



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, June 20, 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 May 16, 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 APPROVAL OF NOVA CCAEC Q3 EXPENDITURE REPORT

Representative Bordona __ Representative Delvasto __ Representative Fertig __
Representative Letourneau __ Representative McCraven __ Representative Morris __
Board to approve CCAEC Q3 Expenditures with one motion for all members.

5.0 BOARD APPROVAL OF CHAIR AND VICE CHAIR FOR 2023-24 PROGRAM YEAR

Motion by _____, seconded by _____ Vote _____
Representative Delvasto __ Representative Fertig __ Representative Hernandez __
Representative Letourneau __ Representative McCraven __ Representative Morris __
Board to select new Chair and Vice-Chair for CCAEC Board meetings for 2023-24.

6.0 BOARD REVIEW AND REVISION OF CAEP ANNUAL PLAN AND PROCESS

Regional Director will discuss CCAEC Annual Plan and the process for approval.



Documents to Support Agenda Items

June 20, 2023 Agenda

Agenda Item 2.1.1

May 16, 2023 Minutes



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, May 16, 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 1:34

1.2 Pledge of Allegiance

1.3 Roll call:

Mari Bordona, Representative	Present	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 Tardy)		

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 March 23, 2023 Regular Executive Board Open Session Meeting.
Act # 23-12 Motion by Ms. Bordona, seconded by Mr. Letourneau **Vote to Approve 4-0**
Representative Bordona Y Representative Delvasto Y Representative Fertig Y
Representative Letourneau Y Representative McCraven T Representative Morris T
Minutes approved without revision.

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa: Ms. Bordona reported that Azusa Adult Education Center would hold its Commencement on June 5, 2023 at 8:30am. The commencement would have about 100 diploma recipients and other program completers and Ms. Bordona advised she was working on her speech for the ceremony.

Ms. Bordona reported that interviews for the Azusa Adult Education Center Principal would be held

Citrus: Ms. McCraven reported that Citrus summer registration was open and that Citrus was experiencing increased enrollment for noncredit classes. Citrus anticipated increased Fall 2023 enrollment such that the college would be higher than pre-pandemic levels.

Claremont: Mr. Delvasto reported that Claremont was prepping for its commencement. He noted 22 students received their high school diploma and that Claremont USD held one commencement, so the Claremont Adult School students would participate in the district-wide commencement. He advised that Claremont Adult School CTE and ESL completers would participate in separate ceremony on May 31.

Duarte: No report.

Glendora: Mr. Letourneau reported that 7 Glendora adult students would earn their diploma and potentially there were two more graduates. Mr. Letourneau also reported that Glendora USD had hired a new Principal of Alternative Programs, Ms. Valentina Shibata. He advised that Ms. Shibata was coming from ABC Unified and she had 16 years' experience in alternative programs such as continuation, adult education, independent study and emotionally disturbed. Mr. Letourneau advised that this was his last meeting and he expressed his gratitude to all Representatives and to Mr. Russell for working with him on adult education. All Representatives thanked him for his service.

Monrovia: Mr. Fertig reported that Monrovia was holding its commencement May 25 and 41 students earned diplomas or equivalencies. He noted that about 130 graduates / completers had advised the school they would be participating in the ceremony.

Mr. Fertig advised MCAS had seen a very large increase in WIOA Title II payment points from 2021-22 and enrollment was set to top 2019-20 levels. He expressed gratitude for marketing efforts that led to increased enrollment.

- 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 BOARD APPROVAL OF 2023-24 CALENDAR

Act # 23-13 Motion by Mr. Fertig, seconded by Ms. Bordona **Vote to Approve 5-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y
Representative Letourneau Y Representative McCraven Y Representative Morris T
Board approved Calendar of Meetings for 2023-24 Program Year.

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

Act # 23-14 Motion by Mr. Letourneau, seconded by Mr. Fertig **Vote to Approve 5-0**

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

Ms. Bordona reported that Norma Camacho, Assistant Superintendent of Ed Services, had advised her that Azusa USD supported this motion and certainly saw the value in having her continue in an advisory role.

Board approved funds for Azusa Administrative Consultant for 2023-24 Program Year.

6.0 BOARD APPROVAL OF CONSULTANT TO SERVE AS CCAEC LEAD MANAGER

Act # 23-15 Motion by Mr. Letourneau, seconded by Mr. Fertig **Vote to Approve 6-0**

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

Mr. Russell explained to the Board how invaluable Ms. Macchia was in dealing with the hundreds of texts/leads that come through from marketing efforts and how she had saved countless hours. He advised that whatever the Board agreed to pay her, it would most likely not be enough. The Board approved this contract.

