



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, September 15, 2020

1:30 p.m.

Zoom Meeting

<https://us02web.zoom.us/j/88018935404>

Meeting ID: 880 1893 5404

AGENDA

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

1.1 Meeting called to order by Chair Flint Fertig at _____

1.2 Pledge of Allegiance

1.3 Roll call:		Meghna Bulsara Bus. Serv.	_____
Felipe Delvasto, Representative	_____	David Conway, Bus. Serv.	_____
Flint Fertig, Representative	_____	Julia Reyes, Bus. Serv.	_____
Paul Hernandez, Representative	_____	Janette Walzcak, Bus. Serv.	_____
Ron Letourneau, Representative	_____	Karen Waltman, Bus. Serv.	_____
Kevin Morris, Representative	_____	Ivon McCraven, Proxy	_____
Michael Wangler, Representative	_____	Rebecca Summers, Proxy	_____

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 July 28, 2020 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 August 11, 2020 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 AZUSA MEMBER USE OF ALLOCATION REVISION

Motion by _____, seconded by _____ Vote _____

Representative Delvasto __ Representative Fertig __ Representative Hernandez __

Representative Letourneau __ Representative Morris __ Representative Wangler __

Azusa representative and business services will present *Azusa Member Use of Allocation Revision* and explain to board reps and business services personnel why budget variance occurred.

5.0 BOARD APPROVAL OF AZUSA Q4 EXPENDITURE REPORT

Motion by _____, seconded by _____ Vote _____

Representative Delvasto __ Representative Fertig __ Representative Hernandez __

Representative Letourneau __ Representative Morris __ Representative Wangler __

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.

6.0 BOARD APPROVAL OF CLAREMONT Q4 EXPENDITURE REPORT

Motion by _____, seconded by _____ Vote _____

Representative Delvasto ___ Representative Fertig ___ Representative Hernandez ___

Representative Letourneau ___ Representative Morris ___ Representative Wangler ___

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.

7.0 BOARD APPROVAL OF DUARTE MEMBER USE OF ALLOCATION REVISION

Motion by _____, seconded by _____ Vote _____

Representative Delvasto ___ Representative Fertig ___ Representative Hernandez ___

Representative Letourneau ___ Representative Morris ___ Representative Wangler ___

Duarte representative and business services will present Azusa *Member Use of Allocation Revision* and explain to board reps and business services personnel why budget variance occurred.

8.0 BOARD APPROVAL OF DUARTE Q4 EXPENDITURE REPORT

Motion by _____, seconded by _____ Vote _____

Representative Delvasto ___ Representative Fertig ___ Representative Hernandez ___

Representative Letourneau ___ Representative Morris ___ Representative Wangler ___

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.

9.0 BOARD APPROVAL OF GLENDORA MEMBER USE OF ALLOCATION REVISION

Motion by _____, seconded by _____ Vote _____

Representative Delvasto ___ Representative Fertig ___ Representative Hernandez ___

Representative Letourneau ___ Representative Morris ___ Representative Wangler ___

Glendora representative and business services will present Glendora *Member Use of Allocation Revision* and explain to board reps and business services personnel why budget variance occurred.

10.0 BOARD APPROVAL OF GLENDORA Q4 EXPENDITURE REPORT

Motion by _____, seconded by _____ Vote _____

Representative Delvasto ___ Representative Fertig ___ Representative Hernandez ___

Representative Letourneau ___ Representative Morris ___ Representative Wangler ___

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.

11.0 BOARD APPROVAL OF MONROVIA MEMBER USE OF ALLOCATION REVISION

Motion by _____, seconded by _____ Vote _____

Representative Delvasto ___ Representative Fertig ___ Representative Hernandez ___

Representative Letourneau ___ Representative Morris ___ Representative Wangler ___

Monrovia representative and business services will present Monrovia *Member Use of Allocation Revision* and explain to board reps and business services personnel why budget variance occurred.

12.0 BOARD APPROVAL OF MONROVIA Q4 EXPENDITURE REPORT

Motion by _____, seconded by _____ Vote _____

Representative Delvasto ___ Representative Fertig ___ Representative Hernandez ___

Representative Letourneau ___ Representative Morris ___ Representative Wangler ___

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 CCAEC Fiscal Reporting Agreement.

13.0 BOARD APPROVAL OF CCAEC 2020-21 FISCAL REPORTING AGREEMENT

Motion by _____, seconded by _____ Vote _____

Representative Delvasto ___ Representative Fertig ___ Representative Hernandez ___

Representative Letourneau ___ Representative Morris ___ Representative Wangler ___

CCAEC representatives to discuss and approve the CCAEC 2020-21 Fiscal Reporting Agreement.

