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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, September 24, 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	_____	Marc Bommarito, Bus. Serv.	_____
Felipe Delvasto, Representative	_____	David Conway, Bus. Serv.	_____
Flint Fertig, Representative	_____	Rick Crosby, Proxy	_____
Ron Letourneau, Representative	_____	Pamela Escalante, Bus. Serv.	_____
Linda McNary, Representative	_____	Julia Reyes, Bus. Serv.	_____
Kevin Morris, Representative	_____	Saida Valdez, Proxy	_____
John Russell, Regional Director	_____	Janette Walczak, Bus. Serv.	_____
		Karen Waltman, Bus. Serv.	_____

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 August 13, 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 AZUSA Q4 EXPENDITURE REPORT

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

Azusa representative and business services will present Azusa LAGL2015C and LAGL2019C and answer any questions from reps and other business services personnel to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

5.0 BOARD APPROVAL OF CLAREMONT Q4 EXPENDITURE REPORT

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

Claremont representative and business services will present Claremont LAGL2015C and LAGL2019C and answer any questions from reps and other business services personnel to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

6.0 BOARD APPROVAL OF DUARTE 2018-19 PROPOSAL FOR MEMBER USE REVISION

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

Duarte representative and business services will present Duarte 2018-19 Proposal for Member Use Revision to explain changes in previously certified budget.

7.0 BOARD APPROVAL OF DUARTE Q4 EXPENDITURE REPORT

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

Duarte representative and business services will present Duarte LAGL2015C and LAGL2019C and answer any questions from reps and other business services personnel to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

8.0 BOARD APPROVAL OF GLENDORA Q4 EXPENDITURE REPORT

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

Glendora representative and business services will present Glendora LAGL2015C and LAGL2019C and answer any questions from reps and other business services personnel to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

9.0 BOARD APPROVAL OF MONROVIA Q4 EXPENDITURE REPORT

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

Monrovia representative and business services will present Monrovia LAGL2015C and LAGL2019C and answer any questions from reps and other business services personnel to approve and certify Q4 expenditures in accordance with Fiscal Reporting Agreement.

10.0 REVISED DISBURSEMENT SCHEDULE AND UPDATE

Fiscal Agent will present revised disbursement schedule based on CAEP funds re-allocation from CCAEC board Act # 19-20 and give update.

11.0 UPDATE ON HIRING OF TRANSITIONS SPECIALIST

Claremont representative will provide board an update on the hiring process for the CCAEC Transitions Specialist.

12.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

September 24, 2019 Agenda

Agenda Item 2.1

August 13, 2019 Minutes



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, June 25, 2019

2:30 p.m. (meeting moved to 2:30)

Azusa Adult School – Room 16

1134 S. Barranca Ave.

Glendora, CA 91740

Unapproved Minutes

1.0 CONVENE REGULAR EXECUTIVE BOARD CLOSED SESSION MEETING (2:30)

1.1 Meeting called to order by Chair Linda McNary at 2:39 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Citrus College Representative	Absent	John Russell, Regional Director	Present
Felipe Delvasto, Representative	Present	Calvin McKendrick, Proxy	Absent
Ron Letourneau, Representative	Present	Rick Crosby, Proxy	Absent
Flint Fertig, Representative	Present	Rebecca Summers, Proxy	Absent
Linda McNary, Representative	Present	Saida Valdez, Proxy	Absent
Kevin Morris, Representative	Present	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 # 19-16 Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 5-0**
Representative Citrus College A Representative Delvasto Y Representative Letourneau Y
Representative Fertig Y Representative McNary Y Representative Morris Y

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Ms. McNary reported that registration had begun and that classes were scheduled to begin on August 26.

Citrus: No report.

Claremont: Mr. Delvasto reported that Claremont Adult School that classes started September 3 and the school was anticipating to continue its large growth in enrollments.

Duarte: Mr. Morris.

Glendora: Mr. Letourneau reported that Glendora has year-round enrollment and classes were well attended over the summer and at the time of the board meeting.

Monrovia: Mr. Fertig reported that the CNA Pre-certification program had already started and most other classes were set to begin August 26.

- 3.2 Regional Director report.

Mr. Russell deferred reporting due to the large number of items on the agenda.

