



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

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Monday, April 19, 2021
10:00 a.m.
Zoom Meeting

<https://us02web.zoom.us/j/82969391743?pwd=NnBuUDd5M3dTU0VYOUhJdVlCanhOQT09>

Meeting ID: 829 6939 1743

AGENDA

1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (10:00)

1.1 Meeting called to order by Chair Flint Fertig at _____

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	_____	John Russell, Regional Director	_____
Flint Fertig, Representative	_____	Rick Crosby, Proxy	_____
Paul Hernandez, Representative	_____	Rebecca Summers, Proxy	_____
Ron Letourneau, Representative	_____	Saida Valdez, Proxy	_____
Kevin Morris, Representative	_____	Ivon McCraven, Proxy	_____
Michael Wangler, Representative	_____	Virginia Kelsen, Asst. Supt.	_____

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 January 12, 2021 Regular Executive Board Open Session Meeting.

Motion by _____, seconded by _____ Vote _____

Representative Delvasto __ Representative Fertig __ Representative Hernandez __

Representative Letourneau __ Representative Morris __ Representative Wangler __

Approve the minutes of the March 8, 2021 Regular Executive Board Open Session Meeting.

Motion by _____, seconded by _____ Vote _____

Representative Delvasto __ Representative Fertig __ Representative Hernandez __

Representative Letourneau __ 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 2021-22 CFAD FUNDING MECHANISM – FISCAL AGENT / DIRECT FUNDING

Motion by _____, seconded by _____ Vote _____

Representative Delvasto __ Representative Fertig __ Representative Hernandez __

Representative Letourneau __ Representative Morris __ Representative Wangler __

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

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

Motion by _____, seconded by _____ Vote _____

Representative Delvasto __ Representative Fertig __ Representative Hernandez __

Representative Letourneau __ Representative Morris __ Representative Wangler __

Regional Director will present Worksheet for CCAEC 2021-22 CFAD and board will use the document to deliberate on CFAD amounts.

6.0 BOARD DISCUSSION ON REGIONAL ANNUAL DATA REVIEW

Regional Director will present highlights from final 2019-20 ADR.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

CCAEC 2021-22 CFAD

Worksheet for CFAD calculations

School	2016-17					2017-18			
	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	Cumulative 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	\$1,939,842	-\$242,020	\$624,019
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	\$1,027,343	\$27,982	\$28,009
Duarte Adult School	\$15,569	\$13,827	\$1,742	\$14,685	\$33,098	\$18,413	\$15,287	\$3,126	\$17,811
Glendora Adult School	\$251,418	\$227,007	\$24,411	\$138,555	\$375,181	\$236,626	\$258,644	-\$22,018	\$116,537
Monrovia Adult School	\$1,444,019	\$1,444,019	\$0	\$0	\$1,405,096	\$1,405,096	\$1,405,096	\$0	\$0
Total	\$4,273,950	\$4,257,135	\$16,815	\$1,019,306	\$5,432,588	\$4,413,282	\$4,646,212	-\$232,930	\$786,376

* Includes \$163,059 adjustment for Azusa

CCAEC 2021-22 CFAD

Worksheet for CFAD calculations

School	2020-21 Budget	2020-21 CFAD Funds	2020-21** Expenditures	2020-21** Carryover	Cumulative Carryover		
Azusa Adult School	\$1,973,350	\$1,349,331	\$1,172,248	\$177,083	\$801,102		
Citrus College	\$0	\$0	\$0	\$0	\$0		
Claremont Adult School	\$1,521,152	\$1,124,143	\$561,198	\$562,945	\$590,954		
Consortium Serv.		\$369,000	\$133,282	\$235,718	\$235,718		
Duarte Adult School	\$37,300	\$19,489	\$4,077	\$15,412	\$33,223		
Glendora Adult School	\$301,292	\$184,755	\$128,051	\$56,704	\$173,241		
Monrovia Adult School	\$1,366,564	\$1,366,564	\$912,091	\$454,473	\$454,473		
Total	\$5,199,658	\$4,413,282	\$2,910,947	\$1,502,335	\$2,288,711	\$4,413,282	\$5,199,658
Carryover		\$786,376				Check	Check
Check		\$786,376					

