or move to direct funding. Mr. Delvasto asked the board if they were happy with the service Claremont had provided and representatives said yes. Mr. Russell reminded the board the purpose of having a fiscal agent was so that the board could better enforce funding subcontracting and potential removal of funds to underperforming members.

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

Act # 20-10 Motion by Mr. Morris, seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Letourneau Y

Representative McNary Y Representative Morris Y Representative Wangler Y

Regional Director presented a Worksheet that showed past CFAD amounts, past expenditures, cumulative carryover, and program enrollment by member. The board used the document to deliberate on CFAD amounts for CCAEC 2020-21 Program Year.

John reviewed the Worksheet with the representatives. The Worksheet had two tabs: "Financials" which showed past CFAD amounts, past expenditures, and cumulative carryover, and "Enrollment" which showed various member enrollments and CFAD amounts based on enrollment.

Ms. McNary asked for clarification as to which tables on the Worksheet included the current COLA. Mr. Russell pointed out that one chart was presented without CCAEC receiving a COLA due to discussions he has had with Neil Kelley at the state office. However, he advised that representatives would need to determine a CFAD based on existing funding.

Mr. Russell reviewed the "Enrollment" tab and suggested representatives use enrollment to dictate 2020-21 CFAD funding.

Mr. Wangler wanted a brief history on CFAD process. Mr. Russell provided a very brief overview and advised he would set up another meeting to give Mr. Wangler a complete history of CCAEC funding going back to 2015-16.

The three enrollment sections were based on CAEP and NRS reports. Mr. Russell suggested that the center CAEP enrollment section was the section most representative of what each member does. Ms. McNary spoke about not using 2019-20 data alone; she expressed the need to use last two years 2019-20 and 2018-19. Mr. Delvasto pointed out that using 2018-19 alone would give Duarte \$0 in funding and should be dropped from consideration.

Representatives agreed that funding formula using CAEP enrollment with current year and last year was best.

Mr. Wangler recommended that this was a sound strategy, but creating a more robust formula to take into consideration program effectiveness would be ideal. Mr. Russell agreed and said he would work with Mr. Wangler on creating that for next year. Motion passed

The CFAD amendment is attached to these minutes.

6.0 BOARD DISCUSSION ON ONLINE EFFORTS TO CONTINUE PROVIDING EDUCATIONAL SERVICES

Board members discussed strategies they were pursuing to meet online/distance learning demands. Mr. Wangler again mentioned Citrus using Canvas and Zoom. Mr. Fertig mentioned Google Hangout and Classroom for ESL, Edgenuity for ASE/ABE/HiSET and NEO as the CTE LMS. Other reps provided information on efforts they were making with their respective staffs.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Chair McNary closed the meeting at 3:17.



John Russell <jrussell@monroviaschools.net>

Online solutions to continue to provide educational services to our adult students

7 messages

John Russell <jrussell@monroviaschools.net>

Mon, Mar 23, 2020 at 9:05 AM

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

Cc: Ivon McCraven <imccraven@citruscollege.edu>, Jason Green <jgreen@citruscollege.edu>, Michelle Yanez <myanez@citruscollege.edu>, Rick Crosby <rcrosby@duarteusd.org>, Saida Valdez <svaldez@azusa.org>

Hello CCAEC Reps:

I spoke with Neil Kelly last week. He advised that while the state would not supercede decisions that are made at the district level, the hope is that adult schools are making every effort to continue providing educational services to students via online platforms.

Citrus does not receive CAEP funds, so this email does not really apply to the institution. I do believe Citrus faculty is using Canvas for credit, and thus, probably non-credit courses. Perhaps Michael or Ivon could advise just for K-12 schools to know of other options.

K-12 schools do receive CAEP funds and since this is looking to go at least until May 5, I am suggesting each school to start building online capacity and want schools to know I can help. I know Claremont and Monrovia are engaged in different solutions and I want to pass on what we are doing.

Monrovia

In approaching online delivery Monrovia's goal has pretty much been threefold: continue the teaching/learning process as best as possible under difficult circumstances, justify taking attendance for online instruction (and we are doing an EL Civics unit to get Title II payment points), and instill calm and serenity in our student population.

Currently this is how we are still providing educational services:

Google Suite of Products

Classroom -- as a repository for worksheets, assignments, and links to online resources (OTAN can help with curating that, as well as I know Ventures must have a plethora of online curriculum)

Google Drive - stores resources that can be used schoolwide

Hangout Meets -- for students to video conference, gather and see one another, and practice listening and speaking. Some direct instruction can be done in Hangout Meets as well. It is also a great tool to see everyone and provide calm and reassurance.

I will say this has been a process, but the online architecture and skill set had been under construction during past PDs. Last week every teacher already met with their classes in a Hangout Meets (some twice) and started to build out their Google Classroom. This week we are building on that momentum by delivering an EL Civics COAPP.

I am not sure where everyone is with your staff's ability to build capacity and student skill set to access the Google Suite of products.

However, the only way to access our district Classrooms is with a district email. So that could be barrier for some of you.

