



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

Tuesday, June 23, 2020

1:30 p.m.

Zoom Meeting

<https://us02web.zoom.us/j/89717047375>

Meeting ID: 897 1704 7375

## 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 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 \_\_

**Approve the minutes of the May 28, 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 RE-APPROVAL OF 2020-21 CCAEC MEETING CALENDAR**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_

Representative Delvasto \_\_ Representative Fertig \_\_ Representative Letourneau \_\_

Representative McNary \_\_ Representative Morris \_\_ Representative Wangler \_\_

Previous calendar approved by Act # 20-12 had incorrect dates. Calendar with correct dates attached to this agenda.

**5.0 BOARD APPROVAL OF 2020-21 CCAEC BOARD CHAIR**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_

Representative Delvasto \_\_ Representative Fertig \_\_ Representative Letourneau \_\_

Representative McNary \_\_ Representative Morris \_\_ Representative Wangler \_\_

Board to nominate and elect new chair for the next Program Year. Term can be longer if board wishes.

**6.0 BOARD DISCUSSION REGARDING TRANSITION SPECIALIST**

Board to discuss possible scenarios for transition specialist.

**7.0 BOARD DISCUSSION AND UPDATE REGARDING CONSORTIUM SUPPORT SERVICES NURSE COORDINATOR**

Representative Fertig to give update regarding Nurse Coordinator position.

**8.0 COMMUNICATION OF ONLINE BOARD MEETINGS SO STAFF AND STAKEHOLDERS CAN ATTEND MEETINGS.**

Representative McNary to lead discussion about a system to officially notify stakeholders about online meetings and agendas for those meetings.

**9.0 INTRODUCTION OF NEW AZUSA REPRESENTATIVE**

Representative McNary to introduce new Azusa Adult Education Principal to CCAEC board.

**10.0 THANK YOU TO REPRESENTATIVE MCNARY FOR HER SERVICE**

CCAEC reps to share regards and appreciation for representative McNary's service to CCAEC and Adult Education.

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



# Documents to Support Agenda Items

June 23, 2020 Agenda

Agenda Item 2.1

Minutes for April 21, 2020 and

Minutes for May 28, 2020



# 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 23<sup>rd</sup> 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 &lt;jrussell@monroviaschools.net&gt;

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

7 messages

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

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://adulthoodcourses.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](mailto: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](http://monroviaadultschool.com)

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



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**Michael Wangler** <[mwangler@citruscollege.edu](mailto:mwangler@citruscollege.edu)>

Mon, Mar 23, 2020 at 9:58 AM

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

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

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-

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**From:** John Russell <[jrussell@monroviaschools.net](mailto:jrussell@monroviaschools.net)>

**Date:** Monday, March 23, 2020 at 9:05 AM

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

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

**Subject:** Online solutions to continue to provide educational services to our adult students

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.

# 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 Reviser 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
<b>Total Allocated to Members</b>	<b>\$4,514,345</b>	<b>\$4,421,829</b>	<b>\$4,273,950</b>
<b>Total CAEP Funds</b>	<b>\$3,967,860</b>	<b>\$4,413,282</b>	<b>\$4,273,950</b>
<b>Total Remaining</b>	<b>\$-546,485</b>	<b>\$-8,547</b>	<b>\$0</b>

## Member Agencies

Member Agency	Member Type	Contact	Phone
<a href="#">Azusa Unified</a>	Unified School District	Linda McNary 2129268	(626) 852-8415
<a href="#">Claremont Unified</a>	Unified School District	Felipe Delvasto	(909) 398-0609
<a href="#">Duarte Unified</a>	Unified School District	Kevin Morris	(626) 599-5901
<a href="#">Glendora Unified</a>	Unified School District	Ron Letourneau	(626) 852-4550
<a href="#">Monrovia Unified</a>	Unified School District	Flint Fertig	(626) 471-3065
<a href="#">Citrus CCD</a>	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](mailto: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  
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**John Russell**  
 Program Director  
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Approved by Michael Wangler

04/22/2020 06:12 PM PDT

**Claremont Unified - Member Representative**

Felipe Delvasto  
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Approved by Felipe Delvasto

04/22/2020 04:13 PM PDT

**Duarte Unified - Member Representative**

Kevin Morris  
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Approved by Kevin Morris

04/23/2020 05:00 PM PDT

**Glendora Unified - Member Representative**

Ron Letourneau  
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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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**Calvin McKendrick**

Assistant Principal

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Approved by Flint Fertig

04/22/2020 09:32 PM PDT



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# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

Thursday, May 28, 2020

1:30 p.m.