Total Students Enrolled

School	Literacy				CAEP				Total Services - Unduplicated			
	2018-19	2019-20	2020-21	% of Total	2018-19	2019-20	2020-21	% of Total	2018-19	2019-20	2020-21	% of Total
Azusa Adult School	659	578	252	27.2%	967	705	368	34.6%	1,409	1,043	451	30.7%
Citrus College	0	0	0	0.0%	0	0	0	0.0%	0	0	0	0.0%
Claremont Adult School	639	540	99	25.9%	668	559	197	24.2%	1,157	784	387	25.2%
Duarte Adult School	0	21	8	0.5%	0	25	10	0.6%	0	68	25	0.0%
Glendora Adult School	67	65	0	2.9%	128	109	0	4.0%	146	125	1	3.2%
Monrovia Adult School	823	580	225	30.8%	965	788	405	36.6%	1,877	1,694	882	40.9%
Total	2,188	1,784	584	87.2%	2,728	2,186	980	100.0%	4,589	3,714	1,746	100.0%
			4,556				5,894				10,049	

CCAEC Total CFAD \$4,479,478

School	CAEP				CAEP Funds	Overhead	Net		CFAD Amount	Q4 2020 Carryover Amount	21-22 CFAD + 2020 Carryover
	2018-19	2019-20	2020-21	% of Total							
Azusa Adult School	967	705	368	34.6%	\$1,550,413	\$101,757	\$1,448,656	\$0	\$1,448,656	\$624,019	\$2,072,675
Citrus College	0	0	0	0.0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Claremont Adult School	668	559	197	24.2%	\$1,082,249	\$99,642	\$982,607	\$399,000	\$1,381,607	\$28,009	\$1,409,616
Duarte Adult School	0	25	10	0.6%	\$26,600	\$977	\$25,623	\$0	\$25,623	\$17,811	\$43,434
Glendora Adult School	128	109	0	4.0%	\$180,122	\$6,584	\$173,537	\$0	\$173,537	\$116,537	\$290,074
Monrovia Adult School	965	788	405	36.6%	\$1,640,094	\$190,040	\$1,450,054	\$0	\$1,450,054	\$0	\$1,450,054
	2,728	2,186	980	100.0%	\$4,479,478	\$399,000	\$4,080,478	\$399,000	\$4,479,478		
			5,894								

School	Prog. Admin	Nur. Coord.	Website	Mktg. - ESL	Mktg. - CTE	Total	Consortium Support Services	
Azusa Adult School	\$40,149	\$15,000	\$0	\$16,608	\$30,000	\$101,757	Program Manager	\$60,000
Citrus College	\$0	\$0	\$0	\$0	\$0	\$0	Fiscal Agent - Admin	\$56,000
Claremont Adult School	\$28,026	\$15,000	\$0	\$11,616	\$45,000	\$99,642	Nurse Coordinator	\$45,000
Duarte Adult School	\$689	\$0	\$0	\$288	\$0	\$977	Website Maintenance	\$10,000
Glendora Adult School	\$4,664	\$0	\$0	\$1,920	\$0	\$6,584	Marketing - ESL / ASE	\$48,000
Monrovia Adult School	\$42,472	\$15,000	\$10,000	\$17,568	\$105,000	\$190,040	Marketing - CTE	\$180,000
	\$116,000	\$45,000	\$10,000	\$48,000	\$180,000	\$399,000	Total Overhead	\$399,000

Total Students Enrolled

ESTIMATED TITLE I FEES - NO SECURITY

	Fees	Marketing	Net	
Azusa	\$100,000	\$30,000	\$70,000	
Claremont	\$150,000	\$45,000	\$105,000	
Monrovia	\$350,000	\$105,000	\$245,000	
		\$600,000	\$180,000	\$420,000

NURSE COORDINATOR / WEBSITE

Azusa	\$15,000
Claremont	\$15,000
Monrovia	\$25,000
	\$55,000

MARKETING AS % OF ENROLLMENT

Azusa	34.6%	\$16,608.0
Claremont	24.2%	\$11,616.0
Duarte	0.6%	\$288.0
Glendora	4.0%	\$1,920.0
Monrovia	36.6%	\$17,568.0
	100.0%	\$48,000.0



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

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Monday, May 3, 2021

(CONTINUANCE of Monday, April 19, 2021)

10:00 a.m.

