



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 REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

**Tuesday, March 19, 2024, 1:30 p.m.**

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

## Zoom Meeting Information

<https://us02web.zoom.us/j/89251573338?pwd=OEZLdmsvUHdqemJ0Qk8wWWpiQjRsdz09>

**Meeting ID: 892 5157 3338**

## 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:

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 December 19, 2023 Regular Executive Board Open Session Meeting.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Contreras \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative McCraven \_\_ Representative Morris \_\_ Representative Shibata \_\_

**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 AZUSA 2023-24 Q2 EXPENDITURES**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Contreras \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative McCraven \_\_ Representative Morris \_\_ Representative Shibata \_\_

Azusa Representative and CCAEC Program Director will review Azusa’s CCAEC 2023-24 Q2 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

**5.0 BOARD APPROVAL OF CLAREMONT 2023-24 EXPENDITURES**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Contreras \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative McCraven \_\_ Representative Morris \_\_ Representative Shibata \_\_

Claremont Representative and CCAEC Program Director will review Claremont’s CCAEC 2023-24 Q2 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

**6.0 BOARD APPROVAL OF DUARTE 2023-24 Q2 EXPENDITURES**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Contreras \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative McCraven \_\_ Representative Morris \_\_ Representative Shibata \_\_

Duarte Representative and CCAEC Program Director will review Duarte’s CCAEC 2023-24 Q2 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

**7.0 BOARD APPROVAL OF GLENDORA 2023-24 Q2 EXPENDITURES**

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

Representative Contreras \_\_ Representative Delvasto \_\_ Representative Fertig \_\_

Representative McCraven \_\_ Representative Morris \_\_ Representative Shibata \_\_

Glendora Representative and CCAEC Program Director will review Glendora's CCAEC 2023-24 Q2 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

**8.0 BOARD APPROVAL OF MONROVIA 2023-24 Q2 EXPENDITURES**

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

Representative Contreras \_\_ Representative Delvasto \_\_ Representative Fertig \_\_

Representative McCraven \_\_ Representative Morris \_\_ Representative Shibata \_\_

Monrovia Representative and CCAEC Program Director will review Monrovia's CCAEC 2023-24 Q2 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

**9.0 CCAEC DATA STATUS REPORT ON THREE YEAR PLAN METRICS**

Program Director will review CCAEC member data to date against metrics from Three Year Plan and Annual Plan.

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



# Documents to Support Agenda Items

Tæ&@FJ, 2024 Agenda

Agenda Item 2.1.1

December 19, 2023 Minutes



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, December 19, 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/89251573338?pwd=OEZLdmsvUHdqemJ0Qk8wWWpiQjRsdz09>

**Meeting ID: 892 5157 3338**

## Unapproved Minutes

### 1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (2:15 p.m.)

1.1 Meeting called to order by Chair Felipe Delvasto at 2:15.

1.2 Pledge of Allegiance

1.3 Roll call:

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

**Act # 23-40** Motion by Dr. Contreras, seconded by Mr. Fertig **Vote to Approve 6-0**  
Representative Contreras Y Representative Delvasto Y Representative Fertig Y  
Representative McCraven Y Representative Morris Y Representative Shibata Y  
Minutes approved without revision.

Approve the minutes of the December 1, 2023 Special Executive Board Open Session Meeting.

**Act # 23-41** Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 6-0**  
Representative Contreras Y Representative Delvasto Y Representative Fertig Y  
Representative McCraven Y Representative Morris Y Representative Shibata Y  
Minutes approved without revision.

### 3.0 COMMUNICATIONS

3.1 Representative reports:

**Azusa:** Dr. Contreras reported that Azusa ESL classes went Christmas caroling to the continuation school campus and it was a real joy to see. He advised that Azusa will start a CNA cohort on January 8, 2024.

**Citrus:** Ms. McCraven reported that the Citrus College Winter Session starts 1/8/24 and Spring starts 2/21/24 and registration was open for both sessions. She noted enrollment was increasing beyond pre-pandemic levels.

Ms. McCraven thanked all member institutions for meeting with Ms. Thania Lucero, the new Citrus College Noncredit counselor. Ms. Lucero and Noncredit are looking forward to working with K-12 members schools.

