



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			Cumulative Carryover
	2016-17 CAEP Funds - Initial	2016-17 CAEP Subcontract	2016-17 Total Funding	2016-17 Expenditures	2016-17 Carryover	2017-18 CAEP Funds	2017-18 Expenditures	2017-18 Carryover	
Azusa Adult School	\$1,422,489	\$133,176	\$1,555,665	\$1,102,319	\$453,346	\$1,570,185	\$1,467,013	\$103,172	\$556,518
Citrus College	\$380,000	-\$380,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Claremont Adult School	\$723,355	\$129,316	\$852,671	\$740,335	\$112,336	\$851,371	\$807,880	\$43,491	\$155,827
Duarte Adult School	\$31,592	\$1,019	\$32,611	\$32,611	\$0	\$31,592	\$18,649	\$12,943	\$12,943
Glendora Adult School	\$236,407	\$29,976	\$266,383	\$197,646	\$68,737	\$256,407	\$211,000	\$45,407	\$114,144
Monrovia Adult School	\$1,303,425	\$86,513	\$1,389,938	\$1,389,938	\$0	\$1,387,713	\$1,387,713	\$0	\$0
					\$0				
Total	\$4,097,268	\$0	\$4,097,268		\$634,419	\$4,097,268	\$3,892,255	\$205,013	\$839,432

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

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
Total	2,728	2,186	980	100.0%	\$4,479,478	\$399,000	\$4,080,478	\$399,000	\$4,479,478		

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
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
Total	\$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	
		<u>\$600,000</u>	<u>\$180,000</u>	\$420,000

NURSE COORDINATOR / WEBSITE

Azusa	\$15,000
Claremont	\$15,000
Monrovia	\$25,000
	<u>\$55,000</u>

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
	<u>100.0%</u>	<u>\$48,000.0</u>