Zoom Meeting

<https://us02web.zoom.us/j/88496661508?pwd=YTJDZlIKYWcxWw0QkZuaEhudGNxZz09>

Meeting ID: 884 9666 1508

AGENDA

1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (10:00)

1.1 Meeting called to order by Chair Flint Fertig at _____

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative

Flint Fertig, Representative

Paul Hernandez, Representative

Ron Letourneau, Representative

Kevin Morris, Representative

Michael Wangler, Representative

_____ John Russell, Regional Director _____

_____ Rick Crosby, Proxy _____

_____ Rebecca Summers, Proxy _____

_____ Saida Valdez, Proxy _____

_____ Ivon McCraven, Proxy _____

2.0 ORDER OF BUSINESS

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

2.1 Approve the minutes of the January 12, 2021 Regular Executive Board Open Session Meeting.

Motion by _____, seconded by _____ Vote _____

Representative Delvasto __ Representative Fertig __ Representative Hernandez __

Representative Letourneau __ Representative Morris __ Representative Wangler __

Approve the minutes of the March 8, 2021 Regular Executive Board Open Session Meeting.

Motion by _____, seconded by _____ Vote _____

Representative Delvasto __ Representative Fertig __ Representative Hernandez __

Representative Letourneau __ 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 2021-22 CFAD FUNDING MECHANISM – FISCAL AGENT / DIRECT FUNDING

Motion by _____, seconded by _____ Vote _____

Representative Delvasto __ Representative Fertig __ Representative Hernandez __

Representative Letourneau __ Representative Morris __ Representative Wangler __

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

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

Motion by _____, seconded by _____ Vote _____

Representative Delvasto __ Representative Fertig __ Representative Hernandez __

Representative Letourneau __ Representative Morris __ Representative Wangler __

Regional Director will present Worksheet for CCAEC 2021-22 CFAD and board will use the document to deliberate on CFAD amounts.

6.0 BOARD DISCUSSION ON REGIONAL ANNUAL DATA REVIEW

Regional Director will present highlights from final 2019-20 ADR.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

May 3, 2021 Agenda

Agenda Item 2.1

January 12, 2021 Minutes



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

SPECIAL EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, January 12, 2021

1:00 p.m.

Zoom Meeting

<https://us02web.zoom.us/j/88571519696>

Meeting ID: 885 5715 9696

Unapproved Minutes

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

1.1 Meeting called to order by Chair Flint Fertig at 1:39 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Regional Director	Present
Flint Fertig, Representative	Present	Ivon McCraven, Proxy	Present
Paul Hernandez, Representative	Present	Saida Valdez, Proxy	Absent
Ron Letourneau, Representative	Present	Rebecca Summers, Proxy	Absent
Kevin Morris, Representative	Present	Rick Crosby	Absent
Michael Wangler, Representative	Present	Jason Green	Present

2.0 ORDER OF BUSINESS

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

None at this time.

- 2.1.1 Approve the minutes of the December 8, 2020 Regular Executive Board Open Session Meeting.

Act # 21-01 Motion by Mr. Delvasto, seconded by Mr. Fertig **Vote to Approve 6-0**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris Y Representative Wangler Y

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Mr. Hernandez advised that the “phone had been ringing off the hook” from students interested in Azusa programs in Pre-certification CNA, Pharmacy Tech, Medical Coding. Azusa USD was waiting on County recommendations for school opening.

Citrus: Mr. Wangler reported that Citrus getting NC201 approved as a certificated program and that Citrus was using Strong Workforce dollars to start to develop certificated Customer Service programs.

Claremont: No report.

Duarte: Mr. Morris advised that Parent University would be presenting a program on Mental Health during the Pandemic. The program would help adults understand the pandemic’s impact on the brain, suicide, anxiety and other mental illness for adults and their students.

Glendora: No report.

Monrovia: Mr. Fertig reported that Monrovia Community Adult School medical programs were running after some recent COVID issues. The Medical Assisting teacher tested positive as did a student in the class. However, neither one got the disease on the MCAS campus, nor did they transmit COVID to anyone else on campus. He reported that though the school had reported three cases, zero transmissions had occurred on the MCAS campus and that protocols were working and keeping everyone safe.

- 3.2 Regional Director report.

Mr. Russell reported the state had advised that there would be a 1.5% COLA for 2021-22 CAEP Funds and this would total approximately \$8.7 million in additional funds statewide.