**Claremont:** Mr. Delvasto was excited to report that the Claremont Adult School had very full Pharmacy tech and CNA programs. Pharm Tech had 30 students and CNA was at 17. He was grateful to Madmen for ensuring these classes were full

**Duarte:** Mr. Morris reported that Duarte faculty member, David Barile, really enjoyed the CCAEC Winter PD Conference saying that he learned a lot from the breakout sessions. Mr. Morris also reported that Duarte enrollment in ASE was continuing to increase.

**Glendora:** Ms. Shibata reported Glendora had two applicants for ESL positions, but that the candidates did not have adult education experience. She advised that GUSD was making efforts to get ESL positions filled and getting ESL operational before the end of the program year. She advised Board Representatives to send qualified candidates her direction. GUSD was looking to start at 12 hours per week and classes would have to start after 2:30 due to lack of classroom space earlier. She advised that the school was open as to what ESL levels to start at. Mr. Russell shared with her what levels the program previously served and how the instructor did so.

**Monrovia:** Mr. Fertig reported that MCAS had just had its staff Christmas party which was a great success.

3.2 Program Director report.

Mr. Russell reported that the December 8, CCAEC Conference was a tremendous success. He wanted to thank Ms. Yecsenia Delgado for assisting with OTAN presenters. Survey data was very positive and one teacher from outside this consortium said she learned more from

the Conference than the CAEP Summit or her own district PD.

Mr. Russell advised that MCAS had supported Managed Career Solution's RFP to become an AJCC with the Building Futures program. MCS was awarded Region 5 and this meant that MCAS should become an AJCC Affiliate in the 2024-25 program year.

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 CCAEC 2022-23 Q1 EXPENDITURE REPORTS**

**8.0**

**Act # 23-42** Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 6-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris Y Representative Shibata Y

Representative Fertig offered a motion to approve all CCAEC member Q1 expenditures in one motion. His motion was seconded by Dr. Contreras.

All Q1 Expenditure Reports approved accordingly.

#### **9.0 BOARD APPROVAL TO INCREASE CONSULTING FEE FOR LEADS MANAGEMENT**

**Act # 23-43** Motion by Dr. Contreras, seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris Y Representative Shibata Y

Mr. Russell explained how onerous and difficult the process was in managing leads for CTE programs. He explained that the consortium cut the consultant handling lead's contract in half based on what was paid last year by paying the same contract amount but increasing the duration of the contract from 6 months to 12 months.

Representatives agreed about the difficulty of dealing with the thousands of leads that are generated monthly across the consortium.

Dr. Contreras voiced support for the motion. He advised that while Azusa was not utilizing the services as much as the school would like, he was hoping that would change going forward.

#### **10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**

Chair Delvasto adjourned the meeting at 2:10 p.m.