The primary revision to the Agreement requests that members include Goal Objective in 2020-21 LAGL015 reports for budgeted amounts to better comply with NOVA Program Area Reporting requirements for expenditures by CAEP Program Area. Reps and Business Services need to discuss merits and feasibility of this.

14.0 BOARD INFORMATIONAL ITEM FOR NC200

Ms. McCraven will update the board on Citrus College's noncredit counseling course NC200.

15.0 CCAEC ANNUAL DATA REVIEW 2020 VOL. 1

Regional Director will present the board with the CCAEC Annual Data Review and have brief informational discussions about the ADR.

15.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

September 15, 2020 Agenda

Agenda Item 2.1.1

July 28, 2020 Minutes



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

Tuesday, July 28, 2020

1:30 p.m.

Zoom Meeting

<https://us02web.zoom.us/j/86114138534?pwd=c3dHT3hKOGl0eS91RE80emRtTkFzUT09>

Meeting ID: 861 1413 8534

Unapproved

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

1.1 Meeting called to order by Chair Flint Fertig at 1:32 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Regional Director	Present
Flint Fertig, Representative	Present	Rick Crosby, Proxy	Absent
Paul Hernandez, Representative	Present	Ivon McCraven, Citrus Proxy	Present
Ron Letourneau, Representative	Present	Rebecca Summers, Proxy	Absent
Kevin Morris, Representative	Tardy	Saida Valdez, Proxy	Present
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 Approve the minutes of the June 23, 2020 Regular Executive Board Open Session Meeting.
Act # 20-16 Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 4-0-1**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Abstain
Representative Letourneau Y Representative Morris T Representative Wangler Y
Minutes were approved without revision.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Mr. Hernandez introduced himself to CCAEC representatives and other meeting attendees as the new Azusa Director and new CCAEC representative. He advised that Azusa Adult Education was in the initial stages of a Federal Program Monitor process. He thanked Ms. Valdez for her guidance and assistance with the FPM process, as well as her help as he began to learn the intricacies and operations for Azusa Adult Education. Mr. Hernandez relayed that the Azusa USD Board of Education decided all instruction in the district would be delivered online and that would include Azusa Adult Education. Though instruction would be virtual, Mr. Hernandez did advise that the Azusa USD cabinet had approved a proposal to safely provide students the ability to complete CASAS pre-testing.

Citrus: Mr. Wangler advised that he would wait until Agenda Item 4.0 to discuss at length his updates. He said that Citrus College had been very active building non-credit CTE pathways using Strong Workforce funds and he would elaborate further about this during Item 4.0.

Claremont: Mr. Delvasto reported that Claremont had begun the enrollment process and they were getting ready to start all programs in August. Claremont Adult School would also be providing all instruction online.

Duarte: Mr. Morris reported that Duarte USD would be going 100% online for Parent University. They were working with City of Hope for online mental health curriculum.

Glendora: Mr. Letourneau reported that Glendora USD and Adult School would be online as well. He also mentioned that he was building relationships with the new Superintendent, the new Assistant Superintendent, two new directors, and the new Glendora HS Principal.

Monrovia: Mr. Fertig advised that Monrovia would be starting online, except for the delivery of instruction for hands-on skills in Career Technical Education programs for Essential Critical Infrastructure training programs. He advised that MCAS COVID-19 Testing Protocols were in place for all students and ESL students would be testing beginning next week, August 3.

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 DISCUSSION ABOUT TRANSITION SPECIALIST RESPONSIBILITIES AND FUNDING

Representative Wangler expanded on how Strong Workforce funds for Career Pathway programs would include transitioning K-12 Adult Education students into Citrus College

programs for certifications and employment. Citrus has had the grants to build capacity as Ms. McCraven had completed a number of noncredit CTE programs in Customer Service (for call center jobs that were in high demand), Logistics and Warehouse Operations (including forklift certification), Office Technology (preparing students for credit programs), and several others. He also discussed how these programs would be linked with Vocational ESL programs.

Mr. Wangler stressed that Jason Green, the CCAEC Transition Specialist, would be critical to helping students from K-12 schools transition into Citrus programs. Thus, he offered to pay for Mr. Green's services out of Citrus' Strong Workforce funding. Mr. Wangler explained Mr. Green's responsibilities in his role as a noncredit counselor. His number one priority would be assisting K-12 adult education students to transition. He would also be teaching a noncredit counseling class articulated with the college.

