



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, said 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
SPECIAL EXECUTIVE BOARD OPEN SESSION MEETING
Friday, December 1, 2023, 10:00 a.m.**

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

Zoom Meeting Information

<https://us02web.zoom.us/j/89251573338?pwd=OEZLdmsvUHdqemJ0Qk8wWWpQjRsdz09>

Meeting ID: 892 5157 3338

AGENDA

- 1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (10:00 a.m.)**
- 1.1 Meeting called to order by Chair Delvasto at _____
- 1.2 Pledge of Allegiance
- 1.3 Roll call:

Anthony Contreras, Representative	_____	John Russell, Regional Director	_____
Felipe Delvasto, Representative	_____	Mari Bordona, Proxy	_____
Flint Fertig, Representative	_____		
Ivon McCraven, Proxy	_____		
Kevin Morris, Representative	_____		
Valentina Shibata, 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 November 14, 2023 Regular Executive Board Open Session Meeting.

November 14, 2023 Minutes will not be reviewed and approved during this Special Executive Board Open Session Meeting. Minutes will be approved at the next Regular Executive Board Open Session Meeting on December 19, 2023.

3.0 COMMUNICATIONS

- 3.1 Representative reports:

Azusa _____ Duarte _____
Citrus _____ Glendora _____
Claremont _____ Monrovia _____

No Representative reports at this time.

- 3.2 Program Director report.

No Program Director’s report at this time.

- 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 ALL CCAEC MEMBER 2022-23 PROGRAM AREA REPORTS

Motion by _____, seconded by _____ Vote _____

Representative Contreras __ Representative Delvasto __ Representative Fertig __

Representative McCraven __ Representative Morris __ Representative Shibata __

Program Director and Board Representatives will review all CCAEC 2022-23 Program Area Reports at once for Azusa, Claremont, Duarte, Glendora, and Monrovia for Board approval.

5.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

December 1, 2023 Special Board Meeting Agenda

Agenda Item 4.0

Program Area Reports for Azusa, Claremont,
Duarte, Glendora, and Monrovia

CAEP

Program Area Reporting: 2022-23

Produced: Dec 1, 2023, 02:00 AM UTC - By John Russell

Azusa Unified SUBMITTED

09 Citrus College Adult Education Consortium

Preview & Submittal**Submittal****2022-23 Program Area & Leveraged Funds**

Submitted

Unsubmit Actuals

Member Representatives

Dr. Anthony Contreras

Hours of Instruction**LaunchBoard Data Reported By Azusa Adult School**

85% of 455 adults served has 12+ contact hours (participants) in 2020-21.

Program Area	% of Adults Served	# of Adults Served
ABE	30%	116 / 388
ASE	55%	212 / 388
AWD	0%	0 / 388
ESL	37%	144 / 388
*El Civics	*	*
K12 Success	0%	0 / 388
Pre-Apprenticeship	0%	0 / 137
Short Term CTE	39%	54 / 137
Workforce Reentry	61%	83 / 137

*No LaunchBoard data.

CAEP Program Area	LaunchBoard Data Available	Area of Focus on Workplan	Q1 - Q4 Hours of Instruction
ABE	✓	✓	3,409
ASE	✓	✓	4,687
AWD	✓	✗	Not Entered
ESL	✓	✓	20,594
*El Civics	✗	✓	Not Entered
K12 Success	✓	✗	Not Entered
Pre-Apprenticeship	✓	✗	Not Entered
Short Term CTE	✓	✓	14,783
Workforce Reentry	✓	✓	13,573
Total			57046 Hour(s)

*No LaunchBoard data.

Leveraged Funds by Program Area

Fund	ABE	ASE	ESL	El Civics	AWD	K12 Success	Short Term CTE	Workforce Reentry	Pre- Apprenticeship
California Adult Education Program	\$110,572	\$151,414	\$666,277	Not Entered	Not Entered	Not Entered	\$477,850	\$436,761	Not Entered
CalWORKs	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$10,577	\$0	Not Entered
NonCredit	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	\$0	Not Entered
Perkins	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	\$0	Not Entered
LCFF	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	\$0	Not Entered
Fees	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$27,809	\$0	Not Entered
K12 Adult Ed Jail Funds	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	\$0	Not Entered
WIOA II	\$0	\$51,055	\$69,700	Not Entered	Not Entered	Not Entered	\$102,565	\$0	Not Entered
Contracted Services	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	\$0	Not Entered
WIOA I / ITAs	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$53,663	\$0	Not Entered
Totals	\$110,572	\$202,469	\$735,977	N/A	N/A	N/A	\$672,464	\$436,761	N/A