7.0 BOARD APPROVAL OF NURSE DIRECTOR RAISE FOR 2023-24 PROGRAM YEAR

Act # 23-16 Motion by Mr. Delvasto, 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

Mr. Delvasto noted that there had been a request for an increase a year ago that the Board had not entertained. He advised how the Nurse Director, Ms. Cuasay, had been invaluable in the first full year of Claremont's Nurse Assistant Training Program, and Ms. Bordona and Mr. Fertig echoed this praise. The Board approved a 10% increase in funding for the CCAEC Nurse Director for 2023-24.

8.0 BOARD APPROVAL OF CLAREMONT PAYING FOR MOBILE DOCTOR FOR CNA PROGRAM

Act # 23-17 Motion by Mr. Letourneau, seconded by Mr. Fertig **Vote to Approve 6-0**

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

Mr. Delvasto offered Claremont's services to pay invoices for CNA program mobile doctor. The mobile doctor services had been a consortium-wide gain in efficiency.

9.0 BOARD APPROVAL OF INCREASING CLAREMONT FISCAL AGENT FEE

Act # 23-18 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

Mr. Russell explained he had added this agenda item because Claremont was taking on additional accounts payable responsibilities. Board approved a 10% increase in the fiscal agent fee for Claremont Business Services to \$82,500.

10.0 BOARD APPROVAL OF REVISED 2023-24 CFAD FUNDING ALLOCATION PER MEMBER

Act # 23-19 Motion by Mr. Letourneau, seconded by Mr. Morris **Vote to Approve 6-0**

Representative Bordona Y Representative Delvasto Y Representative Fertig Y

Representative Letourneau Y Representative McCraven Y Representative Morris Y

Board approved a revised CFAD Worksheet for CCAEC 2023-24 allocations based on passage of agenda items 5.0 through 9.0. The worksheet is attached to these minutes. Allocation amendment was entered into NOVA and approved by all Board Representatives.

11.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Mr. Delvasto thanked Mr. Letourneau for his many years of service as a CCAEC Board Representative

CFAD Worksheet - Approved Act # 23-19 May 16, 2023

May 16, 2023 Revise

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%

Program Manager	\$60,000														
Fiscal Agent - Admin	\$82,500														
Website Maintenance	\$12,000	Admin.	Estimated CTE Marketing				Mobile Doctor								
Lead Manager	\$12,000	\$166,500	Azusa	\$125,000	\$37,500				36	\$190	\$6,840				
Nurse Coordinator	\$49,500		Claremont	\$115,000	\$34,500				32	\$190	\$6,080				
Mobile Doctor	\$21,280		Monrovia	\$475,000	\$142,500				44	\$190	\$8,360				
Azusa Consultant	\$40,000			\$715,000	\$214,500				112		\$21,280				
MA Consultant	\$15,000														
TE Consultant	\$5,000														
Marketing - ESL / ASE	\$60,000														
Marketing - CTE	\$214,500														
2023-24 Total Overhead	\$571,780														

School	2022-23 Final Allocation	2023-24 Preliminary Allocation	Overhead Expense	Net Allocation	Adjustment due to Large Carryover	2023-24 Final CFAD Allocation Amount
Azusa Adult School	\$1,408,415.00	\$1,798,463.49	\$177,828.42	\$1,620,635.07	(\$150,000)	\$1,470,635
Citrus College	\$0.00	\$0.00	\$0.00	\$0.00		\$0
Claremont Adult School	\$1,148,745.00	\$1,258,014.36	\$110,932.94	\$1,147,081.43	\$50,000	\$1,197,081
Overhead	\$428,250.00	\$0.00		\$0.00		\$571,780
Duarte Adult School	\$19,590.00	\$37,103.37	\$1,588.32	\$35,515.06		\$35,515
Glendora Adult School	\$175,330.00	\$213,519.41	\$14,140.31	\$199,379.10	(\$50,000)	\$149,379
Monrovia Adult School	\$1,713,631.00	\$1,983,980.36	\$267,290.01	\$1,716,690.35	\$150,000	\$1,866,690
	\$4,893,961.00	\$5,291,081.00	\$571,780.00	\$4,719,301.00		\$5,291,081
				\$5,291,081.00		

School	Program Admin.	Nurse Coord.	Mobile Doctor	Consults.	Mktg. - ESL	Mktg. - CTE	Total
Azusa Adult School	\$56,594	\$16,500	\$6,840	\$40,000	\$20,394	\$37,500	\$177,828
Citrus College	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Claremont Adult School	\$39,587	\$16,500	\$6,080	\$0	\$14,266	\$34,500	\$110,933
Duarte Adult School	\$1,168	\$0	\$0	\$0	\$421	\$0	\$1,588
Glendora Adult School	\$6,719	\$0	\$0	\$5,000	\$2,421	\$0	\$14,140
Monrovia Adult School	\$62,432	\$16,500	\$8,360	\$15,000	\$22,498	\$142,500	\$267,290
Total	\$166,500	\$49,500	\$21,280	\$30,000	\$60,000	\$214,500	\$571,780