- 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 BOARD APPROVAL OF DATA & ACCOUNTABILITY FUNDS – 63920

Act # 19-17 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**

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

This action item was previously approved by email vote as the July board meeting was canceled due to lack of a quorum. Though passed via email, this action item was added to the agenda for the purpose of these minutes. The final submission of Data & Accountability Funds was completed in the CCCC MIS system and the report was included in the 8/13/19 Agenda with Supporting Documents.

5.0 BOARD APPROVAL OF 2019-20 ANNUAL PLAN

Act # 19-18 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**

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

After motion, Ms. McNary requested verbiage in the Professional Development section of the Annual Plan change as follows: add Technology to conference in Strategy #1, and add Strategy

3 to utilize CalPro for Professional Development.

The Fiscal Management section of the Annual Plan asked for the consortium approach for incorporating carry-over funds from prior years. Thus, the draft plan required feedback from reps as to how to address this issue. Documentation from Claremont and Monrovia demonstrated that the carryover would be inconsequential. Based on Q3 reporting it was apparent that Glendora and Azusa would have significant carryover (proportionally to initial allocation). However, at the time of the board meeting, Azusa and Glendora did not have exact carryover amount. Mr. Fertig amended the motion as follows: "Move to approve the 2019-20 Annual Plan under the condition that the Regional Director work with Glendora and Azusa to acquire exact carryover amounts and create plans to address that carryover." This motion was approved.

Revised Annual Plan is attached to these minutes and contains the following in the Fiscal Management section:

One CCAEC member expended 61.2% of its 2018-19 budget and has \$934,000 in carryover. The Board of this member's LEA has decided to sell the current campus and move the school. This member budgeted to expend funds in 2018-19 to assist the LEA with the move, but the move did not occur in 2018-19, which has resulted in the large carryover. To expend the carryover, the school will be using funds to paying increased salaries, enhancing CTE programs, and upgrading the new campus in the following amounts: \$250,000 for technology upgrades, \$100,000 for new Counseling and Transition Center, \$100,000 for classroom furniture upgrade, \$20,000 for increased licenses for Odysseyware, \$20,000 professional development extra pay for staff, \$50,000 CTE program enhancements (Auto program, security guard, CNA or MA), \$20,000 increased salaries for certificated teachers per AFAE MOU. Another member expended 60.9% of its 2018-19 budget and has \$142,799 carryover. These two members will also be subcontracting \$40,000 to pay for a Transitions Specialist to improve transition results for CCAEC students. To address the remaining carryover that each member has, the CCAEC members will discuss subcontracting to address the goals of this plan, which would lead to some reallocation of funds.

The revised Annual Plan was submitted in NOVA and was approved individually by each member representative. Proof of representative approval is included in the Revised Annual Plan attached to these minutes.

6.0 BOARD APPROVAL OF REVISED 2019-20 TRANSITIONS PLAN

Act # 19-19 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**

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

Reps made one minor change to Transitions Plan: adding "valid" driver's license to job description. Reps also changed breakdown of budget: number of weeks was reduced from 36 to 32 and Supplies was cut. Total budget is \$40,000 and it was agreed upon that Claremont as Fiscal Agent would hire the Transition Specialist and would do so as a consultant.

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

Act # 19-20 Motion by Mr. Fertig, seconded by Mr. Letourneau **Vote to Approve 5-0**

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

After analyzing supporting agenda documents, board reps agreed to re-allocate 2019-20 funds such that the \$40,000 to Claremont for the Transitions Specialist would come as follows:

- Azusa \$20,000
- Glendora \$19,000
- Duarte \$1,000

These changes will be submitted in NOVA and representatives will approve them in that system. A spreadsheet with the revised allocations is included in these minutes and a disbursement schedule will be presented by the Fiscal Agent at the September board meeting.

8.0 BOARD DISCUSSION OF Q4 EXPENDITURE REPORT BOARD MEETING IN SEPTEMBER

Board representatives had voted to approve the Q3 Expenditure Report with the reservation of a “No Confidence” vote for Duarte. Representatives had questions about the fiscal reports submitted by Duarte to serve as back-up to Q3 NOVA reporting. Mr. Delvasto and Mr. Fertig asked Mr. Morris why “Mt. Olive” school was listed under the LAGL2015C description as this was a high school. Mr. Morris replied that was the described school because it is the only school of record. Though Mt. Olive was listed, Mr. Morris advised funds were expended on adults not high school students. This gave representatives more confidence in the 2015C report, but reps still wanted a deeper explanation of funds expended for the Q4 report.

