



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. However, this Special Executive 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 1040 E. Gladstone St., Azusa, CA 91702 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, March 23, 2023, 1:30 p.m.

Monrovia Community Adult School – Room 33  
920 S. Mountain Ave., Monrovia 91016

## Zoom Meeting Information

<https://us02web.zoom.us/j/84952685021?pwd=Y2kzN1RLT1pvZTIIZkxWcHRPNTBIQT09>

**Meeting ID: 849 5268 5021**

## AGENDA

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

1.1 Meeting called to order by Chair Delvasto at \_\_\_\_\_

1.2 Pledge of Allegiance

1.3 Roll call:

Mari Bordona, Representative	_____	John Russell, Regional Director	_____
Felipe Delvasto, Representative	_____		
Flint Fertig, Representative	_____		
Ron Letourneau, Representative	_____		
Ivon McCraven, Proxy	_____		
Kevin Morris, Representative	_____		

**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 17, 2023 Regular Executive Board Open Session Meeting.

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

Representative Bordona \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative Letourneau \_\_ Representative McCraven \_\_ Representative Morris \_\_

Approve the minutes of the February 21, 2023 Regular Executive Board Open Session Meeting.

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

Representative Bordona \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative Letourneau \_\_ Representative McCraven \_\_ 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 2022-23 Q2 EXPENDITURE REPORT**

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

Representative Bordona \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative Letourneau \_\_ Representative McCraven \_\_ Representative Morris \_\_

Regional Director will present NOVA reports and the Azusa Q2 CCAEC Q2 Expenditure Report for approval and certification of Q2 expenditures.

**5.0 BOARD APPROVAL OF CLAREMONT 2022-23 Q2 EXPENDITURE REPORT**

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

Representative Bordona \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative Letourneau \_\_ Representative McCraven \_\_ Representative Morris \_\_

Regional Director will present NOVA reports and the Claremont Q2 CCAEC Q2 Expenditure Report for approval and certification of Q2 expenditures.

**6.0 BOARD APPROVAL OF DUARTE 2022-23 Q2 EXPENDITURE REPORT**

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

Representative Bordona \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative Letourneau \_\_ Representative McCraven \_\_ Representative Morris \_\_

Regional Director will present NOVA reports and the Duarte Q2 CCAEC Q2 Expenditure Report for approval and certification of Q2 expenditures.

**7.0 BOARD APPROVAL OF GLENDORA 2022-23 Q2 EXPENDITURE REPORT**

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

Representative Bordona \_\_ Representative Delvasto \_\_ Representative Fertig \_\_

Representative Letourneau \_\_ Representative McCraven \_\_ Representative Morris \_\_

Regional Director will present NOVA reports and the Glendora Q2 CCAEC Q2 Expenditure Report for approval and certification of Q2 expenditures.

**8.0 BOARD APPROVAL OF MONROVIA 2022-23 Q2 EXPENDITURE REPORT**

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

Representative Bordona \_\_ Representative Delvasto \_\_ Representative Fertig \_\_

Representative Letourneau \_\_ Representative McCraven \_\_ Representative Morris \_\_

Regional Director will present NOVA reports and the Monrovia Q2 CCAEC Q2 Expenditure Report for approval and certification of Q2 expenditures.

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



# Documents to Support Agenda Items

March 23, 2023 Agenda

Agenda Item 2.1.1

January 17, 2023 Minutes

February 21, 2023 Minutes



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, January 17, 2022, 1:30 p.m.

Monrovia Community Adult School – Room 33

920 S. Mountain Ave., Monrovia 91016

### Zoom Meeting Information

<https://us02web.zoom.us/j/84952685021?pwd=Y2kzN1RLT1pvZTIIZkxWcHRPNTBIQT09>

**Meeting ID: 849 5268 5021**

## Unapproved Minutes

### 1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30 p.m.)

1.1 Meeting called to order by Chair Felipe Delvasto at 1:34

1.2 Pledge of Allegiance

1.3 Roll call:

Mari Bordona, Representative	Absent	John Russell, Program Director	Present
Felipe Delvasto, Representative	Present		
Flint Fertig, Representative	Present		
Ron Letourneau, Representative	Present		
Kevin Morris, Representative	Tardy		
Ivon McCraven, Representative	(Virtually)		

### 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 December 20, 2022 Regular Executive Board Open Session Meeting.