- 3.3 Public comment for items not on the agenda.

No public comments accepted for this Special Session.

- 3.3.1 Public comments for items on the Open Session Agenda.

None at this time.

4.0 TRANSITIONS SPECIALIST TO UPDATE BOARD ABOUT CONSORTIUM TRANSITIONS

Jason Green, the CCAEC Transition Specialist, presented to the board the outcomes from the first noncredit counseling class, NC 200, that served CCAEC adult school students. The class had an enrollment of 17 students: 5 from Azusa, 6 from Claremont, and 6 from Monrovia. Of the 17 students, 11 students completed the class with a passing grade. Jason should excellent growth for all students with pre- and post- tests on the course material. Considering that this was launched during the pandemic and required students to overcome technology barriers, the board was very pleased with the results of this beta class and expressed great confidence in Jason’s efforts.

5.0 BOARD INFORMATIONAL ITEM TO STRATEGIZE ON WAYS TO SUPPORT CCAEC TRANSITION SPECIALIST AND IMPLEMENT INITIATIVES

Jason's reported out recommendations to the board for NC200 courses going forward. He suggested working with students to identify immediate transitional needs and develop individualized success plans. The board discussed supporting him with recruitment efforts at each school site.

6.0 BOARD INFORMATIONAL ITEM FOR SB 554 PUBLIC SCHOOLS: ADULT SCHOOL STUDENTS – ADVANCED SCHOLASTIC AND VOCATIONAL TRAINING PROGRAM

Regional Director advised that he would get more information about this to report to the board.

7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned at 2:11 pm.

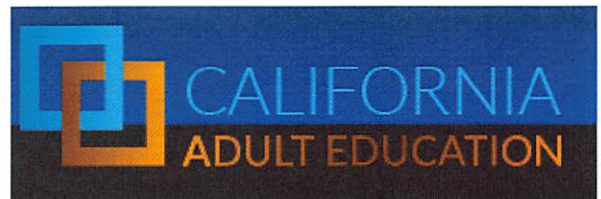


Documents to Support Agenda Items

May 3, 2021 Agenda

Agenda Item 2.1

March 8, 2021 Minutes



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

SPECIAL EXECUTIVE BOARD OPEN SESSION MEETING

Monday, March 8, 2021

10:00 a.m.

Zoom Meeting

<https://us02web.zoom.us/j/82574856327?pwd=c2ZCMnRQUWMzVSt5eEdSNFNkUIBLQT09>

Meeting ID: 825 7485 6327

Unapproved Minutes

1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (10:00 a.m.)

1.1 Meeting called to order by Chair Flint Fertig at 10:17 am

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Regional Director	Present
Flint Fertig, Representative	Present	Ivon McCraven, Proxy	Present
Paul Hernandez, Representative	Present	Saida Valdez, Proxy	Absent
Ron Letourneau, Representative	Present	Rebecca Summers, Proxy	Absent
Kevin Morris, Representative	Present	Rick Crosby, Proxy	Absent
Michael Wangler, Representative	Present		

2.0 ORDER OF BUSINESS

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

None at this time.

- 2.1.1 Approve the minutes of the January 12, 2021 Regular Executive Board Open Session Meeting.
Motion Tabled. Minutes were not ready.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Mr. Hernandez advised that Azusa Adult School has been undergoing a lot of campus construction in order to be meet ADA compliance as well as build two new portables. He said the school was in the final stages of setting up post-construction. He also thanked Mr. Russell for working with him and Dr. Valdez on simplifying budget codes so that ongoing reporting of Expenditures by Program Area (as required by the AB104 Trailer Bill) will easier to complete.

Citrus: Mr. Wangler started with an update on Citrus post-COVID reopening plans. He advised that it seemed Citrus may take longer to reopen than its K-12 partners. He said that summer would still be virtual and that it looked like the Fall would remain mostly virtual as well with the possible exception for the Automotive and Nursing programs. He noted that the Citrus Technology Committee was exploring getting cameras in every classroom and improving Wi-Fi and hotspots for better internet accessibility. He advised that the college is looking to open classes in-person in the Spring.