## Documents to Support Agenda Items

March 19, 2024 Agenda

Agenda Item 4.0 – 8.0

CCAEC Q2 Fiscal Oversight Reports with  
Expenditure and Narrative

AUSD, CUSD, DUSD, GUSD, MUSD



# 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	\$635,001	\$228,804	Salaries for 10 faculty, 1 Counselor, 1 Coordinator, 1 Director
2000	NONINSTRUCTIONAL SALARIES	\$270,630	\$92,810	Salaries for 5.5 Classified staff.
3000	EMPLOYEE BENEFITS	\$271,186	\$97,335	Benefits for above employees.
4000	SUPPLIES AND MATERIALS	\$19,800	\$16,411	Office and program supplies, computer hardware and software, textbooks, business equipment
5000	OTHER OPERATING EXPENSES & SERVICES	\$117,101	\$77,953	Catalog, marketing, signage, outside CTE vendors
6000	CAPITAL OUTLAY	\$36,000	\$0	Outdoor marquee for school.
7000	OTHER OUTGO	\$56,605	\$0	Prudent Reserve
	<b>TOTAL DIRECT COSTS:</b>	<b>\$1,406,323</b>	<b>\$513,313</b>	
	<b>TOTAL INDIRECT COSTS:</b>	<b>\$65,686</b>		Indirect
	<b>TOTAL COSTS:</b>	<b>\$1,472,009</b>	<b>\$513,313</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	\$643,527	\$260,152	8 instructors, 1 administrator.
2000	NONINSTRUCTIONAL SALARIES	\$233,508	\$104,790	5 classified positions.
3000	EMPLOYEE BENEFITS	\$299,867	\$124,323	Benefits for above.
4000	SUPPLIES AND MATERIALS	\$25,384	\$17,318	Office and program supplies, computer hardware and software, textbooks, business
5000	OTHER OPERATING EXPENSES & SERVICES	\$81,828	\$40,000	Consulting agreements, outside CTE vendors.
6000	CAPITAL OUTLAY	\$0		
7000	OTHER OUTGO			
	<b>TOTAL DIRECT COSTS:</b>	<b>\$1,284,114</b>	<b>\$546,583</b>	
	<b>TOTAL INDIRECT COSTS:</b>	<b>\$86,265</b>		Indirect costs for programmatic expenditures
	<b>TOTAL COSTS:</b>	<b>\$1,370,379</b>	<b>\$546,583</b>	Program expenditures
		<b>\$604,044</b>	<b>\$326,089</b>	Overhead Expenditures
	<b>TOTAL ALLOCATION</b>	<b>\$1,974,423</b>	<b>\$872,672</b>	Q1 Total

# 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	\$18,085	\$5,250	2 part-time instructors for K-12 Success and ASE and partial salary for administrator.
2000	NONINSTRUCTIONAL SALARIES	\$2,625	\$1,506	1 part-time classified.
3000	EMPLOYEE BENEFITS	\$6,164	\$1,407	Benefits for above staff.
4000	SUPPLIES AND MATERIALS	\$4,798	\$4,210	Supplies for Parent U, office supplies.
5000	OTHER OPERATING EXPENSES & SERVICES	\$4,000	\$362	TOPSpro Enterprise Consultant
6000	CAPITAL OUTLAY			
7000	OTHER OUTGO	\$3,548		10% Prudent Reserve
	<b>TOTAL DIRECT COSTS:</b>	<b>\$39,220</b>	<b>\$12,735</b>	
	<b>TOTAL INDIRECT COSTS:</b>	<b>\$1,777</b>		Indirect costs for programmatic expenditures
	<b>TOTAL COSTS:</b>	<b>\$40,997</b>	<b>\$12,735</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	\$102,666	\$44,794	2 instructors and partial salary for administrator.
2000	NONINSTRUCTIONAL SALARIES	\$28,891	\$13,280	2 classified employees.
3000	EMPLOYEE BENEFITS	\$38,162	\$17,001	Benefits for above staff.
4000	SUPPLIES AND MATERIALS	\$11,788	\$8,044	Office and program supplies, computer applications, business equipment
5000	OTHER OPERATING EXPENSES & SERVICES	\$1,000	\$550	Outside contracts.
6000	CAPITAL OUTLAY	\$0		
7000	OTHER OUTGO			
	<b>TOTAL DIRECT COSTS:</b>	<b>\$182,507</b>	<b>\$83,669</b>	
	<b>TOTAL INDIRECT COSTS:</b>	<b>\$7,556</b>		Indirect costs for programmatic expenditures
	<b>TOTAL COSTS:</b>	<b>\$190,063</b>	<b>\$83,669</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	\$1,133,733	\$432,193	Funding for wages and salary of 21 instructors, 2 administrators, 1 full-time counselor, and 1 part-time counselor.
2000	NONINSTRUCTIONAL SALARIES	\$140,919	\$73,682	Salaries for 3 classified positions.
3000	EMPLOYEE BENEFITS	\$426,591	\$167,483	Benefits for 25 certificated and 3 classified staff.
4000	SUPPLIES AND MATERIALS	\$32,825	\$33,890	Program, office, and campus supplies.
5000	OTHER OPERATING EXPENSES & SERVICES	\$46,957	\$46,957	Custodial, catalog, and misc other contracts.
6000	CAPITAL OUTLAY	\$0		
7000	OTHER OUTGO			
	<b>TOTAL DIRECT COSTS:</b>	<b>\$1,781,025</b>	<b>\$754,205</b>	
	<b>TOTAL INDIRECT COSTS:</b>	<b>\$87,410</b>		Indirect costs for programmatic expenditures
	<b>TOTAL COSTS:</b>	<b>\$1,868,435</b>	<b>\$754,205</b>	