Other CCAEC representatives were happy and grateful for Mr. Wangler taking on that salary and freeing up those resources for other CCAEC priorities.

Ms. McCraven gave an update on NC200 and advised that Citrus was prepared to offer the class with member adult schools when they were ready to fill the class. She described NC200 which is a noncredit version of C100 and is a counseling class that prepares students for academic success. She explained the class was a 30 hour/8 week class. Ms. McCraven said Citrus and Jason could develop a 6 week version of the class. As soon as K-12 schools had students, Citrus was prepared to deliver the course including in an online format.

5.0 BOARD APPROVAL OF Q3 EXPENDITURE REPORT

Act # 20-17 Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris Y Representative Wangler Y

Mr. Russell explained that this was a formality as he had already certified the Q3 Expenditure report in NOVA. He advised that some members had some variances in expenditure report because they required budget changes in order to input correct expenditure amount.

Mr. Russell advised that at the September 15, 2020 meeting he would be sending a *Member Use of Allocation Revision* to members to include with 015 and 019 supporting documents for Q4 Expenditure reporting.

Azusa stakeholders advised that Mr. Russell should contact Meghna Bulsara in Azusa Business Services to work on fiscal reporting since Marc Bommarito had left the district. Mr. Russell

6.0 BOARD DISCUSSION AND UPDATE REGARDING CONSORTIUM SUPPORT SERVICES NURSE COORDINATOR

Mr. Fertig asked Mr. Russell to share with stakeholders the Worksheet for CCAEC 2020-21 CFAD.

(A calculation error was in the Worksheet first presented to stakeholders. The Worksheet only included the Consortium Support Services that Mr. Fertig was discussing in this Agenda Item. The draft of the Worksheet presented neglected to include the original overhead amount in CFAD calculations. This incorrect amount informed the vote for Agenda Item 7.0. However, representative Delvasto caught the mistake and the Worksheet for CCAEC 2020-21 CFAD was corrected. The revised online vote on Item 7.0 is discussed in the minutes under that item number. Thus, a copy of the correct, revised Worksheet is included in these minutes.)

Mr. Fertig focused on pages 2 and 3 of the Enrollment section of the Worksheet, specifically Consortium Support Services. He noted that Monrovia and Azusa already had Pre-certification CNA programs, and that Claremont had been wanting to start one for some time. Currently

Azusa did not have a Nurse Director for its Nurse Assistant Training Program. He noted that sharing a Nurse Director consortium-wide made fiscal sense. He said that building on that idea for other consortium-wide needs would take advantage of economies of scale. He then suggested that setting up a Consortium Support Services that included a Nurse Director and a Marketing specialist.

Mr. Fertig asked Mr. Russell to discuss the benefits of a Marketing specialist. Mr. Russell shared a document *MCAS Income Statement Breakdown by AJCC*.

(A copy of this document has been attached to these minutes for illumination of Mr. Russell's discussion.)

Mr. Russell explained how MCAS targeted marketing efforts had resulted in a massive increase in income from America's Job Centers of California Title I fees for CTE programs. He noted that in just two years, from Fiscal Year 2016-17 to Fiscal Year 2018-19, that MCAS income from CTE programs increased 1,226%. He explained that Mad Men Marketing, the marketing firm that MCAS employed, used targeted marketing on social media platforms to fill classes to capacity. He then discussed how Mad Men has introduced MCAS to a number of AJCCs which connected students to AJCCs. So Mad Men found the students and then found the funding for the students.

Mr. Russell advised that MCAS had a Pre-certification CNA program starting August 10. He had over 60 leads for a cohort of 15 and already had funds for these students based on previous relationships developed by Mad Men,

Mr. Russell explained that Mad Men's fees were based on performance. They took a percentage of what MCAS collected. He asked CCAEC reps: what would you rather have, 100% of \$20,000 or 70% of \$267,000. The economics were very clear.

Ray Matthews of Mad Men Marketing was in attendance on the Zoom meeting and he spoke to what Mr. Russell advised, explaining how Mad Men has a strong presence on a number of platforms and more than 15 years' experience of working in the Workforce Development system.

Mr. Russell then discussed how Mad Men also used those same platforms to drive traffic for non-CTE programs. He explained under the Worksheet that the Marketing ESL/ASE line item was for monthly marketing as a consortium to drive non-CTE traffic during the pandemic. He noted that classes would be delivered online, so finding students online made sense.