Mr. Wangler discussed the continued development of noncredit counseling and CTE classes. He noted the first of three Customer Service programs would start 3/16. Also, Citrus was developing for the Fall NC 200 and NC 201 which would be mirrored after the credit Counseling 145 classes. 201 and 200 would guide students for self-assessment in skills and future careers.

Claremont: Mr. Delvasto advised that Claremont Adult School had submitted a facility agreement for its Pre-certification CNA program and that the school would be submitting its book and application to the state very soon. Mr. Delvasto discussed the importance of the consortium presenting a uniform approach to CNA training. He explained that all three schools should have programs that are the same amount of time and tuition. The CNA book being submitted to the California DPH was for the consortium with a campus at Claremont. Continuing with this approach was necessary so that students would not get CCAEC members competing against each other based on enrolling in the program that is the shortest time.

Duarte: Mr. Morris advised that the adult school has started teaching adults and that the City of Hope was currently providing a Parent University program on COVID-19 testing and the vaccine for the virus to promote the efficacy for getting the vaccine.

Glendora: Mr. Letourneau advised that he was having difficulty getting enough Odysseyware licenses for his adult and continuation students due to district policies.

Monrovia: Mr. Fertig reported that the skills portion of Monrovia Community Adult School testing and medical programs had resumed safely after some COVID issues in December and January.

- 3.2 Regional Director report.
Mr. Russell had no report.

- 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 AZUSA 2019-20 Q2 EXPENDITURE REPORT

Act # 21-02 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 6-0**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris Y Representative Wangler Y

Regional Director presented NOVA reports and the Azusa Q2 LAGL015 for board approval and certification of Q2 expenditures.

(Mr. Wangler needed to leave for another meeting and Ms. McCraven stepped in as a Proxy for all subsequent votes.)

5.0 BOARD APPROVAL OF CLAREMONT 2019-20 Q2 EXPENDITURE REPORT

Act # 21-03 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 6-0**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris Y Proxy McCraven Y

Regional Director presented NOVA reports and the Claremont Q2 LAGL015 for board approval and certification of Q2 expenditures.

6.0 BOARD APPROVAL OF DUARTE 2019-20 Q2 EXPENDITURE REPORT

Act # 21-04 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 6-0**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris Y Proxy McCraven Y

Regional Director presented NOVA reports and the Duarte Q2 LAGL015 for board approval and certification of Q2 expenditures.

7.0 BOARD APPROVAL OF GLENDORA 2019-20 Q2 EXPENDITURE REPORT

Act # 21-05 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 6-0**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris Y Proxy McCraven Y

Regional Director presented NOVA reports and the Glendora Q2 LAGL015 for board approval and certification of Q2 expenditures.

8.0 BOARD APPROVAL OF MONROVIA 2019-20 Q2 EXPENDITURE REPORT

Act # 21-06 Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 6-0**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris Y Proxy McCraven Y

Regional Director presented NOVA reports and the Monrovia Q2 LAGL015 for board approval and certification of Q2 expenditures.

9.0 CCAEC CUSTOMER SERVICE CLASS UPDATE

This update was covered under Mr. Wangler's representative report.

10 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned at 11:24 a.m.



Documents to Support Agenda Items

May 3, 2021 Agenda

Agenda Item 5.0

CFAD Worksheet

CCAEC 2021-22 CFAD

Worksheet for CFAD calculations

School	2016-17					2017-18			
	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	Cumulative 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	\$1,939,842	-\$242,020	\$624,019
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	\$1,027,343	\$27,982	\$28,009
Duarte Adult School	\$15,569	\$13,827	\$1,742	\$14,685	\$33,098	\$18,413	\$15,287	\$3,126	\$17,811
Glendora Adult School	\$251,418	\$227,007	\$24,411	\$138,555	\$375,181	\$236,626	\$258,644	-\$22,018	\$116,537
Monrovia Adult School	\$1,444,019	\$1,444,019	\$0	\$0	\$1,405,096	\$1,405,096	\$1,405,096	\$0	\$0
Total	\$4,273,950	\$4,257,135	\$16,815	\$1,019,306	\$5,432,588	\$4,413,282	\$4,646,212	-\$232,930	\$786,376