Certification

09 Citrus College Adult Education Consortium - Primary Contact

John Russell

Program Director

jrussell@thebest-alternative.com

Flint Fertig

CCAEC 12/1/23 Agenda pg. 6

ffertig@monroviaschools.net

Awaiting Approval

Unsubmit Actuals



California
Community
Colleges



2023 © California Community Colleges
NOVA Site Version: [6.5.16](#)

CAEP

Program Area Reporting: 2022-23

Produced: Dec 1, 2023, 03:07 AM UTC - By John Russell

Claremont Unified SUBMITTED

09 Citrus College Adult Education Consortium

Preview & Submittal**Submittal****2022-23 Program Area & Leveraged Funds**

Submitted

Unsubmit Actuals

Member Representatives

Felipe Delvasto

Hours of Instruction**LaunchBoard Data Reported By Claremont Unified School District (CUSD)**

63% of 469 adults served has 12+ contact hours (participants) in 2020-21.

Program Area	% of Adults Served	# of Adults Served
*ABE	*	*
ASE	36%	108 / 296
AWD	0%	0 / 296
ESL	50%	147 / 296
*El Civics	*	*
K12 Success	0%	0 / 296
Pre-Apprenticeship	0%	0 / 57
Short Term CTE	100%	57 / 57
Workforce Reentry	0%	0 / 57

*No LaunchBoard data.

CAEP Program Area	LaunchBoard Data Available	Area of Focus on Workplan	Q1 - Q4 Hours of Instruction
*ABE	✗	✓	2,267
ASE	✓	✓	6,999
AWD	✓	✗	Not Entered
ESL	✓	✓	29,496
*El Civics	✗	✓	Not Entered
K12 Success	✓	✗	Not Entered
Pre-Apprenticeship	✓	✗	Not Entered
Short Term CTE	✓	✓	6,525
Workforce Reentry	✓	✓	0
Total			45287 Hour(s)

*No LaunchBoard data.

Please explain any Hours of Instruction entered for Program Areas with no Launchboard data available, i.e., why there are enrollments. *

All entered hours have been transferred from TOPs Pro. I am unsure of why the system is asking for AWD and K12 Success hours.

Leveraged Funds by Program Area

Fund	ABE	ASE	ESL	El Civics	AWD	K12 Success	Short Term CTE	Workforce Reentry	Pre- Apprenticeship
California Adult Education Program	\$106,030	\$145,813	\$641,508	Not Entered	Not Entered	Not Entered	\$460,173	Not Entered	Not Entered
CalWORKs	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered
NonCredit	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered
Perkins	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered
LCFF	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered
Fees	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered
K12 Adult Ed Jail Funds	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered
WIOA II	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered
Contracted Services	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered
Totals	\$106,030	\$145,813	\$641,508	N/A	N/A	N/A	\$460,173	N/A	N/A

Certification

09 Citrus College Adult Education Consortium - Primary Contact

John Russell

Program Director

jrussell@thebest-alternative.com

Flint Fertig

ffertig@monroviashools.net

Awaiting Approval

Unsubmit Actuals



California
Community
Colleges



2023 © California Community Colleges
NOVA Site Version: [6.5.16](#)

CAEP

Program Area Reporting: 2022-23

Produced: Dec 1, 2023, 02:01 AM UTC - By John Russell

Duarte Unified SUBMITTED

09 Citrus College Adult Education Consortium

Preview & Submittal**Submittal****2022-23 Program Area & Leveraged Funds**

Submitted

Unsubmit Actuals

Member Representatives

Kevin Morris

Hours of Instruction**LaunchBoard Data Reported By Duarte Unified School District**

52% of 23 adults served has 12+ contact hours (participants) in 2020-21.