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

Quarter: Q2

Fiscal Agent: Claremont USD

## Overhead Expenditures

Object of Expenditure	Classification	AMOUNT BUDGETED	AMOUNT EXPENDED	
1000	INSTRUCTIONAL SALARIES			
2000	NONINSTRUCTIONAL SALARIES			
3000	EMPLOYEE BENEFITS			
4000	SUPPLIES AND MATERIALS			
5000	OTHER OPERATING EXPENSES & SERVICES	\$449,544	\$326,089	Consultants agreements for NATP Nurse Director, website, MA internships, & CTE marketing
6000	CAPITAL OUTLAY			
7000	OTHER OUTGO			
	<b>TOTAL DIRECT COSTS:</b>	<b>\$449,544</b>	<b>\$326,089</b>	
	<b>TOTAL FISCAL ADMIN COSTS:</b>	<b>\$154,500</b>		Claremont Fiscal Admin fee / Program Director
	<b>TOTAL COSTS:</b>	<b>\$604,044</b>	<b>\$326,089</b>	



# Documents to Support Agenda Items

March 19, 2024 Agenda

Agenda Item 9.0

Data Review Document

Table 1 – Azusa Participation Rate by Program Area over Three Years

Program Areas* (A)	2021-22			2022-23			2023-24		
	CAEP Enrollment	Services Enrollment	Part. %	CAEP Enrollment	Services Enrollment	Part. %	CAEP Enrollment	Services Enrollment	Part. %
English Language Learner (ESL/ELL)	297	421	70.5%	336	471	63.1%	271	477	56.8%
ABE/ASE	214	305	70.2%	175	246	87.0%	117	188	62.2%
Career and Technical Education (CTE)	240	296	81.1%	271	470	51.1%	187	281	66.5%
Workforce Preparation	293	410	71.5%	254	372	78.8%	155	247	62.8%
Adults K-12 Success	0	0	N/A	0	0	N/A	0	0	N/A
Adults w/ Disabilities	0	0	N/A	0	0	N/A	0	0	N/A
<b>Duplicated Total</b>	<b>1,044</b>	<b>1,434</b>	<b>72.9%</b>	<b>1,036</b>	<b>1,559</b>	<b>66.5%</b>	<b>382</b>	<b>735</b>	<b>52.0%</b>
<b>Adjusted Total</b>	<b>751</b>	<b>1,024</b>	<b>73.3%</b>	<b>782</b>	<b>1,189</b>	<b>65.8%</b>			

Table 1a – Azusa Services / CAEP Unduplicated Enrollment over Three Years

Enrollment Type	2021-22	2022-23	2023-24
CAEP	1,044	1,036	382
Services	1,434	1,559	735

Table 1b – Azusa Participation Rates over Three Years

	2021-22	2022-23	2023-24
Participation Rate	72.9%	66.5%	52.0%



Table 2 – Claremont Participation Rate by Program Area over Three Years

Program Areas* (A)	2021-22 (Adjusted)			2022-23			2023-24		
	CAEP Enrollment	Services Enrollment	Part. %	CAEP Enrollment	Services Enrollment	Part. %	CAEP Enrollment	Services Enrollment	Part. %
English Language Learner (ESL/ELL)	213	282	75.5%	281	382	73.6%	301	419	71.8%
ABE/ASE	76	129	58.9%	99	125	79.2%	67	116	57.8%
Career and Technical Education (CTE)	0	2	0.0%	36	46	78.3%	4	23	17.4%
Workforce Preparation	1	1	100%	0	0	N/A	0	0	N/A
Adults K-12 Success	0	0	N/A	0	0	N/A	0	0	N/A
<b>Unduplicated Total</b>	<b>290</b>	<b>414</b>	<b>70.0%</b>	<b>416</b>	<b>553</b>	<b>75.2%</b>	<b>357</b>	<b>541</b>	<b>66.0%</b>