Documents to Support Agenda Items

June 20, 2023 Agenda

Agenda Item 4.0
CCAEC Q3 Expenditures from NOVA

Azusa Unified

2022-23 Q3

Submitted by Mari Bordona
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	\$614,253	\$470,513	130.55%	\$627,351	97.91%	\$13,098
2000 - Non-Instructional Salaries	\$195,387	\$236,241	82.71%	\$314,988	62.03%	\$119,601
3000 - Employee Benefits	\$221,814	\$169,174	131.12%	\$225,565	98.34%	\$3,751
4000 - Supplies and Materials	\$134,442	\$139,308	96.51%	\$185,744	72.38%	\$51,302
5000 - Other Operating Expenses and Services	\$115,859	\$140,650	82.37%	\$187,533	61.78%	\$71,674
6000 - Capital Outlay	\$53,011	\$58,781	90.18%	\$78,374	67.64%	\$25,363
7000 - Other Outgo	\$0	\$106,757	0%	\$142,342	0%	\$142,342
Indirect Costs	\$66,738	\$60,733	109.89%	\$80,977	82.42%	\$14,239
Totals	\$1,401,504	\$1,382,156	101.4%	\$1,842,874	76.05%	\$441,370

Additional Comments

Not Entered

Claremont Unified

2022-23 Q3

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	\$356,208	\$317,198	112.3%	\$576,723	61.76%	\$220,515
2000 - Non-Instructional Salaries	\$173,236	\$133,084	130.17%	\$241,971	71.59%	\$68,735
3000 - Employee Benefits	\$187,141	\$149,056	125.55%	\$271,011	69.05%	\$83,870
4000 - Supplies and Materials	\$43,535	\$39,600	109.94%	\$72,000	60.47%	\$28,465
5000 - Other Operating Expenses and Services	\$385,503	\$239,768	160.78%	\$435,941	88.43%	\$50,438
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$160,122	0%	\$291,130	0%	\$291,130
Indirect Costs	\$0	\$50,441	0%	\$91,711	0%	\$91,711
Totals	\$1,145,623	\$1,089,268	105.17%	\$1,980,487	57.85%	\$834,864

Additional Comments

Not Entered

**Duarte Unified
2022-23 Q3**Submitted by Kevin Morris
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	\$5,279	\$5,400	97.76%	\$12,000	43.99%	\$6,721
2000 - Non-Instructional Salaries	\$1,265	\$1,350	93.7%	\$3,000	42.17%	\$1,735
3000 - Employee Benefits	\$1,448	\$1,737	83.38%	\$3,859	37.52%	\$2,411
4000 - Supplies and Materials	\$1,588	\$797	199.37%	\$1,770	89.72%	\$182
5000 - Other Operating Expenses and Services	\$0	\$1,800	0%	\$4,000	0%	\$4,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$882	0%	\$1,959	0%	\$1,959
Indirect Costs	\$0	\$583	0%	\$1,296	0%	\$1,296
Totals	\$9,580	\$12,548	76.35%	\$27,884	 34.36%	\$18,304

Additional Comments

Not Entered

**Glendora Unified
2022-23 Q3**

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	\$65,851	\$70,136	93.89%	\$93,514	70.42%	\$27,663
2000 - Non-Instructional Salaries	\$34,572	\$38,236	90.42%	\$50,981	67.81%	\$16,409
3000 - Employee Benefits	\$28,505	\$32,406	87.96%	\$43,208	65.97%	\$14,703
4000 - Supplies and Materials	\$4,815	\$11,250	42.8%	\$15,000	32.1%	\$10,185
5000 - Other Operating Expenses and Services	\$0	\$2,025	0%	\$2,700	0%	\$2,700
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$13,150	0%	\$17,533	0%	\$17,533
Indirect Costs	\$6,089	\$7,976	76.35%	\$10,634	57.26%	\$4,545
Totals	\$139,832	\$175,178	79.82%	\$233,570	59.87%	\$93,738

Additional Comments

Not Entered

**Monrovia Unified
2022-23 Q3**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	\$674,494	\$662,239	101.85%	\$946,055	71.3%	\$271,561
2000 - Non-Instructional Salaries	\$116,005	\$100,515	115.41%	\$143,593	80.79%	\$27,588
3000 - Employee Benefits	\$276,799	\$286,728	96.54%	\$409,612	67.58%	\$132,813
4000 - Supplies and Materials	\$33,364	\$14,405	231.62%	\$20,578	162.13%	! -\$12,786
5000 - Other Operating Expenses and Services	\$72,879	\$78,534	92.8%	\$112,191	64.96%	\$39,312
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$8,665	\$57,121	15.17%	\$81,602	10.62%	\$72,937
Totals	\$1,182,206	\$1,199,542	98.55%	\$1,713,631	68.99%	\$531,425

Additional Comments

Not Entered



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