Program Area	% of Adults Served	# of Adults Served
ABE	0%	0 / 12
ASE	0%	0 / 12
AWD	0%	0 / 12
ESL	0%	0 / 12
*El Civics	*	*
K12 Success	100%	12 / 12
*Pre-Apprenticeship	*	*
*Short Term CTE	*	*
*Workforce Reentry	*	*

*No LaunchBoard data.

CAEP Program Area	LaunchBoard Data Available	Area of Focus on Workplan	Q1 - Q4 Hours of Instruction
ABE	✓	✗	Not Entered
ASE	✓	✓	1,332
AWD	✓	✓	Not Entered
ESL	✓	✗	Not Entered
*El Civics	✗	✗	Not Entered
K12 Success	✓	✓	16
*Pre-Apprenticeship	✗	✗	Not Entered
*Short Term CTE	✗	✗	Not Entered
*Workforce Reentry	✗	✗	Not Entered
Total			1348 Hour(s)

*No LaunchBoard data.

Leveraged Funds by Program Area

Fund	ABE	ASE	ESL	EL Civics	AWD	K12 Success	Short Term CTE	Workforce Reentry	Pre- Apprenticeship	To
California Adult Education Program	Not Entered	\$22,345	Not Entered	Not Entered	Not Entered	\$90	Not Entered	Not Entered	Not Entered	\$22,
CalWORKs	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	
NonCredit	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	
Perkins	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	
LCFF	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	
Fees	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	
K12 Adult Ed Jail Funds	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	
WIOA II	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	
Contracted Services	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	
Totals	N/A	\$22,345	N/A	N/A	N/A	\$90	N/A	N/A	N/A	\$22,

Certification

09 Citrus College Adult Education Consortium - Primary Contact

John Russell

Program Director

jrussell@thebest-alternative.com

Flint Fertig

ffertig@monroviashools.net

Awaiting Approval

Unsubmit Actuals



California
Community
Colleges



2023 © California Community Colleges

NOVA Site Version: [6.5.16](#)

CAEP

Program Area Reporting: 2022-23

Produced: Dec 1, 2023, 02:04 AM UTC - By John Russell

Glendora Unified SUBMITTED

09 Citrus College Adult Education Consortium

Preview & Submittal**Submittal****2022-23 Program Area & Leveraged Funds**

Submitted

Unsubmit Actuals

Member Representatives

Valentina Shibata

Hours of Instruction**LaunchBoard Data Reported By Glendora Adult School**

53% of 55 adults served has 12+ contact hours (participants) in 2020-21.

Program Area	% of Adults Served	# of Adults Served
ABE	0%	0 / 29
*ASE	*	*
AWD	0%	0 / 29
ESL	0%	0 / 29
*El Civics	*	*
K12 Success	76%	22 / 29
*Pre-Apprenticeship	*	*
*Short Term CTE	*	*
*Workforce Reentry	*	*

*No LaunchBoard data.

CAEP Program Area	LaunchBoard Data Available	Area of Focus on Workplan	Q1 - Q4 Hours of Instruction
ABE	✓	✗	Not Entered
*ASE	✗	✓	1,687
AWD	✓	✗	Not Entered
ESL	✓	✓	Not Entered
*El Civics	✗	✗	Not Entered
K12 Success	✓	✓	4,502
*Pre-Apprenticeship	✗	✗	Not Entered
*Short Term CTE	✗	✗	Not Entered
*Workforce Reentry	✗	✗	Not Entered
Total			6189 Hour(s)

*No LaunchBoard data.

Please explain any Hours of Instruction entered for Program Areas with no Launchboard data available, i.e., why there are enrollments. *

Glendora uses TOPSpro Enterprise to report data to the state. This is the data we use to measure program success. I do not know why LaunchBoard does not have the correct data.

Leveraged Funds by Program Area

Fund	ABE	ASE	ESL	EL Civics	AWD	K12 Success	Short Term CTE	Workforce Reentry	Pre- Apprenticeship	
California Adult Education Program	Not Entered	\$52,696	Not Entered	Not Entered	Not Entered	\$140,329	Not Entered	Not Entered	Not Entered	\$140,329
CalWORKs	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	
NonCredit	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	
Perkins	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	
LCFF	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	
Fees	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	
K12 Adult Ed Jail Funds	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	
WIOA II	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	
Contracted Services	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	
Totals	N/A	\$52,696	N/A	N/A	N/A	\$140,329	N/A	N/A	N/A	\$140,329