Table 2a – Claremont Services / CAEP Unduplicated Enrollment over Three Years (Adjusted)

Enrollment Type	2021-22	2022-23	2023-24
CAEP	290	416	357
Services	414	553	541

Table 2b – Claremont Participation Rates over Three Years

	2021-22	2022-23	2023-24
Participation Rate	70.0%	75.2%	66.0%

Table 3 – Duarte Participation Rate by Program Area over Three Years

Program Areas* (A)	2021-22			2022-23			2023-24		
	CAEP Enrollment	Services Enrollment	Part. %	CAEP Enrollment	Services Enrollment	Part. %	CAEP Enrollment	Services Enrollment	Part. %
English Language Learner (ESL/ELL)	0	0	N/A	0	0	N/A	0	0	N/A
ABE/ASE	9	21	42.9%	18	32	56.3%	11	12	91.7%
Career and Technical Education (CTE)	0	0	N/A	0	0	N/A	0	0	N/A
Workforce Preparation	0	0	N/A	0	0	N/A	0	0	N/A
Adults K-12 Success	7	52	13.5%	0	3	0.0%	0	0	N/A
<b>Unduplicated Total</b>	<b>16</b>	<b>73</b>	<b>21.9%</b>	<b>18</b>	<b>35</b>	<b>51.4%</b>	<b>11</b>	<b>12</b>	<b>91.7%</b>

Table 3a – Duarte Services / CAEP Unduplicated Enrollment over Three Years

Enrollment Type	2021-22	2022-23	2023-24
CAEP	16	18	11
Services	73	35	12

Table 3b – Duarte Participation Rates over Three Years

	2021-22	2022-23	2023-24
Participation Rate	21.9%	51.4%	91.7%

Table 4 – Glendora Participation Rate by Program Area over Three Years

Program Areas* (A)	2021-22			2022-23			2023-24		
	CAEP Enrollment	Services Enrollment	Part. %	CAEP Enrollment	Services Enrollment	Part. %	CAEP Enrollment	Services Enrollment	Part. %
English Language Learner (ESL/ELL)	0	0	N/A	0	0	N/A	0	0	N/A
ABE/ASE	11	31	35.5%	17	28	60.7	11	21	52.4%
Career and Technical Education (CTE)	0	0	N/A	0	0	N/A	0	0	N/A
Workforce Preparation	0	0	N/A	0	0	N/A	0	0	N/A
Adults K-12 Success	28	28	100.0%	29	29	100.0%	30	33	90.9%
<b>Unduplicated Total</b>	<b>39</b>	<b>59</b>	<b>66.1%</b>	<b>46</b>	<b>57</b>	<b>80.7%</b>	<b>40</b>	<b>51</b>	<b>78.4%</b>

Table 4a – Glendora Services / CAEP Unduplicated Enrollment over Three Years

Enrollment Type	2021-22	2022-23	2023-24
CAEP	39	46	40
Services	59	57	51

Table 4b – Glendora Participation Rates over Three Years

	2021-22	2022-23	2023-24
Participation Rate	66.1%	80.7%	78.4%

Table 5 – Monrovia Participation Rate by Program Area over Three Years

Program Areas* (A)	2021-22			2022-23			2023-24		
	CAEP Enrollment	Services Enrollment	Part. %	CAEP Enrollment	Services Enrollment	Part. %	CAEP Enrollment	Services Enrollment	Part. %
English Language Learner (ESL/ELL)	321	386	83.2%	442	512	86.3%	416	505	82.4%
ABE/ASE	113	143	79.0%	125	151	82.9%	115	151	76.2%
Career and Technical Education (CTE)	185	197	93.9%	322	358	89.9%	255	337	75.7%
Workforce Preparation	164	401	40.9%	259	923	28.1%	220	844	26.1%
Adults K-12 Success	0	0	N/A	0	0	N/A	0	0	N/A
<b>Unduplicated Total</b>	<b>783</b>	<b>1,127</b>	<b>65.5%</b>	<b>1,148</b>	<b>1,944</b>	<b>59.1%</b>	<b>1,006</b>	<b>1,837</b>	<b>54.8%</b>
	<b>619</b>	<b>726</b>	<b>85.3%</b>	<b>889</b>	<b>1,021</b>	<b>87.1%</b>	<b>786</b>	<b>993</b>	<b>79.2%</b>