**Act # 23-01** Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 4-0**  
Representative Bordona A Representative Delvasto Y Representative Fertig Y  
Representative Letourneau Y Representative McCraven Y Representative Morris T

### 3.0 COMMUNICATIONS

3.1 Representative reports:

**Azusa:** No report.

**Citrus:** Ms. McCraven reported that the Winter Session at Citrus College had started with good enrollment. She also reported that Citrus had received funds from the Institutional Effectiveness Partners Initiative in the amount of \$200,000. These were one-time funds that would allow Citrus College to expand noncredit and community programs and the college had just finished plans for utilizing the funds.

**Claremont:** Mr. Delvasto reported that Claremont had just started a Nurse Assistant Training Program cohort with 8 students. He noted that they were hoping to have a larger class next cohort.

Mr. Delvasto also reported that all Claremont classes were now offered in-person and the school was making marketing efforts to get enrollment to pre-pandemic levels.

**Duarte:** Mr. Morris arrived during reports and reported that City of Hope was running a Parent University program in February.

**Glendora:** Mr. Letourneau reported that hiring was in a holding pattern due to district issues.

**Monrovia:** Mr. Fertig reported that Monrovia had made good efforts to increase CTE enrollment over the past three months.

3.2 Program 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 CCAEC DATA STATUS REPORT ON THREE YEAR PLAN METRICS

Mr. Russell guided Board Representatives through various CAEP Summary Table data so everyone could see how the consortium was performing in terms of Participation, Persistence, and Performance.

### 5.0 BOARD DISCUSSION ABOUT CONFERENCE BREAKOUT SESSIONS

Mr. Russell presented session options for conference breakout sessions based on previous Representative input. He advised that Mr. Fertig wanted PLC training, especially the elements of tight and loose PLCs/ Ms. Bordona had previously asked for sessions on the following topics: creating online lessons using NEO, creating CTE hybrid courses, using CASAS assessments and resources in to guide HSD, ESL and HSE course instruction, implementing the CASAS assessments for moving ESL students up a level.

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

Mr. Delvasto adjourned the meeting at 2:14.



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, February 21, 2022, 1:30 p.m.

Monrovia Community Adult School – Room 33

920 S. Mountain Ave., Monrovia 91016

### Zoom Meeting Information

<https://us02web.zoom.us/j/84952685021?pwd=Y2kzN1RLT1pvZTIIZkxWcHRPNTBIQT09>

**Meeting ID: 849 5268 5021**

## Unapproved Minutes

### 1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30 p.m.)

1.1 Meeting called to order by acting Chair Felipe Delvasto at 1:38

1.2 Pledge of Allegiance

1.3 Roll call:

Mari Bordona, Representative	(Virtually)	John Russell, Program Director	(Virtually)
Felipe Delvasto, Representative	(Virtually)		
Flint Fertig, Representative	(Virtually)		
Ron Letourneau, Representative	(Virtually)		
Kevin Morris, Representative	(Virtually)		
Ivon McCraven, 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 January 17, 2023 Regular Executive Board Open Session Meeting.  
**MOTION TO TABLE** Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Table 5-0**  
Representative Bordona Y Representative Delvasto Y Representative Fertig Y  
Representative Letourneau Y Representative McCraven A Representative Morris Y  
Minutes were not ready at this time so approval was moved to next Board meeting.

### 3.0 COMMUNICATIONS

- 3.1 Representative reports:

**Azusa:** Ms. Bordona introduced Chelsea Mendoza who would be helping with program outcome data and budgeting as a Lead Accounting Clerk.

