



In accordance with the American with Disabilities Act, the Citrus College Adult Education Consortium (CCAEC) will accommodate those individuals who require special assistance to participate in this meeting. If you need special assistance to participate in the meeting, please call the office at the Monrovia Community Adult School, (626) 471-3035, 24 hours prior to meeting so that reasonable arrangements can be made. Monrovia Community Adult School Room 33 is wheelchair accessible.

Though CCAEC Board Meetings are in person, in order to comply with AB361 and to encourage public participation of CCAEC Executive Board Meetings during the current pandemic, meetings will be presented in a hybrid manner. The link to access the meeting via teleconference is noted below.

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 Monrovia Community Adult School main office 920 S. Mountain Avenue, CA 91016 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, April 18, 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 March 23, 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 Program 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 INFORMATIONAL ITEM – ADULTSCHOOLJOBS.COM

Ali Chishti will present an app/website to help adult education students find employment. Board Q&A to follow.

5.0 BOARD DISCUSSION OF FUNDING AZUSA CONSULTANT FOR 2023-24 PROGRAM YEAR

Board Representatives will discuss possibly setting aside funds in overhead for consultant to assist new Azusa Principal.

6.0 BOARD APPROVAL OF 2023-24 CFAD FUNDING MECHANISM – FISCAL AGENT / DIRECT FUNDING

Motion by _____, seconded by _____ Vote _____
 Representative Bordona __ Representative Delvasto __ Representative Fertig __
 Representative Letourneau __ Representative McCraven __ Representative Morris __
 Board to approve whether to remain funded through a fiscal agent or go to direct funding model.

7.0 BOARD REVIEW OF CCAEC 2023-24 CFAD REPORT

Program Director to review the CFAD with Assurances, Allocations, and Governance

8.0 BOARD APPROVAL OF 2023-24 CFAD FUNDING ALLOTMENT PER MEMBER

Motion by _____, seconded by _____ Vote _____
 Representative Bordona __ Representative Delvasto __ Representative Fertig __
 Representative Letourneau __ Representative McCraven __ Representative Morris __
 Program Director will present Worksheet for CCAEC 2023-24 allocations and CFAD and board will use the document to deliberate on CFAD allocation amounts.

9.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

April 18, 2023 Agenda

Agenda Item 2.1.1

March 23, 2023 Minutes



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Thursday, 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

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 1:38

1.2 Pledge of Allegiance

1.3 Roll call:

Mari Bordona, Representative	(Virtually)	John Russell, Program Director	Present
Felipe Delvasto, Representative	(Virtually)		
Flint Fertig, Representative	Present		
Ron Letourneau, Representative	(Virtually)		
Kevin Morris, Representative	(Virtually/ 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 January 17, 2023 Regular Executive Board Open Session Meeting.
Act # 23-03 Motion by Mr. Fertig, seconded by Mr. Letourneau **Vote to Approve 5-0**
Representative Bordona Y Representative Delvasto Y Representative Fertig Y
Representative Letourneau Y Representative McCraven Y Representative Morris A
Minutes approved without revision.

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

Act # 23-04 Motion by Mr. Fertig, seconded by Mr. Letourneau **Vote to Approve 5-0**
Representative Bordona Y Representative Delvasto Y Representative Fertig Y
Representative Letourneau Y Representative McCraven Y Representative Morris A
Minutes approved without revision.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Ms. Bordona reported that Azusa USD Business Services has advised that they will be closing the accounting books for the 2022-23 school year on March 31, 2023. No spending will be allowed after this date. Ms. Bordona advised this has the potential to interfere with Azusa's ability to spend down its carryover to the required 15%.

Citrus: Ms. McCraven reported that the Spring Semester was in progress for Citrus College and enrollment was up 77%. She noted that Citrus was offering new certifications for Adults with Disabilities and an Introduction to Art program for Older Adults. She did explain that the Adults with Disabilities certification programs did not provide aides.

Claremont: Mr. Delvasto reported that Claremont was seeing increased enrollment in its ESL program and he reported that Mad Men had been providing up to 100 leads on a weekly basis. He advised that Claremont's fourth CNA cohort had started this week with 10 students.

Duarte: No report.