Table 5a – Monrovia Services / CAEP Unduplicated Enrollment over Three Years (Adjusted)

Enrollment Type	2021-22	2022-23	2023-24
CAEP	619	889	786
Services	726	1,021	993

Table 5b – Monrovia Participation Rates over Three Years

	2021-22	2022-23	2023-24
Participation Rate	85.3%	87.1%	79.2%

Table 6 – Azusa Program Hours as of 3/17/2024

Program Area	Hours
English Language Learner (ESL/ELL)	12,766
Adult Basic Education (ABE)	386
Adult Secondary Education (ASE)	2,683
Career and Technical Education (CTE)	8,161
Workforce Preparation	4,836
Pre-Apprenticeship	0
Adults Training for Child K-12 Success	0
Programs for Adults with Disabilities	0
<b>Total</b>	<b>28,832</b>

Table 8 – Duarte Program Hours as of 3/17/2024

Program Area	Hours
English Language Learner (ESL/ELL)	0
Adult Basic Education (ABE)	0
Adult Secondary Education (ASE)	1,180
Career and Technical Education (CTE)	0
Workforce Preparation	0
Pre-Apprenticeship	0
Adults Training for Child K-12 Success	0
Programs for Adults with Disabilities	0
<b>Total</b>	<b>1,180</b>

Table 7 – Claremont Program Hours as of 3/17/2024

Program Area	Hours
English Language Learner (ESL/ELL)	25,818
Adult Basic Education (ABE)	761
Adult Secondary Education (ASE)	3,117
Career and Technical Education (CTE)	144
Workforce Preparation	0
Pre-Apprenticeship	0
Adults Training for Child K-12 Success	0
Programs for Adults with Disabilities	0
<b>Total</b>	<b>29,840</b>

Table 9 – Glendora Program Hours as of 3/17/2024

Program Area	Hours
English Language Learner (ESL/ELL)	0
Adult Basic Education (ABE)	0
Adult Secondary Education (ASE)	1,001
Career and Technical Education (CTE)	0
Workforce Preparation	0
Pre-Apprenticeship	0
Adults Training for Child K-12 Success	0
Programs for Adults with Disabilities	2,757
<b>Total</b>	<b>3,758</b>

Table 10 – Monrovia Program Hours as of 3/17/2024

Program Area	Hours
English Language Learner (ESL/ELL)	44,204
Adult Basic Education (ABE)	1,043
Adult Secondary Education (ASE)	12,899
Career and Technical Education (CTE)	22,222
Workforce Preparation	24,650
Pre-Apprenticeship	0
Adults Training for Child K-12 Success	0
Programs for Adults with Disabilities	0
Total	105,018



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<b>Agency:</b> 1819 - Azusa Adult School	<b>Program Year:</b> 2023-2024
<b>Member:</b> 277 - Azusa Unified School District	<b>Consortium:</b> 09 - Citrus College Adult Education Consortium

Program Areas* (A)	Literacy Gains (Pre/Post)			CAEP Outcomes								Services					
	Enrollees (B)	Enrollees with pre/post (C)	EFL Gains Achieved (D)	Enrollees (E)	Passed 1-3 (F)	Other Literacy Gains (G)	HSD/HSE Achieved (H)	Post- Secondary Achieved (I)	Enter Employment Achieved (J)	Increase Wages Achieved (K)	Transition Post-Sec Achieved (L)	Enrollees (M)	Enrollees with any Services Received (N)	Supportive Services Received (O)	Training Services Received (P)	Transition Services Received (Q)	Career Services Received (R)
ESL/ELL	269	75	39	271	33	3	5	0	0	0	0	477	0	0	0	0	0
ABE/ASE	117	42	19	117	7	10	13	0	0	0	0	188	0	0	0	0	0
CTE	147	51	28	187	33	8	3	0	0	0	0	281	0	0	0	0	0
Workforce Preparation	122	41	19	155	8	10	13	0	0	0	0	247	0	0	0	0	0
Pre-Apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adults supporting K12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adults w/Disabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N/A												55	0	0	0	0	0
<b>Total</b>	<b>655</b>	<b>209</b>	<b>105</b>	<b>730</b>	<b>81</b>	<b>31</b>	<b>34</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,248</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Students in 2 or more programs	226	78	38	252	33	10	13	0	0	0	0	391	0	0	0	0	0
<b>Total unduplicated students</b>	<b>333</b>	<b>100</b>	<b>48</b>	<b>382</b>	<b>33</b>	<b>16</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>735</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\*All learners in multiple programs are counted in each program in which they are enrolled.