9.0 BOARD DISCUSSION OF OCTOBER CONFERENCE

Ms. McNary confirmed that Azusa would be the site for the October 24 CCAEC Winter Conference.

10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned by Chair McNary at 3.44.

California Adult Education Program : Annual Plan : 2019-20 Produced: Sep 18, 2019, 04:20 AM UTC John Russell

09 Citrus College Adult Education Consortium

Revised Annual Plan

Plans & Goals - Consortium Approved

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, Certified Nursing, and Office Professional.

Professional Development**New Strategies****Strategy #1**

CCAEC faculty will attend two consortium wide conferences that will focus on student Persistence, student Performance, and incorporating technology in the classroom.

Strategy #2

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

Strategy #3

Each member institution will create and implement robust professional development plan to meet WIOA objectives.

Strategy #4

Leverage CALPRO resources to implement quality, research-based professional development consortium-wide and at each site.

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.

One CCAEC member expended 61.2% of its 2018-19 budget and has \$934,000 in carryover. The Board of this member's LEA has decided to sell the current campus and move the school. This member budgeted to expend funds in 2018-19 to assist the LEA with the move, but the move did not occur in 2018-19, which has resulted in the large carryover. To expend the carryover, the school will be using funds to paying increased salaries, enhancing CTE programs, and upgrading the new campus in the following amounts: \$250,000 for technology upgrades, \$100,000 for new Counseling and Transition Center, \$100,000 for classroom furniture upgrade, \$20,000 for increased licenses for Odysseyware, \$20,000 professional development extra pay for staff, \$50,000 CTE program enhancements (Auto program, security guard, CNA or MA), \$20,000 increased salaries for certificated teachers per AFAE MOU. Another member expended 60.9% of its 2018-19 budget and has \$142,799 carryover. These two members will also be subcontracting \$40,000 to pay for a Transitions Specialist to improve transition results for CCAEC students. To address the remaining carryover that each member has, the CCAEC members will discuss subcontracting to address the goals of this plan, which would lead to some reallocation of funds.

Certification

Azusa Unified - Member Representative

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

Approved by Linda McNary 2129268

2019-08-16

Citrus CCD - Member Representative

Rocky Cifone
Dean of Career, Technical & Continuing Education
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John Russell
Program Director
jrussell@monroviashools.net
(626) 471-3044

Approved by John Russell

2019-08-16

Claremont Unified - Member Representative

Felipe Delvasto
Senior Coordinator of Alternative Education
fdelvasto@cusd.claremont.edu
(909) 398-0609

Approved by Felipe Delvasto

2019-08-16

Duarte Unified - Member Representative

Kevin Morris
Director/Principal
kmorris@duarteusd.org
(626) 599-5901

Approved by Kevin Morris

2019-08-16

Glendora Unified - Member Representative

Ron Letourneau
rletourneau@glendora.k12.ca.us
(626) 852-4550

Approved by Ron Letourneau

2019-08-16

Monrovia Unified - Member Representative

Flint Fertig

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John Russell

Program Director

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Calvin McKendrick

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Approved by John Russell

2019-08-16



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CCAEC 2019-20 CFAD

REVISED AUGUST 13, 2019 CCAEC ACT # 19-20

Available Funds & Overhead Expenditures

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

Amount to be redistributed is \$40,000

School	FINAL Approved CFAD Amount	Allocations after Subcontract	Delta from 2019-20 REV CFAD
	2019-20 Original CFAD	2019-20 Revised Allocation	
Azusa Adult School	\$1,717,822	\$1,697,822	(\$20,000)
Citrus College	\$0		\$0
Claremont Adult School	\$1,005,325	\$1,045,325	\$40,000
Duarte Adult School	\$19,413	\$18,413	(\$1,000)
Glendora Adult School	\$255,626	\$236,626	(\$19,000)
Monrovia Adult School	\$1,415,096	\$1,415,096	\$0
	\$4,413,282	\$4,413,282	\$0
			(Management / Overhead Included in below Amount)
		<hr/>	
Total CCAEC AEBG Funds	\$4,413,282	(CUSD Total)	\$1,045,325

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