Glendora: Mr. Letourneau advised that the Glendora Adult School diploma program teacher, John Willert, was retiring at the end of this year. This means that Glendora does not have an ESL instructor and an Academic instructor for the 2023-24 program year. Mr. Letourneau was frank in his assessment of the future advising he had no idea about the future for the Glendora Adult School. He did report that Glendora had two new Assistant Superintendents, HR and Ed Services, and he was meeting with both Assistant Superintendents in a week to have candid conversations about the future of the program. He also reported that the Glendale High School Diploma program has 7 graduates to date.

Monrovia: Mr. Fertig reported that Monrovia had just completed hosting a Visiting Committee for a WASC accreditation visit this week and the visit went extremely well. He also noted enrollment in all programs was up and he was grateful for Mad Men in helping with increased enrollment.

3.2 Program Director report.

Mr. Russell reported that he had completed the Request for Application (RFA) for WIOA Title II Adult Education and Family Literacy Act funding for Azusa, Claremont, and Monrovia and all three schools were awarded funding. Representatives Bordona, Delvasto and Fertig all expressed their gratitude for Mr. Russell's efforts on the application.

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 2022-23 Q2 EXPENDITURE REPORT**

Act # 23-05 Motion by Mr. Fertig, seconded by Mr. Letourneau **Vote to Approve 6-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y
Representative Letourneau Y Representative McCraven Y Representative Morris Y

Program Director presented NOVA reports and the Azusa Q2 CCAEC Q2 Expenditure Report for approval and certification of Q2 expenditures.

(Board deliberation for this Agenda Item was extensive. The following attempts to capture the extent of the Board conversations, but be efficient and brief.)

Ms. Bordona began by noting that Azusa hired an accounting clerk that is supposed to assist with budgeting and expenditure reports for CAEP funds. She reported that she had never seen the normal approval workflow in Best (the district's new accounting system) for this position and the clerk assisting had not been overly helpful to date.

Ms. Bordona shared a number of problems she was attempting to overcome in order to help Azusa Adult Education Center avoid being labeled ineffective by exceeding the carryover limit of 15%. She noted that a hiring freeze meant that the district could not replace her position and this affected expenditures in Object Code 1000. She revisited how the Business Services Azusa's expenditure cutoff date of 3/31 for the 2022-23 school year was very problematic because, as of the day of this Board meeting, she had only one week to push through all open Purchase Orders in order to expend carryover funds. She noted that requests to transfer funds between Object Codes were not being completed in a timely fashion. She advised that Azusa USD Business Services never matched Best budget amounts with the amounts that were initially reported in NOVA.

Mr. Russell advised that at the September 2022 Board meeting where 2022-23 Q4 Expenditures were approved, he clearly articulated that Business Services needed to work with Board Representatives to ensure Best budgets matched what was in NOVA. It seemed this was not occurring with Azusa.

Mr. Fertig expressed frustration noting that Azusa's carryover has been a problem since 2017 and has continued to grow. He noted that past carryover had been used for capital improvements and purchased expensive medical program equipment that was never used. He questioned if this was what taxpayer dollars were intended to fund.

Mr. Delvasto asked Board Representatives what can be done so as to prevent labeling Azusa as an ineffective member. He advised that the Board should consider subcontracting and submit an amendment this year to ensure Azusa was not labeled ineffective. He noted the Board would be forced to do this now or by next year and it would be better to get out ahead of it.

Mr. Russell noted that the next Board meeting was one in which the CCAEC CFAD for 2023-24 and program year funding allocations for members would be approved. He suggested that all members provide Q3 expenditures for this meeting to get a good idea of expenditures to date and have that information inform CFAD deliberations.

Board Representatives felt this was a good strategy. If reallocation was necessary, the Board could approve an amendment in June.

5.0 BOARD APPROVAL OF CLAREMONT 2022-23 Q2 EXPENDITURE REPORT

Act # 23-06 Motion by Mr. Fertig, seconded by Ms. Bordona **Vote to Approve 6-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y
Representative Letourneau Y Representative McCraven Y Representative Morris Y

Program Director presented NOVA reports and the Claremont Q2 CCAEC Q2 Expenditure Report for approval and certification of Q2 expenditures.

Mr. Delvasto noted that though Claremont had a carryover, he had a concrete plan to ensure the carryover was spent down below the 15% threshold by the end of the year.