Certification

09 Citrus College Adult Education Consortium - Primary Contact

John Russell

Program Director

jrussell@thebest-alternative.com

Flint Fertig

ffertig@monroviashools.net

Awaiting Approval

Unsubmit Actuals



California
Community
Colleges



2023 © California Community Colleges
NOVA Site Version: [6.5.16](#)

CAEP

Program Area Reporting: 2022-23

Produced: Dec 1, 2023, 02:05 AM UTC - By John Russell

Monrovia Unified SUBMITTED

09 Citrus College Adult Education Consortium

Preview & Submittal**Submittal****2022-23 Program Area & Leveraged Funds**

Submitted

Unsubmit Actuals

Member Representatives

Flint Fertig

John Russell

Hours of Instruction**LaunchBoard Data Reported By Monrovia Adult School**

74% of 615 adults served has 12+ contact hours (participants) in 2020-21.

Program Area	% of Adults Served	# of Adults Served
ABE	5%	21 / 455
ASE	22%	100 / 455
AWD	0%	0 / 455
ESL	41%	187 / 455
*El Civics	*	*
K12 Success	0%	0 / 455
Pre-Apprenticeship	0%	0 / 188
*Short Term CTE	*	*
Workforce Reentry	99%	186 / 188

*No LaunchBoard data.

CAEP Program Area	LaunchBoard Data Available	Area of Focus on Workplan	Q1 - Q4 Hours of Instruction
ABE	✓	✓	2,616
ASE	✓	✓	18,935
AWD	✓	✗	1
ESL	✓	✓	61,712
*El Civics	✗	✓	Not Entered
K12 Success	✓	✗	0
Pre-Apprenticeship	✓	✗	Not Entered
*Short Term CTE	✗	✓	30,744
Workforce Reentry	✓	✓	31,555
Total			145563 Hour(s)

*No LaunchBoard data.

Please explain any Hours of Instruction entered for Program Areas with no Launchboard data available, i.e., why there are enrollments. *

MCAS uses TOPSpro Enterprise for state and federal reporting. I do not know why LaunchBoard is not aggregating MCAS TE data. Ask WestEd why LaunchBoard sucks.

Leveraged Funds by Program Area

Fund	ABE	ASE	ESL	EL Civics	AWD	K12 Success	Short Term CTE	Workforce Reentry	Pre- Apprenticeship	
California Adult Education Program	\$30,845	\$222,772	\$726,580	Not Entered	\$1	Not Entered	\$361,575	\$371,858	Not Entered	\$1,
CalWORKs	\$0	\$0	\$0	Not Entered	\$0	Not Entered	\$0	\$129,164	Not Entered	\$
NonCredit	\$0	\$0	\$0	Not Entered	\$0	Not Entered	\$0	\$0	Not Entered	
Perkins	\$0	\$0	\$0	Not Entered	\$0	Not Entered	\$0	\$0	Not Entered	
LCFF	\$4,500	\$32,500	\$106,000	Not Entered	\$0	Not Entered	\$52,750	\$54,250	Not Entered	\$
Fees	\$0	\$0	\$0	Not Entered	\$0	Not Entered	\$0	\$37,865	Not Entered	
K12 Adult Ed Jail Funds	\$0	\$0	\$0	Not Entered	\$0	Not Entered	\$0	\$0	Not Entered	
WIOA II	\$10,000	\$48,135	\$135,980	Not Entered	\$0	Not Entered	\$28,080	\$28,000	Not Entered	\$
Contracted Services	\$0	\$0	\$0	Not Entered	\$0	Not Entered	\$0	\$0	Not Entered	
WIOA I / ITAs	\$0	\$0	\$0	Not Entered	\$0	Not Entered	\$0	\$376,750	Not Entered	\$
Totals	\$45,345	\$303,407	\$968,560	N/A	\$1	N/A	\$442,405	\$997,887	N/A	\$2,

Certification

09 Citrus College Adult Education Consortium - Primary Contact

John Russell

Program Director

jrussell@thebest-alternative.com

Flint Fertig

ffertig@monroviaschools.net

Awaiting Approval

Unsubmit Actuals



California
Community
Colleges



2023 © California Community Colleges
NOVA Site Version: [6.5.16](#)