**Citrus:** No report.

**Claremont:** No report.

**Duarte:** No report.

**Glendora:** No report.

**Monrovia:** No report.

- 3.2 Program Director report.

Mr. Russell reported members needed to submit 2022-23 Q2 expenditures into NOVA by March 1. He also welcomed Ms. Mendoza and offered to help her with NOVA reporting and the intricacies of CAEP data and fiscal reporting

- 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 TO REDISTRIBUTE CONSULTING FUNDS FOR WEBSITE, TRANSLATION, AND CURRICULUM DEVELOPMENT

**Act # 23-02** Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau Y Representative McCraven A Representative Morris Y

Board approved redistributing existing carryover consulting funds from Calvin McKendrick to the Best Alternative so that the organization could take responsibility for the website maintenance and translation. Also, Board approved carryover of Yecsenia Delgado funds for Pharmacy Technician curriculum development in NEO.

Carryover amount for website maintenance was \$5,455 and for NEO curriculum development was \$8,490.

### 5.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Mr. Delvasto adjourned the meeting at 1:58pm.



# Documents to Support Agenda Items

## March 23, 2023 Agenda

Agenda Item 4.0 – 8.0  
CCAEC Q2 Expenditure Report by Member

## Azusa Unified

### 2022-23 Q2

Submitted by John Russell  
Awaiting Approval (Primary Contact)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$228,664	\$282,308	81%	\$627,351	36.45%	\$398,687
2000 - Non-Instructional Salaries	\$68,283	\$141,745	48.17%	\$314,988	21.68%	\$246,705
3000 - Employee Benefits	\$82,420	\$101,504	81.2%	\$225,565	36.54%	\$143,145
4000 - Supplies and Materials	\$50,280	\$83,585	60.15%	\$185,744	27.07%	\$135,464
5000 - Other Operating Expenses and Services	\$31,084	\$84,390	36.83%	\$187,533	16.58%	\$156,449
6000 - Capital Outlay	\$0	\$35,268	0%	\$78,374	0%	\$78,374
7000 - Other Outgo	\$0	\$64,054	0%	\$142,342	0%	\$142,342
Indirect Costs	\$23,036	\$36,440	63.22%	\$80,977	28.45%	\$57,941
<b>Totals</b>	<b>\$483,767</b>	<b>\$829,293</b>	<b>58.33%</b>	<b>\$1,842,874</b>	<b>26.25%</b>	<b>\$1,359,107</b>

#### Corrective Action Plan \*

District is in the process of significant reorganization including closing campuses, reduction of force, and repurposing personnel. This has created a temporary freeze on hiring until that process is completed. This affected amount of funds expended in instructional and non-instructional salaries and operating expenses. Action Plan will require re-allocation of budget to different Object Codes. This budget revision will be presented at the next Board meeting.

#### Additional Comments

Not Entered

### Allocation Year 2020-21 Closeout

I have reviewed the fiscal reports for my agency and confirmed that all funds for this allocation year have been spent.

#### 2020-21 Reverted Funds:

\$0

## Claremont Unified

### 2022-23 Q2

Submitted by Felipe Delvasto  
Awaiting Approval (Primary Contact)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$219,625	\$173,017	126.94%	\$576,723	38.08%	\$357,098
2000 - Non-Instructional Salaries	\$102,383	\$72,591	141.04%	\$241,971	42.31%	\$139,588
3000 - Employee Benefits	\$107,693	\$81,303	132.46%	\$271,011	39.74%	\$163,318
4000 - Supplies and Materials	\$32,819	\$21,600	151.94%	\$72,000	45.58%	\$39,181
5000 - Other Operating Expenses and Services	\$254,866	\$130,782	194.88%	\$435,941	58.46%	\$181,075
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$87,339	0%	\$291,130	0%	\$291,130
Indirect Costs	\$0	\$27,513	0%	\$91,711	0%	\$91,711
<b>Totals</b>	<b>\$717,386</b>	<b>\$594,146</b>	<b>120.74%</b>	<b>\$1,980,487</b>	<b>36.22%</b>	<b>\$1,263,101</b>

#### Additional Comments

Not Entered

### Allocation Year 2020-21 Closeout

I have reviewed the fiscal reports for my agency and confirmed that all funds for this allocation year have been spent.