Ms. Valdez advised that regional consortia were marketing in a similar fashion as a consortium. She believed this approach made a lot of sense. Mr. Delvasto said schools could track how students learned about consortium schools to measure marketing effectiveness. Other board members concurred. Mr. Matthews explained how he could find CalFresh, GAIN and GROW clients and Citrus noncredit CTE students as well as member ESL/ASE/ABE students.

Based on these discussions Mr. Fertig used the Worksheet to note how consortium members could significantly benefit in terms of enrollment and potential CTE fees for not a large investment. He reiterated that the Marketing – CTE line item would only be expended if members earned AJCC funds. He wrapped up noting how this really was a win for all members and moved to a vote in

7.0 BOARD APPROVAL OF REVISED 2020-21 CFAD

Act # 20-18 Motion by Mr. Delvasto, seconded by Mr. Hernandez **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris Y Representative Wangler Y

Based on the Worksheet that was presented and discussions in Agenda Item 6.0, board representatives voted to approve revised 2020-21 CFAD allocation amounts.

(As discussed above, a calculation error in the Worksheet was first presented to stakeholders. The revised, correct Worksheet is attached to this minutes as well as the email thread approving the 2020-21 CFAD based on the correct Worksheet amount. In addition, CCAEC members are required to confirm this in NOVA and all six member representatives did so.)

8.0 UPDATE ON 2020-21 ANNUAL PLAN

Mr. Russell advised the board that he would be submitting a draft of the plan to stakeholder and hold online stakeholder meetings to get input.

9.0 REGIONAL DIRECTOR GIVE CTE DELIVERY REPORT AND BOARD DISCUSSION

Mr. Russell shared that current Los Angeles County COVID-19 protocols for Institute of Higher Education required all programs to be delivered online except for training programs in Essential Critical Infrastructure Sectors and only the instruction for hands-on skills in those programs was allowed. Mr. Russell explained that MCAS had a COVID-19 Action Plan for the hands-on portions of programs, as well as for Testing Protocols for all students. He advised he would share that expertise and those documents with members who requested it.

10.0 BOARD DISCUSSION OF PROGRAM DELIVERY

Board members discussed the online solutions being used (Canvas, Neo, Google Classroom, Zoom, Google Meets) and ways to pre- and post-testing.

11.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Chair Fertig closed Zoom meeting at 3:17 pm.

School	Total Students Enrolled						Total Services - Unduplicated		
	2018-19	Literacy 2019-20	% of Total	2018-19	CAEP 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%		3,714	100.0%
		3,972			4,914			#VALUE!	

MAY 2, 2020 CFAD AMOUNT - ACT # 20-10 APPROVED 4/21/20

CCAEC Total CFAD \$4,514,345

School	CAEP			CAEP Funds	Overhead	Net	CFAD Amount	Balance Check	Delta
	2018-19	2019-20	% of Total						
Azusa Adult School	967	705	34.0%	\$1,536,016	\$53,079	\$1,482,937	\$1,482,937		\$214,885
Citrus College	0	0	0.0%	\$0	\$0	\$0	\$0		\$0
Claremont Adult School	668	559	25.0%	\$1,127,208	\$38,952	\$1,088,256	\$1,244,256		\$188,931
Duarte Adult School	0	25	0.5%	\$22,967	\$794	\$22,173	\$22,173		\$3,760
Glendora Adult School	128	109	4.8%	\$217,725	\$7,524	\$210,201	\$210,201		\$26,425
Monrovia Adult School	965	788	35.7%	\$1,610,429	\$55,651	\$1,554,778	\$1,554,778		\$149,682
	2,728	2,186	100.0%	\$4,514,345	\$156,000	\$4,358,345	\$4,514,345	\$4,514,345	\$101,063
		4,914							

MAY REVISE CFAD AMOUNTS - ACT # 20-11 APPROVED 5/28/20

CCAEC Total CFAD \$3,967,860

School	2020-21 CFAD	CFAD Reduction	Rev. CFAD Amount	Balance Check	Current Carryover	Projected Carryover
Azusa Adult School	\$1,482,937	(\$179,517)	\$1,303,420		\$1,230,028	\$290,000
Citrus College	\$0	\$0	\$0		\$0	\$0
Claremont Adult School	\$1,244,256	(\$150,624)	\$1,093,632		\$427,549	\$0
Duarte Adult School	\$22,173	(\$2,684)	\$19,489		\$20,882	\$0
Glendora Adult School	\$210,201	(\$25,446)	\$184,755		\$148,658	\$148,658
Monrovia Adult School	\$1,554,778	(\$188,214)	\$1,366,564		\$502,264	\$0
	\$4,514,345	(\$546,485)	\$3,967,860	\$3,967,860		

