



Under non-pandemic circumstances, and in accordance with the American with Disabilities Act, the Citrus College Adult Education Consortium (CCAEC) would accommodate those individuals who require special assistance to participate in this meeting. Once CCAEC board meetings are again held in public, and if you require special assistance to participate, please call the office 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. However, in accordance with the Governor's Executive Order N-25-20, this special board meeting is being held by teleconference and is available to the public via the below teleconferencing information noted at the title of this agenda.

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

SPECIAL EXECUTIVE BOARD OPEN SESSION MEETING

Thursday, May 28, 2020

1:30 p.m.

Zoom Meeting

<https://us02web.zoom.us/j/82813181361>

Meeting ID: 828 1318 1361

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	_____	Rick Crosby, Proxy	_____
Ron Letourneau, Representative	_____	Rebecca Summers, Proxy	_____
Linda McNary, Representative	_____	Saida Valdez, Proxy	_____
Kevin Morris, Representative	_____	Ivon McCraven, Proxy	_____
Michael Wangler, Representative	_____	Michelle Yanez, Workforce	_____

2.0 ORDER OF BUSINESS

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

2.1.1 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 __

Approve the minutes of the April 21, 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 REDUCTIONS

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

Board to approve the reductions in 2020-21 CFAD amount by

5.0 BOARD APPROVAL OF 2020-21 CALENDAR OF BOARD MEETING DATES

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

Regional Director will present proposed calendar of dates for 2020-21 meetings and board will deliberate.

6.0 BOARD DISCUSSION ON CONSORTIUM SUPPORT SERVICES

Board representative Fertig to present Consortium Support Services as a services support entity so that consortium members can share personnel and benefit from economies of scale.

7.0 BOARD APPROVAL OF 2019-20 CFAD ALLOCATION AMENDMENT

Motion by _____ , seconded by _____ Vote _____

Representative Delvasto ___ Representative Fertig ___ Representative Letourneau ___

Representative McNary ___ Representative Morris ___ Representative Wangler ___

Board to deliberate 2019-20 CFAD Allocation Amendment to address member large carryover amounts.

8.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

May 28, 2020 Agenda

Agenda Item 5.0

Proposed Calendar of 2020-21 Board Meeting Dates

CCAEC PROPOSED Board Meeting Dates for 2020-21

Time: 1:30p.m.

Locale: Azusa Adult School
1134 S. Barranca Ave.
Glendora, CA 91740

Board Date	Agenda Item Due	CAEP Item Due / Primary Board Business	Due in NOVA
July 21, 2020	July 17, 2020	2020-21 Annual Plan Status	8/15/2020
August 11, 2020	August 7, 2020	Approve CCAEC 2020-21 Annual Plan Est. 18-19 Expenditures & Hours by Program Area	8/15/2020 9/1/2019
September 15, 2020*	September 11, 2020	Approve and Certify Q4 2019-20 Expense Report Submit 2020-21 Budget and Work Plan	9/30/2019 9/30/2019
October 13, 2020	October 9, 2020	Certify 2020-21 Budget and Work Plan Actual 2019-20 Expenditures & Hours by Program Area due in NOVA	10/30/2019 12/1/2020
December 8, 2020	December 4, 2020	Approve and Certify Q1 2019-20 Expense Report	12/31/2019 12/31/2019
January 12, 2021	January 10, 2021	No CAEP Actionable Items Due Assess Transition Specialist	
March 10, 2021	March 6, 2021	Approve and Certify Q2 2019-20 Expense Report	3/31/2020
April 21, 2021	April 17, 2021	Approve 2020-21 CFAD	5/2/2020
June 23, 2021	June 19, 2021	Approve and Certify Q3 2019-20 Expense Report	6/30/2020

** Fiscal / Business Services must be at September 15, 2020 meeting to review 2019-20 expenditures and answer board questions.