6.0 BOARD APPROVAL OF DUARTE 2022-23 Q2 EXPENDITURE REPORT

MOTION TO TABLE Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Table 6-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y
Representative Letourneau Y Representative McCraven Y Representative Morris Y

Duarte Q2 CCAEC Q2 Expenditure Report was not submitted at the time of the Board meeting. This item was tabled accordingly.

(Duarte input expenditure amounts into NOVA and Board Representatives approved the Q2 report in NOVA. That action serves as Board approval of Duarte's Q2 expenditure report.)

7.0 BOARD APPROVAL OF GLENDORA 2022-23 Q2 EXPENDITURE REPORT

Act # 23-07 Motion by Mr. Fertig, seconded by Mr. Letourneau **Vote to Approve 6-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y
Representative Letourneau Y Representative McCraven Y Representative Morris Y

Program Director presented NOVA reports and the Glendora Q2 CCAEC Q2 Expenditure Report for approval and certification of Q2 expenditures.

Mr. Russell noted that Glendora had a carryover issue worse than Azusa's issue. He also noted that Glendora would have no instructors for two of its three primary programs. Mr. Letourneau advised that he would be meeting with GUSD Assistant Superintendents about the future of the Glendora programs.

Mr. Delvasto expressed concern if Glendora shut down its adult education programs asking would the state reduce total CCAEC funds. Mr. Russell said he would explore that option and report back.

8.0 BOARD APPROVAL OF MONROVIA 2022-23 Q2 EXPENDITURE REPORT

Act # 23-08 Motion by Mr. Letourneau, seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y
Representative Letourneau Y Representative McCraven Y Representative Morris Y

Program Director presented NOVA reports and the Monrovia Q2 CCAEC Q2 Expenditure Report for approval and certification of Q2 expenditures.

Mr. Fertig noted that Monrovia's Q2 expenditure did not reflect the 6.5% pay increase. He advised that every year Monrovia has spent CAEP funds down to zero and Monrovia will do so again this year.

9.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Mr. Delvasto adjourned the meeting at 1:32 pm.



Documents to Support Agenda Items

April 18, 2023 Agenda

Agenda Item 6.0
CCAEC CFAD Report Draft

California Adult Education Program : CFAD : 2023-24 Produced: Apr 17, 2023, 03:13 AM UTC John Russell

09 Citrus College Adult Education Consortium

Fiscal Declaration - Draft

Consortium Name: 09 Citrus College Adult Education Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: Claremont Unified

Narrative: Claremont USD has been a very effective, very competent Fiscal Agent. Efficient CUSD processes have allowed the consortium to better benefit from economies of scale with consortium wide services (e.g. consortium-wide Nurse Director for Pre-certification CNA programs, marketing to increase WIOA Title I funding, etc). CCAEC members also want to continue with a fiscal agent in case members agree that one member is being ineffective and funds need to move accordingly.

Changes: No Changes

Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Azusa Unified	\$0	\$1,404,267	\$1,410,747
Claremont Unified	\$0	\$1,547,230	\$1,496,205
Duarte Unified	\$0	\$19,251	\$19,727
Glendora Unified	\$0	\$172,901	\$184,879
Monrovia Unified	\$0	\$1,693,127	\$1,367,920
Total Allocated to Members	\$0	\$4,836,776	\$4,479,478
Total CAEP Funds	\$5,291,081	\$4,893,261	\$4,592,022
Total Remaining	\$5,291,081	\$56,485	\$112,544

Carryover Threshold

Input a percentage of carryover that your consortium agrees will be considered an excessive amount.

Should a member, or members, exceed this carryover percentage upon certification of their Q4 report, they will be flagged as non-compliant with the AB 1491 legislation. One year of non-compliance does not carry a penalty. However, should the same member, or members, have two consecutive years of non-compliance the consortium may agree, by majority vote, to reallocate an amount that does not exceed the carryover to other members.

A consortium does have the ability to opt-out. To do so, simply toggle the carryover threshold button to the off position.

Carryover Threshold *

15%

Consortia Report on Governance Compliance of Rules and Procedures v.2

1. Have all community college districts, school districts, county offices of education, or any joint powers authority, located within the boundaries of the adult education region been allowed to join the consortium as a member? *

Yes

2. Have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds? *

Yes

3. How will the available funds be reported and evaluated? *

CCAEC members will report all funding sources as required by law. The mechanism for this report will be the Program Area Reporting in NOVA. This Program Report is included as an Agenda Action Item, approved by CCAEC Board vote, and included in CCAEC Board minutes which are on the website.

4. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member? *

CCAEC Bylaws stipulate that member Representatives must be approved by the governing Board of the member institution. Any member Representative not approved would be violating the Bylaws. CCAEC member Reps will determine a way to demonstrate proof of compliance that will not be onerous. All current member Representatives have been approved by the Board of each member institution.

5. How will you assure that each member of the consortium participates in any decision made by the consortium? *

The Calendar of Board meetings is agreed upon by the Board in May before the 2023-24 program year begins on July 1, 2023. Member Representatives will know well in advance when meetings will occur and attendance is mandatory. All CCAEC member Reps take Board attendance and deliberations very seriously. Board Rep absences are very infrequent and only occur due to emergencies.

6. What will be the relative voting power of each member? *

1 member = 1 vote

7. How will decisions be approved? *

by majority vote of 51%

8. How did you arrive at that decision-making model? *

During the original creation of CCAEC Bylaws in 2016, the 1 member = 1 vote and 51% majority for decision approval model was agreed upon by founding member Representatives. During the 2022-23 program year, CCAEC member Representatives updated the consortium Bylaws and believed continuing this model was best. Though approvals are 51%, unanimity is a CCAEC governing principle. It is the desired outcome that all votes for approval be unanimous. Only two votes in the history of the consortium have not been unanimous.

9. How will proposed decisions be considered in open, properly noticed public meetings of the consortium at which members of the public may comment? *

The Calendar of CCAEC Board meetings is agreed upon by the Board well in advance and made public on the CCAEC website. All CCAEC Board meetings are held in public at the Monrovia member institution and all agendas provide an opportunity for the public to comment on items on the agenda and items not on the agenda. Hard copies of Agendas are available at Monrovia Community Adult School within the time legally required by the Brown Act.

10. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. *

All CCAEC Agendas and Mminutes are posted on the PAC website in accordance with the Brown Act (72 hours in advance) and stakeholders from all member institutions are invited to attend. In compliance with AB361, all meetings are held with a teleconference link for the public to attend. All agendas provide an opportunity for the public to comment on items on the agenda and items not on the agenda. Hard copies of Agendas are available at Monrovia Community Adult School within the time legally required by the Brown Act.

11. Describe how comments submitted by members of the public will be distributed publicly. *

Public comments are currently not requested to be in writing, but public comments made at Board meetings are always included in the meeting Minutes which are housed on the CCAEC website.

12. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. *

CCAEC members interact with numerous educational partners, including the Los Angeles County Workforce Development Board (WDB) & Department of Economic Opportunity, regional American Job Centers of California, the Department of Public Social Services, the Department of Rehabilitation, and Community Based Organizations (such as Foothill Unity, Habitat for Humanity, et. al.) through the course of pursuing the consortium mission. These partners are invited to CCAEC Board meetings and are encouraged to comment upon Agenda items. These organizations are also involved in the Three Year Plan and Annual Plan planning process.

13. How will you determine approval of a distribution schedule pursuant to Section 84913? *

As stated in Article I, Section 3, Clause iii of the CCAEC Bylaws, CCAEC members will work together, ethically and fairly, to allocate financial resources and achieve efficiency in meeting the needs of CCAEC students and achieving its Purpose (to efficiently use California Adult Education Program (CAEP) funds to provide adults in its region with educational programs as specified by California AB104).

Article III of the CCAEC Bylaws provides detailed directions for CCAEC members to properly allocate and distribute CAEP funds. In the Article it states that the CCAEC understands that it will receive an annual consortium-wide allocation of state CAEP funds. It also states the CCAEC recognizes that distribution of these funds to CCAEC members is guided by Local Control Funding principles and that the members collectively collaborate to distribute these consortium-wide CAEP funds such that members have adequate funding to work individually and achieve the consortium Purpose.

The CCAEC Executive Board (as defined in Article V in its Bylaws) will be the body that collectively determines individual member Allocation of CAEP funds (herein referred to as "Allocation"). Individual member Administration must recognize Allocations are determined collectively and collaboratively guided by Local Control Funding principles to achieve the CCAEC purpose and must minimize influence and interference upon Executive Board determination of member Allocation. The CCAEC members commit to determining member Allocation in a transparent manner using reasonable data such as student enrollment and performance.