#### 2020-21 Reverted Funds:

\$0

## Duarte Unified

### 2022-23 Q2

Unsubmitted

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$1,198	\$3,600	33.28%	\$12,000	9.98%	\$10,802
2000 - Non-Instructional Salaries	\$48	\$900	5.33%	\$3,000	1.6%	\$2,952
3000 - Employee Benefits	\$487	\$1,158	42.07%	\$3,859	12.62%	\$3,372
4000 - Supplies and Materials	\$0	\$531	0%	\$1,770	0%	\$1,770
5000 - Other Operating Expenses and Services	\$0	\$1,200	0%	\$4,000	0%	\$4,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$588	0%	\$1,959	0%	\$1,959
Indirect Costs	\$0	\$389	0%	\$1,296	0%	\$1,296
<b>Totals</b>	<b>\$1,733</b>	<b>\$8,365</b>	<b>20.72%</b>	<b>\$27,884</b>	 <b>6.22%</b>	<b>\$26,151</b>

**Additional Comments**

Not Entered

**Glendora Unified  
2022-23 Q2**Submitted by John Russell  
Awaiting Approval (Primary Contact)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$39,882	\$42,081	94.77%	\$93,514	42.65%	\$53,632
2000 - Non-Instructional Salaries	\$19,022	\$22,941	82.92%	\$50,981	37.31%	\$31,959
3000 - Employee Benefits	\$16,748	\$19,444	86.14%	\$43,208	38.76%	\$26,460
4000 - Supplies and Materials	\$2,298	\$6,750	34.04%	\$15,000	15.32%	\$12,702
5000 - Other Operating Expenses and Services	\$0	\$1,215	0%	\$2,700	0%	\$2,700
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$7,890	0%	\$17,533	0%	\$17,533
Indirect Costs	\$0	\$4,785	0%	\$10,634	0%	\$10,634
<b>Totals</b>	<b>\$77,950</b>	<b>\$105,107</b>	<b>74.16%</b>	<b>\$233,570</b>	<b>33.37%</b>	<b>\$155,620</b>

**Additional Comments**

Member is not making progress in expending carryover. Conversations about subcontracting and re-allocation may occur.

**Allocation Year 2020-21 Closeout**

I have reviewed the fiscal reports for my agency and confirmed that all funds for this allocation year have been spent.

**2020-21 Reverted Funds:**

\$0

**Monrovia Unified  
2022-23 Q2**

Submitted by John Russell  
Awaiting Approval (Primary Contact)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$356,216	\$425,725	83.67%	\$946,055	37.65%	\$589,839
2000 - Non-Instructional Salaries	\$57,851	\$64,617	89.53%	\$143,593	40.29%	\$85,742
3000 - Employee Benefits	\$136,797	\$184,325	74.21%	\$409,612	33.4%	\$272,815
4000 - Supplies and Materials	\$20,541	\$9,260	221.82%	\$20,578	99.82%	\$37
5000 - Other Operating Expenses and Services	\$33,165	\$50,486	65.69%	\$112,191	29.56%	\$79,026
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$8,665	\$36,721	23.6%	\$81,602	10.62%	\$72,937
<b>Totals</b>	<b>\$613,235</b>	<b>\$771,134</b>	<b>79.52%</b>	<b>\$1,713,631</b>	<b>35.79%</b>	<b>\$1,100,396</b>

**Additional Comments**

Not Entered

**Allocation Year 2020-21 Closeout**

I have reviewed the fiscal reports for my agency and confirmed that all funds for this allocation year have been spent.