Documents to Support Agenda Items

May 28, 2020 Agenda

Agenda Item 7.0

2019-20 CFAD Allocation Amendment Worksheet

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 Budget	2019-20			
	2018-19 CAEP Funds	2018-19 Expenditures	2018-19 Carryover	Cumulative Carryover		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%

CURRENT CFAD AMOUNT PER NOVA

CCAEC Total CFAD \$4,514,345

School	CAEP			CAEP Funds	Overhead	Net	CFAD Amount	Balance Check	Delta
	2018-19	2019-20	% of Total						
Azusa Adult School	967	705	34.0%	\$1,536,016	\$53,079	\$1,482,937	\$1,482,937		\$214,885
Citrus College	0	0	0.0%	\$0	\$0	\$0	\$0		\$0
Claremont Adult School	668	559	25.0%	\$1,127,208	\$38,952	\$1,088,256	\$1,244,256		\$188,931
Duarte Adult School	0	25	0.5%	\$22,967	\$794	\$22,173	\$22,173		\$3,760
Glendora Adult School	128	109	4.8%	\$217,725	\$7,524	\$210,201	\$210,201		\$26,425
Monrovia Adult School	965	788	35.7%	\$1,610,429	\$55,651	\$1,554,778	\$1,554,778		\$149,682
Total	2,728	2,186	100.0%	\$4,514,345	\$156,000	\$4,358,345	\$4,514,345	\$4,514,345	\$101,063

MAY REVISE CFAD AMOUNTS

CCAEC Total CFAD

\$3,967,860

School	2020-21 CFAD	CFAD Reduction	Rev. CFAD Amount	Balance Check	Current Carryover	Projected Carryover
Azusa Adult School	\$1,482,937	(\$179,517)	\$1,303,420		\$1,498,750	\$1,098,750
Citrus College	\$0	\$0	\$0		\$0	\$0
Claremont Adult School	\$1,244,256	(\$150,624)	\$1,093,632		\$427,549	\$0
Duarte Adult School	\$22,173	(\$2,684)	\$19,489		\$20,882	\$0
Glendora Adult School	\$210,201	(\$25,446)	\$184,755		\$207,656	\$164,181
Monrovia Adult School	\$1,554,778	(\$188,214)	\$1,366,564		\$502,264	\$0
Total	\$4,514,345	(\$546,485)	\$3,967,860	\$3,967,860		

Current Overhead

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

Total Students Enrolled

Subcontracting from Large Carryover

	Decrease	Move / Fill	Reserve	Total
Azusa	\$160,000	\$725,000	\$210,000	\$1,095,000
Glendora	\$110,000	\$25,000	\$30,000	\$165,000
	\$270,000			

Current Overhead

Program Management	\$60,000
Fiscal Agent	\$56,000
Transitions Plan	\$40,000
Total Overhead	\$156,000
12.11%	\$18,885
Current Overhead	\$137,115

	2019-20 CFAD	2019-20 Subcontract	2019-20 Revised
Azusa Adult School	\$1,697,822	\$160,000	\$1,537,822
Citrus College	\$0	\$0	\$0
Claremont Adult School	\$1,055,325	\$11,489	\$1,341,721
Duarte Adult School	\$18,413	\$0	\$18,413
Glendora Adult School	\$236,626	\$110,000	\$126,626
Monrovia Adult School	\$1,405,096	\$16,396	\$1,388,700
	\$4,413,282	\$297,885	\$4,413,282

Consortium Support Services

Current Overhead	\$137,115
Program Mgmt. Delta	\$36,000
Nurse Coordinator	\$30,000
Job Developer	\$15,000
Marketing - ESL / ASE	\$48,000
Marketing - CTE	\$150,000
Total CSS / Net New Expenditures	\$279,000
Reduction Correction	\$18,885
Total Additional Funds	\$297,885
Subcontract from A&G	\$270,000
Balance to Cover	\$27,885

	2020-21 CFAD		
Claremont Adult School	\$1,093,632		
CAEP Program Funds		\$956,517	
Original Overhead		\$137,115	
		\$1,093,632	
Reduction Correction		\$18,885	
CSS		\$279,000	
Monrovia		\$16,396	
Total		\$1,407,913	

Potential New CSS Positions

Consortium Nurse
Consortium MA