The Board will determine final CAEP Allocation publicly at a CCAEC Board meeting (as described in Article VI, Section 3) the month before the CAEP Consortium Fiscal Agent Declaration (herein "CFAD") is due to the state.

14. Has the consortium A) designated a member to serve as the fund administrator to receive and distribute funds from the program or B) chosen to have a funds flow directly to the member districts based upon the approved distribution schedule? *

A) designated a member to serve as the fund administrator to receive and distribute funds from the program

15. How will members join, leave, or be dismissed from the consortium? *

Membership to the CCAEC is governed by and complies with all current California State legislation, specifically AB104 and subsequent Ed Code 84900 to 84920. Institutions participating as members to the CCAEC are afforded all rights and responsibilities as outlined by California legislation.

Article II of the CCAEC Bylaws provides direction for CCAEC membership and notes who the CCAEC members are. Article IV of the Bylaws discusses members leaving or being removed.

As required by Article IV of the CCAEC Bylaws, member institutions can voluntarily leave the consortium but must provide written notice thirty (30) days prior to vacating membership. Any member that voluntarily chooses to leave the consortium must return its annual Allocation of CAEP funds to the fiscal agent within 30 days of the effective date of leaving. The CCAEC Executive Board (described in Article V) will determine how to redistribute the Allocation returned by the departing member.

The decision to add a new member requires a two-thirds majority vote.

The decision to remove a current member requires each Representative (as defined in Article V, Section 1 of the CCAEC Bylaws) to obtain the acknowledgement and approval from the Superintendent/President of the member institution. Vote for approval to remove a member must be a two-thirds majority.

16. What is the consortium's defined "excessive" member carryover percentage threshold? *

15%.

17. Please explain how the consortium will monitor and administer carryover funds. What is the consortium's technical assistance and reasonable intervention process? What additional bylaws do you have that govern carryover? *

CCAEC members monitor carryover funds through quarterly expenditure reports in NOVA and Board meetings to approve those expenditure reports.

- By the end of the 2022-23 Program Year, carryover amounts greater than 15% of a Member's total Allocation indicate Member ineffectiveness.
- In the first year of excessive carryover, Member must provide a detailed plan as to how the carryover will be spent and the Executive Board must approve the plan. This is considered Intervention Year 1.
- If the plan is not executed and carryover exists after Intervention Year 1, the Member is deemed ineffective.

18. How does your consortium define member effectiveness? *

Article IV, Section 1 of the CCAEC Bylaws: Definition of Member Effectiveness defines in detail what constitutes an effective member.

Member Effectiveness is primarily defined as a Member's ability to consistently meet the Assurances outlined in Article III, Section 3 of the CCAEC Bylaws. A Member is deemed "ineffective" if the Member consistently fails to meet CAEP Assurances per this Section and reasonable interventions to improve Member Effectiveness have not resulted in improvements. The most critical of the assurances in Article III, Section 3 are:

- Program Area Reporting of leveraged funds and instructional hours (this certification is due annually on December 1).
Quarterly expenditure reporting (Q1, Q2 (includes close out), Q3, & Q4)
- Plan Certification – 3-year plan, annual plan, and member work plan
- CFAD and Governance Certification (currently due May 2nd)
- Quarterly student data reporting into TOPSPro Enterprise (Q1, Q2, Q3, & Q4)

In addition to timely reporting in regards to the above reporting deadlines, Member Effectiveness will be measured by carryover

amounts.

19. What bylaws does your consortium have addressing member effectiveness? *

Article IV: Member Effectiveness and Member Removal extensively addresses member effectiveness.

Article IV, Section 2: Reduction of Member Allocation states the Board may reduce a Member's Allocation for the following reasons:

- Members have mutually agreed upon an Amendment to Annual Member Allocation so that one Member can better meet the CCAEC Purpose. The Member no longer wishes to provide services consistent with achieving the CCAEC Purpose and the CCAEC Annual Plan.
- The Member is not providing educational programs and services consistent with achieving the CCAEC Purpose and the CCAEC Plans.
- The Member is not expending CAEP funds in a manner that adheres to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.
- The Member is consistently not meeting the requirements of Member Effectiveness as defined in Article IV Section 1 and is thus deemed "ineffective" in providing services that address the CCAEC Purpose.
- Reasonable interventions to improve Member Effectiveness have not resulted in improvements.