Claremont

Claremont is using a more plug and play solution. OTAN has Moodle courses already to go by ESL Level. Below are **very simple** instructions on how to access:

1. <https://adultedcourses.org/>
2. OTAN other shared courses
3. Sample PETW 1, 2 and 3

Teachers need to create a free account and register in a sample course to review the course.

Once the teacher has seen the course and is ready to access it, the teacher needs to create a teacher account and then request a copy of the course. Once she gets a copy it is ready to be used. Otan support can be reached at the below email.

Support@otan.us

This solution does require an understanding of how to use Moodle. Monrovia actually uses NEO and previously used Moodle. Whether Moodle, Canvas, or NEO these learning management systems are all quite similar.

No matter the solution, staff will require training. I can provide training on most anything you want your staff to learn. Just let me know how to proceed.

Thoughts? Ideas? Suggestions?

Kind Regards,

John Russell

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

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



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Michael Wangler <mwangler@citruscollege.edu>

Mon, Mar 23, 2020 at 9:58 AM

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

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Hi, all —

Citrus College has shifted all courses (credit and noncredit) to remote teaching & learning platforms. The primary means for doing this is through Canvas and Zoom. We are taking our guidance from the State Chancellor's Office, who is supporting our efforts with upgraded Zoom accounts, online lab platforms, and leniency with students who need to drop (students are being allowed to drop with no penalties and no record of withdrawal on their transcripts—similar to dropping in the first 2-weeks of instruction).

Faculty who use Zoom for synchronous class meetings are being asked to record the meetings and post to Canvas (along with the meeting transcripts) so they are accessible to all. Faculty cannot mandate that students attend

synchronous Zoom class meetings; however, they can require that students view the recording and/or read the transcript, and complete activities/assignments related to these class meetings.

It's not perfect, but so far it seems to be working. We've only been doing this since last week, Wednesday, so I'm sure that issues will arise as time goes on. The biggest challenge for us is going to be providing practical laboratory experience for our CTE programs if this continues beyond a few weeks, which almost seems certain at this point.

I will keep you posted on any new information I received that would be relevant to this group.

M-

From: John Russell <jrussell@monroviaschools.net>
Date: Monday, March 23, 2020 at 9:05 AM
To: Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Flint Fertig <ffertig@monroviaschools.net>, Linda Mc Nary <lmcnary@azusa.org>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Kevin Morris <kmorris@duarteusd.org>, Michael Wangler <mwangler@citruscollege.edu>
Cc: Ivon McCraven <imccraven@citruscollege.edu>, Jason Green <jgreen@citruscollege.edu>, Michelle Yanez <myanez@citruscollege.edu>, Rick Crosby <rcrosby@duarteusd.org>, Saida Valdez <svaldez@azusa.org>
Subject: Online solutions to continue to provide educational services to our adult students

Hello CCAEC Reps:

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California Adult Education Program : CFAD : 2020-21 Produced: Jun 23, 2020, 06:09 PM UTC John Russell

09 Citrus College Adult Education Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 09 Citrus College Adult Education Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: Claremont Unified

Narrative: CCAEC member representatives agreed that continuing with a fiscal agent is most prudent. Over the years of providing CAEP educational services, institutional member representatives have agreed to subcontract or re-allocate CAEP funds a number of times based on a variety of reasons. Having a fiscal agent has allowed member representatives the mechanism to most efficiently achieve subcontracting or re-allocation wishes. Also, having a fiscal agent allows the consortium member representatives to have the mechanism to take funding away from members who are not properly using CAEP funds, not serving adult in CAEP Programs, or not meeting CAEP Goals. The funding allocations are consistent with the CCAEC Three Year Plan. The Three Year Plan calls for Logic Models to increase student Persistence and Performance rates, create and implement a Regional Employment Plan to increase leveraged funds for CTE programs, and to improve Industry Advisory Board input in CCAEC CTE programs. 2020-21 allocation of funds has been calibrated based on enrollment changes over the last two years and cumulative carryover. Member representatives believe each member has adequate funding to provide CAEP Program services and meet CAEP Goals.

Changes: This CCAEC CFAD does slightly change funding amounts to each member. The allocation of 2020-21 funds has been calibrated based on enrollment for each member over the last two years (2018-19 and 2019-20) and cumulative carryover. When analyzing CAEP program enrollment over the two year period, consortium members had the following percentages of total consortium enrollment: Monrovia 35.7% Azusa 34.0% Claremont 25.0% Glendora 4.8% Duarte 0.5% In considering enrollment, this meant a slight decrease in funds for Azusa, Duarte, and Glendora; a slight increase in funds.