Total Students Enrolled

Current Overhead

Program Management	\$60,000
Fiscal Agent	\$56,000
Transitions Plan	\$0
Total Overhead	\$116,000

Consortium Support Services

Current Overhead	\$116,000
Program Mgmt. Delta	\$0
Nurse Coordinator	\$45,000
Website Maintenance	\$10,000
Marketing - ESL / ASE	\$48,000
Marketing - CTE	\$150,000
Total CSS / Net New Expenditures	\$253,000

	CFAD ACT # 20-10	CFAD ACT # 20-11	2020-21 Revise	
Azusa Adult School	\$1,482,937	\$1,303,420		\$146,671.24
Citrus College	\$0	\$0		\$0.00
Claremont Adult School	\$1,244,256	\$1,093,632		\$121,882.50
Duarte Adult School	\$22,173	\$19,489		\$2,156.93
Glendora Adult School	\$210,201	\$184,755		\$20,706.53
Monrovia Adult School	\$1,554,778	\$1,366,564		\$154,004.80
	\$4,514,345	\$3,967,860	\$4,413,282	\$445,422
				-\$14,036
				\$431,386

Total Overhead **\$369,000**

ESTIMATED TITLE I FEES - NO SECURITY

	Fees	Marketing	Net
Azusa	\$100,000	\$30,000	\$70,000
Claremont	\$150,000	\$45,000	\$105,000
Monrovia	\$250,000	\$75,000	\$175,000
	\$500,000	\$150,000	\$350,000

NURSE COORDINATOR

Azusa	\$15,000
Claremont	\$15,000
Monrovia	\$15,000
	\$45,000

MARKETING AS % OF ENROLLMENT

Azusa	34.0%	\$16,320.0
Claremont	25.0%	\$12,000.0
Duarte	0.5%	\$240.0
Glendora	4.8%	\$2,304.0
Monrovia	35.7%	\$17,136.0
	100.0%	\$48,000.0

	Nur. Cood.	Mktg. - ESL	Mktg. - CTE	Total
Azusa Adult School	\$15,000	\$16,320	\$30,000	\$61,320
Citrus College	\$0	\$0	\$0	\$0
Claremont Adult School	\$15,000	\$12,000	\$45,000	\$72,000
Duarte Adult School	\$0	\$240	\$0	\$240
Glendora Adult School	\$0	\$2,304	\$0	\$2,304
Monrovia Adult School	\$25,000	\$17,136	\$75,000	\$117,136
	\$55,000	\$48,000	\$150,000	\$253,000

Total Students Enrolled

	CFAD ACT # 20-11	2020-21 Revise	Consortium Service	Overhead	Balance	New 2020- 21 CFAD Amount	Claremont Program Funds	Overhead/ Cons. Sv. Funds
Azusa Adult School	\$1,303,420	\$146,671	\$61,320	\$39,440	\$45,911	\$1,349,331		
Citrus College	\$0	\$0	\$0	\$0	\$0	\$0		
Claremont Adult School	\$1,093,632	\$121,883	\$72,000	\$29,000	\$20,883	\$1,493,143	\$1,124,143	\$369,000
Duarte Adult School	\$19,489	\$2,157	\$240	\$580	\$1,337	\$19,489		
Glendora Adult School	\$184,755	\$20,707	\$2,304	\$5,568	\$12,835	\$184,755		
Monrovia Adult School	\$1,366,564	\$154,005	\$117,136	\$41,412	-\$4,543	\$1,366,564		
	\$3,967,860	\$445,422	\$253,000	\$116,000	\$76,422	\$4,413,282		

Monrovia Community Adult School
Income Statement Breakdown by AJCC

Name	FY 2016/2017		FY 2017/2018		FY 2018/2019		FY 2019/2020 (YTD 8/17/19)	
	Amount	% of Tot.	Amount	% of Tot.	Amount	% of Tot.	Amount	% of Tot.
MCS	\$ -		\$ -		\$ 60,975.41		-	
FETC/Foothill	-		89,424.95		39,643.36		-	
Goodwill	-		2,495.00		61,965.00		-	
SASSFA	-		53,411.60		37,699.74		-	
JVS	-		-		11,980.00		-	
CCD	-		-		32,945.00		-	
YPI	-		-		22,000.00		-	
WIOA	20,146.50		13,798.00		-		-	
Other AJCCs	-		-		-		-	
AJCC subtotal	<u>\$ 20,147</u>	25.4%	<u>\$ 159,130</u>	73.7%	<u>\$ 267,209</u>	91.6%	<u>\$ 365,000</u>	94.8%
Non-AJCC CTE Fees	<u>\$ 59,034</u>		<u>\$ 56,905</u>		<u>\$ 24,545</u>		<u>\$ 20,000</u>	
	<u>\$ 79,181</u>		<u>\$ 216,035</u>		<u>\$ 291,754</u>		<u>\$ 385,000</u>	
Increase in AJCC Fees over 2016-17			689.9%		1226.3%		1711.7%	
Increase in Total Fees over 2016-17			172.8%		268.5%		386.2%	