* Includes \$163,059 adjustment for Azusa

2

CCAEC 2021-22 CFAD

Worksheet for CFAD calculations

School	2020-21 Budget	2020-21 CFAD Funds	2020-21** Expenditures	2020-21** Carryover	Cumulative Carryover		
Azusa Adult School	\$1,973,350	\$1,349,331	\$1,172,248	\$177,083	\$801,102		
Citrus College	\$0	\$0	\$0	\$0	\$0		
Claremont Adult School	\$1,521,152	\$1,124,143	\$561,198	\$562,945	\$590,954		
Consortium Serv.		\$369,000	\$133,282	\$235,718	\$235,718		
Duarte Adult School	\$37,300	\$19,489	\$4,077	\$15,412	\$33,223		
Glendora Adult School	\$301,292	\$184,755	\$128,051	\$56,704	\$173,241		
Monrovia Adult School	\$1,366,564	\$1,366,564	\$912,091	\$454,473	\$454,473		
Total	\$5,199,658	\$4,413,282	\$2,910,947	\$1,502,335	\$2,288,711	\$4,413,282	\$5,199,658
Carryover		\$786,376				Check	Check
Check		\$786,376					

12

12

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	1,043	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	784	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	1,694	40.9%
Total	2,188	1,784	100.0%	2,728	2,186	100.0%	4,589	3,714	100.0%
	3,972			4,914			8,303		

CCAEC Total CFAD \$4,479,478

CAEP

School	2018-19	2019-20	% of Total	CAEP Funds	Overhead	Net	CFAD Amount	Q4 2020 Carryover Amount	21-22 CFAD + 2020 Carryover
Azusa Adult School	967	705	34.0%	\$1,511,824	\$101,077	\$1,410,747	\$0	\$1,410,747	\$624,019
Citrus College	0	0	0.0%	\$0	\$0	\$0	\$0	\$0	\$2,034,766
Claremont Adult School	668	559	25.0%	\$1,187,286	\$109,581	\$1,077,705	\$418,500	\$1,496,205	\$0
Duarte Adult School	0	25	0.5%	\$20,606	\$878	\$19,727	\$0	\$19,727	\$28,009
Glendora Adult School	128	109	4.8%	\$192,394	\$7,515	\$184,879	\$0	\$184,879	\$1,524,214
Monrovia Adult School	965	788	35.7%	\$1,567,369	\$199,449	\$1,367,920	\$0	\$1,367,920	\$17,811
	2,728	2,186	100.0%	\$4,479,478	\$418,500	\$4,060,978	\$418,500	\$4,479,478	\$37,538
		4,914							\$301,416
									\$0
									\$1,367,920

	Prog. Admin	Nur. Coord.	Website	Mktg. - ESL	Mktg. - CTE	Total
Azusa Adult School	\$39,469	\$15,000	\$0	\$16,608	\$30,000	\$101,077
Citrus College	\$0	\$0	\$0	\$0	\$0	\$0
Claremont Adult School	\$28,965	\$15,000	\$0	\$11,616	\$54,000	\$109,581
Duarte Adult School	\$590	\$0	\$0	\$288	\$0	\$878
Glendora Adult School	\$5,595	\$0	\$0	\$1,920	\$0	\$7,515
Monrovia Adult School	\$41,381	\$15,000	\$10,000	\$17,568	\$115,500	\$199,449
	\$116,000	\$45,000	\$10,000	\$48,000	\$199,500	\$418,500

Consortium Support Services	
Program Manager	\$60,000
Fiscal Agent - Admin	\$56,000
Nurse Coordinator	\$45,000
Website Maintenance	\$10,000
Marketing - ESL / ASE	\$48,000
Marketing - CTE	\$199,500
Total Overhead	\$418,500

ESTIMATED TITLE I FEES - NO SECURITY

	Fees	Marketing	Net
Azusa	\$100,000	\$30,000	\$70,000
Claremont	\$180,000	\$54,000	\$126,000
Monrovia	\$385,000	\$115,500	\$269,500
		\$199,500	\$199,500

NURSE COORDINATOR / WEBSITE

Azusa	\$15,000
Claremont	\$15,000
Monrovia	\$25,000
	\$55,000

MARKETING AS % OF ENROLLMENT

Azusa	34.6%	\$16,608.0
Claremont	24.2%	\$11,616.0
Duarte	0.6%	\$288.0
Glendora	4.0%	\$1,920.0
Monrovia	36.6%	\$17,568.0
	100.0%	\$48,000.0