Zoom Meeting

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

Meeting ID: 828 1318 1361

## Unapproved Minutes

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

1.1 Meeting called to order by Chair Linda McNary at 1:38 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.

**Act # 20-10** 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

Minutes were approved pending revision of Citrus and Azusa reports. Those revisions were completed.

Approve the minutes of the April 21, 2020 Regular Executive Board Open Session Meeting.

Motion was tabled at the meeting as the 4/21/20 minutes were not available.

### 3.0 COMMUNICATIONS

- 3.1 Representative reports:

**Azusa:** Ms. McNary reported that Azusa was providing a drive-through graduation for students on June 9.

**Citrus:** Mr. Wangler reported that all Citrus fall classes would be delivered online except Auto and Nursing. The college has yet to determine what would occur with delivery those programs.

**Claremont:** Mr. Delvasto reported that Claremont had finished the previous Thursday (May 21, 2020). He said that Claremont always has one graduation for Claremont HS, the continuation school, and adult graduates. Currently the district has pushed the graduation to July 30, 2020 in the hopes they can have an in-person graduation.

**Duarte:** No report.

**Glendora:** Mr. Letourneau reported that Glendora's ESL instructor, Olga Habayeb, was retiring. All reps know Olga and expressed what a loss this would be for Glendora. Mr. Letourneau was going to fly the position to find her replacement.

**Monrovia:** Mr. Fertig advised that Monrovia was doing drive through graduations for the continuation school and comprehensive high school. He was hoping to be doing the same for the Adult School.

- 3.2 Regional Director report.

Mr. Russell reported that MCAS had received a waiver from the state to offer clinical hours in a classroom setting. This was an excellent new development to help the current cohort of students get through their training and be able to sit for their licensure exam. The nursing team, Mr. Fertig, and an MCAS counselor had met and created steps to get the

- 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 REDUCTIONS**

**Act # 20-11** Motion by Mr. Fertig , seconded by Ms. McNary **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 advised that this was a simple approval because all members were expected to take an equal 12.0155% reduction in CFAD amounts based on the May revise budget. Mr. Russell advised that any other subcontracting would need to occur for 2019-20 CFAF funds.

Board approved after minimal deliberations.

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

**Act # 20-12** Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 6-0**  
Representative Delvasto Y Representative Fertig Y Representative Letourneau Y  
Representative McNary Y Representative Morris Y Representative Wangler Y

Board approved calendar of meetings for 2020-21.

#### **6.0 BOARD DISCUSSION ON CONSORTIUM SUPPORT SERVICES**

Board representative Fertig presented the concept of Consortium Support Services so that consortium members can share personnel and benefit from economies of scale. A worksheet was included in the agenda to describe these services. Mr. Fertig explained that Azusa and Glendora had carryovers that could help with these services.

Ms. McNary advised that her carryover was closer to \$250,000 and she did not agree with the way her carryover was characterized in the worksheet.

After discussions with Ms. McNary before the meeting, Mr. Russell presented a revised Worksheet that requested no funds for Consortium Support Services be removed from Azusa. That worksheet is attached to these minutes.

Ms. McNary noted that after Azusa had their CAEP funds cut based on the new CCAEC enrollment formula and then had funds cut 12% based on the May revise that agreeing to anymore cuts was not fair.

Other representatives tabled the discussion.

#### **7.0 BOARD APPROVAL OF 2019-20 CFAD ALLOCATION AMENDMENT**

This was tabled for future discussions.

#### **8.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**

Chair McNary closed the meeting at 3:07.



## Documents to Support Agenda Items

June 23, 2020 Agenda

Agenda Item 4.0

Revised 2020-21 Calendar of CCAEC Board  
Meetings

## CCAEC REVISED 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 9, 2021	March 5, 2021	Approve and Certify Q2 2019-20 Expense Report	3/31/2020
April 20, 2021	April 16, 2021	Approve 2020-21 CFAD	5/2/2020
June 22, 2021	June 18, 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.

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