John Russell <jrussell@monroviaschools.net>

Spreadsheet concern

10 messages

Felipe Delvasto <fdelvasto@cusd.claremont.edu>
To: John Russell <jrussell@monroviaschools.net>

Thu, Jul 30, 2020 at 4:38 PM

Hello everyone,

In an effort to be transparent with everyone, I am including all of the Directors on this e-mail and not just John. Since Claremont is the Fiscal Agent, I need to make sure all the funds are correct and available so I can pay all of the different Independent Contractors on behalf of the consortium.

After our meeting today, looking into the spreadsheet that John had sent last night in more detail, I realized that John did not include the original amount of \$156,000 for "Current Overhead", which actually should have been \$116,000 since Citrus is picking up the portion for "Transitions Plan".

I took the liberty of adding a column on the attached spreadsheet which is named "CLAREMONT REVISE", on page 3 to reflect the \$116,000. This column is on GREEN color. The percentages used on the GREEN column are identical with the percentages used all along... i.e Claremont pays 25% as we have 25% of the population. When adding this column, obviously the balances and CFAD amounts will vary to some extent.

Please take a look at the attached spreadsheet and John, could you confirm these amounts are correct?... Math is not my strongest subject!!! I am assuming that if I am correct, we will have to have a new vote. My apologies for not looking at this in more detail last night when it was sent.

F. Delvasto
Senior Coordinator, Alternative Education
Claremont Unified School District
909-398-0609 EXT 40001



Worksheet for CCAEC 2020-21 CFAD June CLAREMONT REVISE 7.30.20.xlsx
26K

Felipe Delvasto <fdelvasto@cusd.claremont.edu>
To: Flint Fertig <ffertig@monroviaschools.net>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Paul Hernandez <pfernandez@azusa.org>, Kevin Morris <kmorris@duarteusd.org>, Michael Wangler <mwangler@citruscollege.edu>
Cc: John Russell <jrussell@monroviaschools.net>

Thu, Jul 30, 2020 at 4:52 PM

Hello everyone,

In an effort to be transparent with everyone, I am including all of the Directors on this e-mail and not just John. Since Claremont is the Fiscal Agent, I need to make sure all the funds are correct and available so I can pay all of the different Independent Contractors on behalf of the consortium.

After our meeting today, looking into the spreadsheet that John had sent last night in more detail, I realized that John did not include the original amount of \$156,000 for "Current Overhead", which actually should have been \$116,000 since Citrus is picking up the portion for "Transitions Plan".

I took the liberty of adding a column on the attached spreadsheet which is named "CLAREMONT REVISE", on page 3 to reflect the \$116,000. This column is GREEN. The percentages used on the GREEN column are identical with the percentages used all along... i.e Claremont pays 25% as we have 25% of the population.

When adding this column, the CFAD for Duarte, Glendora and Citrus do not change. The amounts for Azusa, Claremont and Monrovia have changed slightly.

[Quoted text hidden]



Worksheet for CCAEC 2020-21 CFAD June CLAREMONT REVISE 7.30.20.xlsx
26K

Flint Fertig <ffertig@monroviashools.net>

Thu, Jul 30, 2020 at 5:01 PM

To: Felipe Delvasto <fdelvasto@cusd.claremont.edu>

Cc: Ron Letourneau <rletourneau@glendora.k12.ca.us>, Paul Hernandez <phernandez@azusa.org>, Kevin Morris <kmorris@duarteusd.org>, Michael Wangler <mwangler@citruscollege.edu>, John Russell <jrussell@monroviashools.net>

That's a good catch Felipe! I see the error now. It is small enough to work in my opinion. I am ok to entertain a motion and just move forward with your amendment. Is that ok with everyone?

Best Regards,
Flint Fertig
Director of Adult Education &
Alternative Programs

[Quoted text hidden]

Felipe Delvasto <fdelvasto@cusd.claremont.edu>

Thu, Jul 30, 2020 at 5:11 PM

To: Flint Fertig <ffertig@monroviashools.net>

Cc: Ron Letourneau <rletourneau@glendora.k12.ca.us>, Paul Hernandez <phernandez@azusa.org>, Kevin Morris <kmorris@duarteusd.org>, Michael Wangler <mwangler@citruscollege.edu>, John Russell <jrussell@monroviashools.net>

Well... Claremont votes yes!