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<b>Agency:</b> 594 - Claremont Unified School District (CUSD)	<b>Program Year:</b> 2023-2024
<b>Member:</b> 270 - Claremont Unified School District	<b>Consortium:</b> 09 - Citrus College Adult Education Consortium

Program Areas* (A)	Literacy Gains (Pre/Post)			CAEP Outcomes								Services					
	Enrollees (B)	Enrollees with pre/post (C)	EFL Gains Achieved (D)	Enrollees (E)	Passed 1-3 (F)	Other Literacy Gains (G)	HSD/HSE Achieved (H)	Post- Secondary Achieved (I)	Enter Employment Achieved (J)	Increase Wages Achieved (K)	Transition Post-Sec Achieved (L)	Enrollees (M)	Enrollees with any Services Received (N)	Supportive Services Received (O)	Training Services Received (P)	Transition Services Received (Q)	Career Services Received (R)
ESL/ELL	294	231	136	301	91	79	2	0	7	2	4	419	33	26	37	22	21
ABE/ASE	67	54	36	67	2	49	21	0	2	9	10	116	5	1	8	8	2
CTE	3	3	1	4	0	2	0	0	0	0	2	23	4	1	10	10	0
Workforce Preparation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pre-Apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adults supporting K12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adults w/Disabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N/A												18	0	0	0	0	0
<b>Total</b>	<b>364</b>	<b>288</b>	<b>173</b>	<b>372</b>	<b>93</b>	<b>130</b>	<b>23</b>	<b>0</b>	<b>9</b>	<b>11</b>	<b>16</b>	<b>576</b>	<b>42</b>	<b>28</b>	<b>55</b>	<b>40</b>	<b>23</b>
Students in 2 or more programs	12	12	8	13	2	8	2	0	1	2	4	33	5	2	4	3	1
<b>Total unduplicated students</b>	<b>350</b>	<b>274</b>	<b>164</b>	<b>357</b>	<b>91</b>	<b>120</b>	<b>21</b>	<b>0</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>541</b>	<b>35</b>	<b>25</b>	<b>19</b>	<b>18</b>	<b>22</b>

\*All learners in multiple programs are counted in each program in which they are enrolled.





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<b>Agency:</b> 9632 - Duarte Unified School District	<b>Program Year:</b> 2023-2024
<b>Member:</b> 266 - Duarte Unified School District	<b>Consortium:</b> 09 - Citrus College Adult Education Consortium

Program Areas* (A)	Literacy Gains (Pre/Post)			CAEP Outcomes								Services					
	Enrollees (B)	Enrollees with pre/post (C)	EFL Gains Achieved (D)	Enrollees (E)	Passed I-3 (F)	Other Literacy Gains (G)	HSD/HSE Achieved (H)	Post- Secondary Achieved (I)	Enter Employment Achieved (J)	Increase Wages Achieved (K)	Transition Post-Sec Achieved (L)	Enrollees (M)	Enrollees with any Services Received (N)	Supportive Services Received (O)	Training Services Received (P)	Transition Services Received (Q)	Career Services Received (R)
ESL/ELL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ABE/ASE	9	0	0	11	0	0	0	0	0	0	0	12	11	8	9	24	0
CTE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Workforce Preparation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pre-Apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adults supporting K12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adults w/Disabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N/A												0	0	0	0	0	0
<b>Total</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>11</b>	<b>8</b>	<b>9</b>	<b>24</b>	<b>0</b>
Students in 2 or more programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total unduplicated students</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>11</b>	<b>8</b>	<b>9</b>	<b>11</b>	<b>0</b>

\*All learners in multiple programs are counted in each program in which they are enrolled.