**2020-21 Reverted Funds:**

\$0



California  
Community  
Colleges



2023 © California Community Colleges

NOVA Site Version: [6.2.3](#)

# Citrus College Adult Education Consortium Fiscal Oversight Report w/ Expenditure & Narrative

Quarter: Q2

Fiscal Agent: Claremont USD

## Consortium Expenditure Summary

Object of Expenditure	Classification	Amount Budgeted	AMOUNT EXPENDED
1000	INSTRUCTIONAL SALARIES	\$2,240,643	\$845,585
2000	NONINSTRUCTIONAL SALARIES	\$754,533	\$247,587
3000	EMPLOYEE BENEFITS	\$953,255	\$343,744
4000	SUPPLIES AND MATERIALS	\$295,092	\$105,966
5000	OTHER OPERATING EXPENSES & SERVICES	\$892,924	\$319,114
6000	CAPITAL OUTLAY	\$78,374	\$0
7000	OTHER OUTGO	\$161,999	\$0
	TOTAL DIRECT COSTS:	\$5,376,820	\$1,861,995
	TOTAL INDIRECT COSTS:	\$309,509	\$31,701
	TOTAL CONSORTIUM FISCAL ADMINISTRATION:	\$135,000	\$0
	TOTAL CONSORTIUM BUDGET:	\$5,821,329	\$3,755,691



# Citrus College Adult Education Consortium Fiscal Oversight Report w/ Expenditure & Narrative

Quarter: Q2

Fiscal Agent: Claremont USD

## Azusa Expenditures

627351	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	NARRATIVE JUSTIFICATION FOR EXENDITURES
1000	INSTRUCTIONAL SALARIES	\$627,351	\$228,664	Salaries for 10 faculty, 1 Counselor, 1 Coordinator, 1 Director
2000	NONINSTRUCTIONAL SALARIES	\$314,988	\$68,283	Salaries for 5.5 Classified Staff
3000	EMPLOYEE BENEFITS	\$225,565	\$82,420	Benefits for above employees
4000	SUPPLIES AND MATERIALS	\$185,744	\$50,280	Office and program supplies, Computer hardware and software, textbooks, equipment less than \$4,999
5000	OTHER OPERATING EXPENSES & SERVICES	\$187,533	\$31,084	Miscellaneous Contracts, Advertising, mailer
6000	CAPITAL OUTLAY	\$78,374		Awaiting P.Os
7000	OTHER OUTGO	\$142,342		10% Prudent reserve
	<b>TOTAL DIRECT COSTS:</b>	<b>\$1,761,897</b>	<b>\$460,731</b>	
	<b>TOTAL INDIRECT COSTS:</b>	<b>\$80,977</b>	<b>\$23,036</b>	
	<b>TOTAL COSTS:</b>	<b>\$1,842,874</b>	<b>\$483,767</b>	

# Citrus College Adult Education Consortium Fiscal Oversight Report w/ Expenditure & Narrative

Quarter: Q2

Fiscal Agent: Claremont USD

## Claremont Expenditures

Object of Expenditure	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	NARRATIVE RATIONALE FOR BUDGET AMOUNT
1000	INSTRUCTIONAL SALARIES	\$561,723	\$219,625	Salaries for teachers
2000	NONINSTRUCTIONAL SALARIES	\$241,971	\$102,383	Salaries for support staff
3000	EMPLOYEE BENEFITS	\$271,011	\$107,292	Benefits for employees
4000	SUPPLIES AND MATERIALS	\$72,000	\$32,847	Miscellaneous supplies needed for classes
5000	OTHER OPERATING EXPENSES & SERVICES	\$293,250	\$254,865	Utilities, Consortium Independent Contractors
6000	CAPITAL OUTLAY			
7000	OTHER OUTGO	\$165	\$0	
	<b>TOTAL DIRECT COSTS:</b>	<b>\$1,440,120</b>	<b>\$717,012</b>	
	<b>TOTAL INDIRECT COSTS:</b>	<b>\$135,000</b>		
	<b>TOTAL COSTS:</b>	<b>\$1,575,120</b>	<b>\$717,012</b>	