A simple majority vote is all that is required to reduce a Member's Allocations. The consortium may reduce the Member's Allocation for the current year or reallocate the Member's Allocation for the following program year.

If the Executive Board reduces Allocation for the current year, the Member must return Allocation to the fiscal agent within 15 days of written notification of forfeiture of funds. The Executive Board will determine how to redistribute reallocated Allocation funds

20. Does the consortium have a formal document detailing its work beyond the questionnaire? *

Yes

20.1 (Yes) Use the space below to provide a link to the formal document. *

Consortium Bylaws can be found at the link below:

<http://www.ccadulted.org/governance/>

Also, consortium Agendas and Minutes detail ongoing efforts to address carryover and member effectiveness.

<http://www.ccadulted.org/ccaec-board-meetings-2022-2023/>

Member Agencies

Member Agency	Member Type	Contact	Phone
Azusa Unified	Unified School District	Mari Bordona	(626) 852-8400 ext: 8420
Claremont Unified	Unified School District	Felipe Delvasto	(909) 398-0609
Duarte Unified	Unified School District	Kevin Morris	(626) 599-5901
Glendora Unified	Unified School District	Ron Letourneau	(626) 852-4550
Monrovia Unified	Unified School District	Flint Fertig	(626) 471-3065
Citrus CCD	District	John Russell	(626) 840-9865

Certification & Assurances

By clicking "Approve" on the approval cards below, you are certifying the CFAD as well as confirming that you and ALL consortium members agree to the Assurances listed below.

Assurances

Membership & Decision-Making

- I certify that any community college district, school district, or county office of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region shall be permitted to join the consortium as a member (EC 84905 (a)(b). (See Membership Box above).
- I certify that only members as described above (and in EC 84905) are allowed to join my consortium as members and participate in decision making and approvals whether in a public meeting, or via the NOVA planning, budgeting & expense reporting system.
- I certify that as a condition of joining a consortium, as a member, I shall commit to reporting any funds (as described in EC 84916) available to that member for the purposes of education and workforce services for adults and the uses of those funds through the annual Program Area exercise in NOVA for reporting leveraged funds, and instructional hours.
- I certify that as a member of the consortium my district shall be represented only by an official designated by the governing board of the member (EC 84905 (c)).
- I certify that as a member of the consortium, I shall participate in any decision made by the consortium (EC 84905 (d)(1)(A)).
- I certify that all decision made by the consortium and its members is final (EC 84905 (d)(1)(F)).
- I certify that I will adhere to the consortium rules and procedures and, as agreed upon by the consortium members, to any additional by-laws, charters, etc.

Public Meetings

- I certify that a proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment (EC 84905 (d)(1)(B)).
- I certify that the consortium has provided the public with adequate notice of a proposed decision and considered any comments submitted by members of the public, and any comments submitted by members of the public have been distributed publicly (EC 84905 (d)(1)(C)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult

education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).

- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has considered input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision (EC 84905 (d)(1)(E)).
- I certify that in addition to the meeting requirements listed in EC 84905, and as agreed upon by the consortium members, that I will follow the public meeting requirements listed in the Ralph M. Brown Act as the Brown Act applies to the governing body of any “local body created by state or federal statute.” (Ed. Code, section 54952.)

Reporting Requirements

- I certify that I will participate in completing and updating any consortium long range and/or short range planning efforts and/or budget work plans (EC 84906, 84914(a)).
- I certify that all CAEP expenses have been expended in the CAEP seven program areas, and services provided are consistent with the 3-year plan, the annual plan, and my district’s work plan & budget as submitted in NOVA (EC 84913 (1-7), 84906, 8914(a)).
- I certify that my expenditures of CAEP funds match the objectives/activities included in the annual plan and the member work plan (EC 84906, 84914(a)).
- I certify that my expenditures of CAEP funds adhere to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.
- I certify that I will report student level enrollment data and outcomes as prescribed by the State CAEP Office (EC 84920).
- I certify that I will share financial expenditure and progress reports with the members of my regional consortium.
- I certify that I understand that as a member if I do not meet any of these items I have certified, I will be deemed an ineffective member which may result in a loss or reduction of CAEP funding (EC 84914(b)).
- I certify that all CAEP expenses have been expended only for the education of persons 18 years of age or older (EC 84901(a)).