F. Delvasto

On Jul 30, 2020, at 5:01 PM, Flint Fertig <ffertig@monroviashools.net> wrote:

[Quoted text hidden]

John Russell <jrussell@monroviashools.net>

Thu, Jul 30, 2020 at 5:13 PM

To: Felipe Delvasto <fdelvasto@cusd.claremont.edu>

Cc: Flint Fertig <ffertig@monroviashools.net>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Paul Hernandez <phernandez@azusa.org>, Kevin Morris <kmorris@duarteusd.org>, Michael Wangler <mwangler@citruscollege.edu>

Ugh.

That is embarrassing. My apologies everyone. 😞😞

Felipe -- your numbers are correct. Flint is ok with the change. Three members do not change in amount.

Paul -- this means your amount increases by 45K instead of 83K. Apologies again.

Kind Regards,

John Russell

MUSD Assistant Principal
for Adult Education &
Alternative Programs

Desk: 626.471.3044
Cell: 626.840.9865
monroviaadultschool.com

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



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[Quoted text hidden]

Michael Wangler <mwangler@citruscollege.edu> Thu, Jul 30, 2020 at 6:44 PM
To: John Russell <jrussell@monroviaschools.net>
Cc: Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Flint Fertig <ffertig@monroviaschools.net>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Paul Hernandez <phernandez@azusa.org>, Kevin Morris <kmorris@duarteusd.org>

I'm good with this modification, and we're happy to reduce the overhead burden so more funds can go directly to the programs.

We'll be in touch soon regarding our new noncredit transitions certificate. We should be able to provide an update at the next board meeting.

M-

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[Quoted text hidden]

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John Russell <jrussell@monroviaschools.net> Thu, Jul 30, 2020 at 7:32 PM
To: Michael Wangler <mwangler@citruscollege.edu>
Cc: Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Flint Fertig <ffertig@monroviaschools.net>, Ron Letourneau <rletourneau@glendora.k12.ca.us>, Paul Hernandez <phernandez@azusa.org>, Kevin Morris <kmorris@duarteusd.org>

Thanks so much Michael!

Kind Regards,

John Russell
MUSD Assistant Principal
for Adult Education &
Alternative Programs
Desk: 626.471.3044
Cell: 626.840.9865

monroviaadultschool.com

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



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[Quoted text hidden]

Ron Letourneau <rletourneau@glendora.k12.ca.us>

Thu, Jul 30, 2020 at 7:34 PM

To: John Russell <jrussell@monroviaschools.net>

Cc: Michael Wangler <mwangler@citruscollege.edu>, Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Flint Fertig <ffertig@monroviaschools.net>, Paul Hernandez <phernandez@azusa.org>, Kevin Morris <KMorris@duarteusd.org>

Glendora good .

Sent from my iPhone

On Jul 30, 2020, at 7:32 PM, John Russell <jrussell@monroviaschools.net> wrote:

[Quoted text hidden]

Kevin Morris <KMorris@duarteusd.org>

Thu, Jul 30, 2020 at 7:43 PM

To: Ron Letourneau <rletourneau@glendora.k12.ca.us>, John Russell <jrussell@monroviaschools.net>

Cc: Michael Wangler <mwangler@citruscollege.edu>, Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Flint Fertig <ffertig@monroviaschools.net>, Paul Hernandez <phernandez@azusa.org>

Duarte is good as well! Thumbs up!

Kevin Morris

Get [Outlook for iOS](#)

From: Ron Letourneau <rletourneau@glendora.k12.ca.us>

Sent: Thursday, July 30, 2020 9:34:52 PM

To: John Russell <jrussell@monroviaschools.net>

Cc: Michael Wangler <mwangler@citruscollege.edu>; Felipe Delvasto <fdelvasto@cusd.claremont.edu>; Flint Fertig <ffertig@monroviaschools.net>; Paul Hernandez <phernandez@azusa.org>; Kevin Morris <KMorris@duarteusd.org>

Subject: Re: Spreadsheet concern

[Quoted text hidden]

Flint Fertig <ffertig@monroviaschools.net>

Sat, Aug 1, 2020 at 12:28 PM

To: Kevin Morris <KMorris@duarteusd.org>

Cc: Ron Letourneau <rletourneau@glendora.k12.ca.us>, John Russell <jrussell@monroviaschools.net>, Michael Wangler <mwangler@citruscollege.edu>, Felipe Delvasto <fdelvasto@cusd.claremont.edu>, Paul Hernandez <phernandez@azusa.org>

Looks good to me.