# Citrus College Adult Education Consortium Fiscal Oversight Report w/ Expenditure & Narrative

Quarter: Q2

Fiscal Agent: Claremont USD

## Duarte Expenditures

Object of Expenditure	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	NARRATIVE RATIONALE FOR BUDGET AMOUNT
1000	INSTRUCTIONAL SALARIES	\$12,000	\$1,198	Cost to cover instructional teaching for adult classes as extra duty.
2000	NONINSTRUCTIONAL SALARIES	\$3,000	\$48	Cost of covering instrucional support for adult ed. & Parent University.
3000	EMPLOYEE BENEFITS	\$3,859	\$487	Benefits to cover.
4000	SUPPLIES AND MATERIALS	\$1,770		
5000	OTHER OPERATING EXPENSES & SERVICES	\$4,000		
6000	CAPITAL OUTLAY	\$0		
7000	OTHER OUTGO	\$1,959		
	<b>TOTAL DIRECT COSTS:</b>	<b>\$26,588</b>	<b>\$1,732</b>	
	<b>TOTAL INDIRECT COSTS:</b>	<b>\$1,296</b>		
	<b>TOTAL COSTS:</b>	<b>\$27,884</b>	<b>\$1,732</b>	

# Citrus College Adult Education Consortium Fiscal Oversight Report w/ Expenditure & Narrative

Quarter: Q2

Fiscal Agent: Claremont USD

## Glendora Expenditures

Object of Expenditure	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	NARRATIVE RATIONALE FOR BUDGET AMOUNT
1000	INSTRUCTIONAL SALARIES	\$93,514	\$39,882	Salaries for two teachers
2000	NONINSTRUCTIONAL SALARIES	\$50,981	\$19,022	Partial salaries for support staff
3000	EMPLOYEE BENEFITS	\$43,208	\$16,748	Benefits for certificated and classified
4000	SUPPLIES AND MATERIALS	\$15,000	\$2,298	Miscellaneous supplies needed for classes
5000	OTHER OPERATING EXPENSES & SERVICES	\$2,700		
6000	CAPITAL OUTLAY	\$0		
7000	OTHER OUTGO	\$17,533		
	<b>TOTAL DIRECT COSTS:</b>	<b>\$222,936</b>	<b>\$77,950</b>	
	<b>TOTAL INDIRECT COSTS:</b>	<b>\$10,634</b>		
	<b>TOTAL COSTS:</b>	<b>\$233,570</b>	<b>\$77,950</b>	

# Citrus College Adult Education Consortium Fiscal Oversight Report w/ Expenditure & Narrative

Quarter: Q2

Fiscal Agent: Claremont USD

## Monrovia Expenditures

Object of Expenditure	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	NARRATIVE RATIONALE FOR BUDGET AMOUNT
1000	INSTRUCTIONAL SALARIES	\$946,055	\$356,216	Q2 expenditures for salaries of 21 instructors, 2 administrators, 1 full-time counselor, and 1 part-time counselor.
2000	NONINSTRUCTIONAL SALARIES	\$143,593	\$57,851	Q2 expenditures for salaries for 3 classified positions.
3000	EMPLOYEE BENEFITS	\$409,612	\$136,797	Q2 expenditures for benefits for 25 certificated and 3 classified staff.
4000	SUPPLIES AND MATERIALS	\$20,578	\$20,541	Q2 expenditures for program, office, and campus supplies.
5000	OTHER OPERATING EXPENSES & SERVICES	\$112,191	\$33,165	Q2 expenditures for custodial, catalog, and misc other contracts.
6000	CAPITAL OUTLAY	\$0		
7000	OTHER OUTGO	\$0		
	<b>TOTAL DIRECT COSTS:</b>	<b>\$1,632,029</b>	<b>\$604,570</b>	
	<b>TOTAL INDIRECT COSTS:</b>	<b>\$81,602</b>	<b>\$8,665</b>	Indirect costs @ 5% of Direct Costs.
	<b>TOTAL COSTS:</b>	<b>\$1,713,631</b>	<b>\$613,235</b>	