No approver contacts.



California
Community
Colleges



2023 © California Community Colleges

NOVA Site Version: [6.2.6](#)



Documents to Support Agenda Items

April 18, 2023 Agenda

Agenda Item 7.0

Worksheet for CCAEC CFAD Allocations

Total Students Enrolled

School	Literacy					CAEP					Total Services - Unduplicated				
	2018-19	2019-20	2020-21	2021-22	% of Total	2018-19	2019-20	2020-21	2021-22	% of Total	2018-19	2019-20	2020-21	2021-22	% of Total
Azusa Adult School	659	578	281	405	33.5%	967	705	408	489	34.0%	1,409	1,043	509	701	28.4%
Citrus College	0	0	0	0	0.0%	0	0	0	0	0.0%	0	0	0	0	0.0%
Claremont Adult School	639	540	155	262	27.8%	668	559	295	275	23.8%	1,157	784	511	463	22.6%
Duarte Adult School	0	21	10	0	0.5%	0	25	12	16	0.7%	0	68	25	73	1.3%
Glendora Adult School	67	65	0	2	2.3%	128	109	29	39	4.0%	146	125	56	59	3.0%
Monrovia Adult School	823	580	252	394	35.7%	965	788	476	605	37.5%	1,877	1,694	1,024	1,159	44.7%
Total	2,188	1,784	698	1,063	100.0%	2,728	2,186	1,220	1,424	100.0%	4,589	3,714	2,125	2,455	100.0%
				5,733					7,558					12,883	

Program Manager	\$60,000		
Fiscal Agent - Admin	\$75,000		Estimated CTE Marketing
Nurse Coordinator	\$45,000	Azusa	\$125,000
Azusa Consultant	\$40,000	Claremont	\$115,000
MA Consultant	\$15,000	Monrovia	\$475,000
TE Consultant	\$5,000		\$214,500
Website Maintenance	\$12,000		
Marketing - ESL / ASE	\$60,000		
Marketing - CTE	\$214,500		
Total Overhead	\$526,500		

School	2022-23 Final Allocation	Preliminary Allocation	Overhead Expense	Net Allocation	Adjustment due to Large Carryover	Final CFAD Allocation Amount
Azusa Adult School	\$1,408,415.00	\$1,798,463.49	\$162,860.00	\$1,635,603.49	(\$150,000)	\$1,485,603
Citrus College	\$0.00	\$0.00	\$0.00	\$0.00		\$0
Claremont Adult School	\$1,148,745.00	\$1,258,014.36	\$98,717.00	\$1,159,297.36	\$50,000	\$1,209,297
Overhead	\$428,250.00	\$0.00		\$0.00		\$526,500
Duarte Adult School	\$19,590.00	\$37,103.37	\$1,452.00	\$35,651.37		\$35,651
Glendora Adult School	\$175,330.00	\$213,519.41	\$13,353.00	\$200,166.41	(\$50,000)	\$150,166
Monrovia Adult School	\$1,713,631.00	\$1,983,980.36	\$250,118.00	\$1,733,862.36	\$150,000	\$1,883,862
	\$4,893,961.00	\$5,291,081.00	\$526,500.00	\$4,764,581.00		\$5,291,081
				\$5,291,081.00		

School	Program Admin.	Nurse Coordinator	Consult	Website	Mktg. - ESL	Mktg. - CTE	Total
Azusa Adult School	\$45,887	\$15,000	\$40,000	\$4,079	\$20,394	\$37,500	\$162,860
Citrus College	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Claremont Adult School	\$32,098	\$15,000	\$0	\$2,853	\$14,266	\$34,500	\$98,717
Duarte Adult School	\$947	\$0	\$0	\$84	\$421	\$0	\$1,452
Glendora Adult School	\$5,448	\$0	\$5,000	\$484	\$2,421	\$0	\$13,353
Monrovia Adult School	\$50,621	\$15,000	\$15,000	\$4,500	\$22,498	\$142,500	\$250,118
	\$135,000	\$45,000	\$30,000	\$12,000	\$60,000	\$214,500	\$526,500