Member Allocations

CFAD Pre-May Revise Approved by 4/29/20

Member Name	(2020-21)	(2019-20)	(2018-19)
Azusa Unified	\$1,482,937	\$1,717,822	\$1,689,472
Claremont Unified	\$1,244,256	\$1,005,325	\$873,472
Duarte Unified	\$22,173	\$27,960	\$15,569
Glendora Unified	\$210,201	\$255,626	\$251,418
Monrovia Unified	\$1,554,778	\$1,415,096	\$1,444,019
Total Allocated to Members	\$4,514,345	\$4,421,829	\$4,273,950
Total CAEP Funds	\$3,967,860	\$4,413,282	\$4,273,950
Total Remaining	\$-546,485	\$-8,547	\$0

Member Agencies

Member Agency	Member Type	Contact	Phone
Azusa Unified	Unified School District	Linda McNary 2129268	(626) 852-8415
Claremont Unified	Unified School District	Felipe Delvasto	(909) 398-0609
Duarte Unified	Unified School District	Kevin Morris	(626) 599-5901
Glendora Unified	Unified School District	Ron Letourneau	(626) 852-4550
Monrovia Unified	Unified School District	Flint Fertig	(626) 471-3065
Citrus CCD	District	Michael Wangler	(626) 852-6402

Certification & Assurances

By clicking "Approve" on the approval cards below, you are certifying the CFAD as well as confirming that you and ALL consortium members agree to the Assurances listed below.

Assurances

Membership & Decision-Making

- I certify that any community college district, school district, or county office of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region shall be permitted to join the consortium as a member (EC 84905 (a)(b)). (See Membership Box above).
- I certify that only members as described above (and in EC 84905) are allowed to join my consortium as members and participate in decision making and approvals whether in a public meeting, or via the NOVA planning, budgeting & expense reporting system.
- I certify that as a condition of joining a consortium, as a member, I shall commit to reporting any funds (as described in EC 84916) available to that member for the purposes of education and workforce services for adults and the uses of those funds through the annual Program Area exercise in NOVA for reporting leveraged funds, and instructional hours.
- I certify that as a member of the consortium my district shall be represented only by an official designated by the governing board of the member (EC 84905 (c)).
- I certify that as a member of the consortium, I shall participate in any decision made by the consortium (EC 84905 (d)(1)(A)).
- I certify that all decision made by the consortium and its members is final (EC 84905 (d)(1)(F)).
- I certify that I will adhere to the consortium rules and procedures and, as agreed upon by the consortium members, to any additional by-laws, charters, etc.

Public Meetings

- I certify that a proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment (EC 84905 (d)(1)(B)).
- I certify that the consortium has provided the public with adequate notice of a proposed decision and considered any comments submitted by members of the public, and any comments submitted by members of the public have been

distributed publicly (EC 84905 (d)(1)(C)).

- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has considered input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision (EC 84905 (d)(1)(E)).
- I certify that in addition to the meeting requirements listed in EC 84905, and as agreed upon by the consortium members, that I will follow the public meeting requirements listed in the Ralph M. Brown Act as the Brown Act applies to the governing body of any "local body created by state or federal statute." (Ed. Code, section 54952.)

Reporting Requirements

- I certify that I will participate in completing and updating any consortium long range and/or short range planning efforts and/or budget work plans (EC 84906, 84914(a)).
- I certify that all CAEP expenses have been expended in the CAEP seven program areas, and services provided are consistent with the 3-year plan, the annual plan, and my district's work plan & budget as submitted in NOVA (EC 84913 (1-7), 84906, 8914(a)).
- I certify that my expenditures of CAEP funds match the objectives/activities included in the annual plan and the member work plan (EC 84906, 84914(a)).
- I certify that my expenditures of CAEP funds adhere to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.
- I certify that I will report student level enrollment data and outcomes as prescribed by the State CAEP Office (EC 84920).
- I certify that I will share financial expenditure and progress reports with the members of my regional consortium.
- I certify that I understand that as a member if I do not meet any of these items I have certified, I will be deemed an ineffective member which may result in a loss or reduction of CAEP funding (EC 84914(b)).
- I certify that all CAEP expenses have been expended only for the education of persons 18 years of age or older (EC 84901(a)).

Azusa Unified - Member Representative

Linda McNary
 Director of Adult and Continuing Education
lmcnary@azusa.org
 (626) 852-8415

Approved by Linda McNary 2129268

04/24/2020 10:52 AM PDT

Citrus CCD - Member Representative

Michael Wangler
 Dean of Career, Technical & Continuing Education
mwangler@citruscollege.edu
 (626) 852-6402

John Russell
 Program Director
jrussell@monroviashools.net
 (626) 471-3044

Approved by Michael Wangler

04/22/2020 06:12 PM PDT

Claremont Unified - Member Representative

Felipe Delvasto

Senior Coordinator of Alternative Education

fdelvasto@cusd.claremont.edu

(909) 398-0609

Approved by Felipe Delvasto

04/22/2020 04:13 PM PDT

Duarte Unified - Member Representative

Kevin Morris

Director/Principal

kmorris@duarteusd.org

(626) 599-5901

Approved by Kevin Morris

04/23/2020 05:00 PM PDT

Glendora Unified - Member Representative

Ron Letourneau

rletourneau@glendora.k12.ca.us

(626) 852-4550

Approved by Ron Letourneau

04/29/2020 10:36 AM PDT

Monrovia Unified - Member Representative

Flint Fertig

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John Russell

Program Director

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(626) 471-3044

Calvin McKendrick

Assistant Principal

cmckendrick@monroviaschools.net

(626) 471-3002

Approved by Flint Fertig

04/22/2020 09:32 PM PDT



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