Best Regards,

Flint Fertig

Director of Adult Education &
Alternative Programs

[Quoted text hidden]



Documents to Support Agenda Items

September 15, 2020 Agenda

Agenda Item 2.1.1

August 11, 2020 Minutes



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

Tuesday, July 28, 2020

1:30 p.m.

Zoom Meeting

<https://us02web.zoom.us/j/84871590825>

Meeting ID: 848 7159 0825

Unapproved

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

1.1 Meeting called to order by Chair Flint Fertig at 1:47 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Regional Director	Present
Flint Fertig, Representative	Present	Rick Crosby, Proxy	Absent
Paul Hernandez, Representative	Tardy	Ivon McCraven, Citrus Proxy	Present
Ron Letourneau, Representative	Absent	Rebecca Summers, Proxy	Absent
Kevin Morris, Representative	Tardy	Saida Valdez, Proxy	Present
Michael Wangler, Representative	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 July 28, 2020 Regular Executive Board Open Session Meeting.

No Vote

July 28 Minutes were not presented; no vote to approve.

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: No report.

Citrus: No report

Claremont: No report.

Duarte: No report.

Glendora: No report.

Monrovia: No report.

- 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 DISCUSSION AND REVIEW OF 2020-21 ANNUAL PLAN

Regional Director presented draft to board representatives and numerous stakeholders. He advised that he would be getting feedback in three stakeholder meetings that were scheduled for 8/11/20, 8/12/20, and 8/13/20.

(Mr. Russell got significant input from stakeholders during these meetings and the final Annual Plan reflected that input.)

5.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Chair Fertig closed the meeting at 1:59 so that stakeholders could attend the Annual Plan stakeholder input Zoom meeting that was scheduled for 2:00.



Documents to Support Agenda Items

September 15, 2020 Agenda

Agenda Item 13.0

CCAEC 2020-21 Fiscal Reporting Agreement



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM 2020-21 FISCAL REPORTING AGREEMENT

- I. Members are expected to follow all state instructions in the Allowable Uses Guide, Program Guidelines and meet reporting requirements in NOVA.
- II. Members are to report all available funds for adult education and uses of CAEP fund allocations. Reporting of funds outside of CAEP funds will be completed in NOVA by the required deadlines and reported to other members by the Regional Director.
- III. All K-12 members receiving CAEP consortium funds will submit a PeopleSoft LAGL015c report to the consortium board representatives for budgeting purposes. Board representatives will use this document and NOVA budget reporting for board deliberations and approval of budgets.
- IV. This budget document will include program goals for better Program Area reporting and budgeting.
- V. All consortium members receiving CAEP funds are expected to report quarterly expenditures of consortium allocations for public and board representatives' review.
- VI. Expenditures will be certified according to each member's institutional accounting processes prior to reporting quarterly expenditures.
- VII. Members will input expenditures into NOVA prior to the board meeting where quarterly and annual expenditures are approved.
- VIII. Back-up documentation from each members' accounting system will accompany the NOVA reporting. For quarterly reports that back-up documentation will be the PeopleSoft LAGL015c and for annual reports it will be the PeopleSoft LAGL015c and LAGL019.
- IX. For the approval of Annual Expenditures, each member must have personnel from business services at the board meeting to answer questions.
- X. *A Member Use of Allocation Revision* will be submitted by member agencies and approved by the governing board representatives prior to adjusting expenditures in the approved budget, if revisions by Object Code exceed 5%.
- XI. Member agencies are encouraged to expend allocations according to its proposal at a rate which utilizes its allocation at a minimum of 60% annually.
- XII. If a member agency expends less than 60% of its allocation, the member will submit a plan, a timeline, and a revision, for the use of unexpended funds to the public for review and to the consortium governing board representatives for approval.
- XIII. State assistance will be requested for any member agency which is not in good standing with the consortium for reasons to include but not limited to: mismanagement of consortium funds, non-compliance of the state guidelines, non-alignment of expenditure activities with annual plan, neglect to provide expenditures and outcomes reports, or lack of involvement in fiscal decisions and consortium activities.
- XIV. Approval of the Citrus College Adult Education Consortium Fiscal Reporting Agreement by the CCAEC board is required for implementation. Upon approval, members will adhere to the guidelines to remain in good standing with the consortium. Annual review of the agreement will provide an opportunity for amending the document.