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<b>Agency:</b> 9670 - Glendora Adult School	<b>Program Year:</b> 2023-2024
<b>Member:</b> 262 - Glendora Unified School District	<b>Consortium:</b> 09 - Citrus College Adult Education Consortium

Program Areas* (A)	Literacy Gains (Pre/Post)			CAEP Outcomes								Services					
	Enrollees (B)	Enrollees with pre/post (C)	EFL Gains Achieved (D)	Enrollees (E)	Passed I-3 (F)	Other Literacy Gains (G)	HSD/HSE Achieved (H)	Post- Secondary Achieved (I)	Enter Employment Achieved (J)	Increase Wages Achieved (K)	Transition Post-Sec Achieved (L)	Enrollees (M)	Enrollees with any Services Received (N)	Supportive Services Received (O)	Training Services Received (P)	Transition Services Received (Q)	Career Services Received (R)
ESL/ELL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ABE/ASE	11	0	0	11	0	0	0	0	0	0	0	21	19	16	16	35	0
CTE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Workforce Preparation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pre-Apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adults supporting K12	1	0	0	30	0	0	0	0	0	0	0	33	32	32	29	92	0
Adults w/Disabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N/A												0	0	0	0	0	0
<b>Total</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>41</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>54</b>	<b>51</b>	<b>48</b>	<b>45</b>	<b>127</b>	<b>0</b>
Students in 2 or more programs	1	0	0	1	0	0	0	0	0	0	0	3	2	1	2	2	0
<b>Total unduplicated students</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>51</b>	<b>49</b>	<b>45</b>	<b>43</b>	<b>47</b>	<b>0</b>

\*All learners in multiple programs are counted in each program in which they are enrolled.



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<b>Agency:</b> 1832 - Monrovia Adult School	<b>Program Year:</b> 2023-2024
<b>Member:</b> 257 - Monrovia Unified School District	<b>Consortium:</b> 09 - Citrus College Adult Education Consortium

Program Areas* (A)	Literacy Gains (Pre/Post)			CAEP Outcomes								Services					
	Enrollees (B)	Enrollees with pre/post (C)	EFL Gains Achieved (D)	Enrollees (E)	Passed I-3 (F)	Other Literacy Gains (G)	HSD/HSE Achieved (H)	Post- Secondary Achieved (I)	Enter Employment Achieved (J)	Increase Wages Achieved (K)	Transition Post-Sec Achieved (L)	Enrollees (M)	Enrollees with any Services Received (N)	Supportive Services Received (O)	Training Services Received (P)	Transition Services Received (Q)	Career Services Received (R)
ESL/ELL	382	196	97	416	225	251	0	5	85	6	2	505	357	354	19	495	260
ABE/ASE	112	56	24	115	2	10	6	2	6	0	5	151	78	76	0	82	11
CTE	76	27	13	255	6	26	2	14	12	0	13	337	98	97	24	133	40
Workforce Preparation	113	47	27	220	31	50	3	14	17	0	14	844	191	189	24	239	64
Pre-Apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adults supporting K12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adults w/Disabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N/A												228	0	0	0	0	0
<b>Total</b>	<b>683</b>	<b>326</b>	<b>161</b>	<b>1,006</b>	<b>264</b>	<b>337</b>	<b>11</b>	<b>35</b>	<b>120</b>	<b>6</b>	<b>34</b>	<b>2,065</b>	<b>724</b>	<b>716</b>	<b>67</b>	<b>949</b>	<b>375</b>
Students in 2 or more programs	118	50	30	221	33	53	3	14	20	0	14	289	133	131	12	132	54
<b>Total unduplicated students</b>	<b>497</b>	<b>246</b>	<b>117</b>	<b>710</b>	<b>225</b>	<b>268</b>	<b>6</b>	<b>18</b>	<b>92</b>	<b>6</b>	<b>16</b>	<b>1,696</b>	<b>545</b>	<b>540</b>	<b>27</b>	<b>541</b>	<b>270</b>

\*All learners in multiple programs are counted in each program in which they are enrolled.