



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, April 16, 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 March 19, 2024 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 2024-25 CFAD FUNDING MECHANISM – FISCAL AGENT / DIRECT FUNDING

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

5.0 BOARD REVIEW OF CCAEC 2024-24 CFAD REPORT

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

6.0 BOARD APPROVAL OF 2024-25 CFAD AND FUNDING ALLOCATION PER MEMBER CONTAINED THEREIN

Motion by _____, seconded by _____ Vote _____
 Representative Contreras __ Representative Delvasto __ Representative Fertig __
 Representative McCraven __ Representative Morris __ Representative Shibata __
 After Board review of CFAD, Program Director will present Worksheet for CCAEC 2024-25 allocations and Board will use the document to deliberate on CFAD allocation amounts

7.0 BOARD APPROVAL OF 2024-25 CCAEC PROGRAM DIRECTOR

Motion by _____, seconded by _____ Vote _____
 Representative Contreras __ Representative Delvasto __ Representative Fertig __
 Representative McCraven __ Representative Morris __ Representative Shibata __
 Board to approve who will serve as CCAEC 2024-25 Program Director.

8.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

April 16, 2024 Agenda

Agenda Item 2.1.1

March 19, 2024 Minutes



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=OEZLdmsvUHdqemJ0Qk8wWWVpiQjRsdz09>

Meeting ID: 892 5157 3338

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 1:40.

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 Tardy)		
Valentina Shibata, 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 December 19, 2023 Regular Executive Board Open Session Meeting.

Act # 24-01 Motion by Mr. Fertig, seconded by Dr. Contreras **Vote to Approve 5-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris Y Representative Shibata T
Minutes approved without revision.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Dr. Contreras reported that Azusa's first CNA training cohort was ending and he gave kudos to the CCAEC Nurse Director Katrina Cuasay for all of her hard work in getting the Azusa cohort running and successfully serviced (scheduling vendors, testing, etc.). Dr. Contreras advised that Azusa was holding a Job and Resource fair on Wednesday 3/27 and he encouraged all CCAEC Representatives and stakeholders to attend. He said that he hoped all Representatives had a restful spring break

Citrus: Ms. McCraven reported that Citrus College had been preparing and was ready for the Summer Session. She noted that Citrus was offering a new Intro to Automotive Services which would be a three-week program starting in the summer. She advised the class was a quick class where students would learn to change oil and add coolant. Ms. McCraven reported that all Noncredit classes were very full and the problem the college was having was finding instructors. She advised that Thania Lucero, the Noncredit counselor who had been working with CCAEC schools as a transition specialist, would return to work from maternity leave in May.

Claremont: Mr. Delvasto reported that the Claremont Adult School CNA and PT classes had great enrollment thanks to marketing efforts. He noted in general, enrollment for Claremont was trending up and that evening ESL classes were growing in enrollment also due to marketing efforts.

Duarte: Mr. Morris reported that Duarte was going through a WASC accreditation process. He advised that Duarte was making sure to pre- and post-test ASE students.

Glendora: No report.

Monrovia: Mr. Fertig reported that MCAS hosted a Job and Resource fair on 2/29 and nearly 400 job seekers attended as well as 36 employers and 8 community-based organizations. He noted that this demonstrated a successful partnership between EDD and the City of Monrovia who helped sponsor the event. He noted the Monrovia Mayor Pro Temp was out directing traffic. Mr. Fertig advised that MCAS TOPSpro Enterprise data demonstrated that MCAS was doing successfully doing what that state has asked of everyone in the CAEP system which is to help people find employment. Mr. Fertig finished by noting that Mr. Morris had come to the Superintendent's office to visit him and he appreciated those efforts.

3.2 Program Director report.

Mr. Russell reported that the CAEP system was scheduled to receive a minimal COLA for 2024-25 and that would be norm for the foreseeable future (next three years). He then advised Representatives that Agenda Item 9.0 would be a very deep dive into member data in advance of CFAD Allocation discussions.

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 2023-24 Q2 EXPENDITURES

Act # 24-02 Motion by Dr. Contreras, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris Y Representative Shibata T

Representative Dr. Contreras offered a motion to approve all member Q2 Fiscal Oversight Report w/ Expenditure & Narrative under one motion instead of individual motions. Ms. McCraven seconded the motion and all CCAEC Representatives approved.

During the deliberations to approve Azusa Q2 expenditures, Dr. Contreras advised that there had been a budgetary change in Azusa's Object Code 6000 from \$6,000 to \$35,000 and that was so that Azusa could purchase a marquee. He explained that he had budgeted funds in Object Code 4000 for new screens in each classroom and the district was supposed to purchase the marquee.

He learned that after screens had been installed, the district advised that they purchased the screens with district funds, so he was now using CAEP 63910 funds to purchase the marquee. Dr. Contreras advised that the marquee had a safety element because first responders were going to the wrong campus, so a marquee would guide them to the correct campus. He also noted that the marquee would have great benefit to advertise programs to people who drove by the school.

Mr. Fertig said he understood the desire for the marquee for advertising purposes. He said he looked forward to seeing the data about the success in that regard

(All agenda items 4.0 – 8.0 are approved under the same act. CCAEC Representatives reviewed Azusa Q2 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)

5.0 BOARD APPROVAL OF CLAREMONT 2023-24 Q2 EXPENDITURES

Act # 24-02 Motion by Dr. Contreras, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris Y Representative Shibata T

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

(CCAEC Representatives reviewed Claremont Q2 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)

6.0 BOARD APPROVAL OF DUARTE 2023-24 Q2 EXPENDITURES

Act # 24-02 Motion by Dr. Contreras, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris Y Representative Shibata T

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

(CCAEC Representatives reviewed Duarte Q2 Fiscal Oversight Report w/ Expenditure &

Narrative and approved according to the single motion.)

7.0 BOARD APPROVAL OF GLENDORA 2023-24 Q2 EXPENDITURES

Act # 24-02 Motion by Dr. Contreras, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris Y Representative Shibata T

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

(CCAEC Representatives reviewed Glendora Q2 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)

8.0 BOARD APPROVAL OF MONROVIA 2023-24 Q2 EXPENDITURES

Act # 24-02 Motion by Dr. Contreras, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris Y Representative Shibata T

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

(CCAEC Representatives reviewed Monrovia Q2 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)

9.0 CCAEC DATA STATUS REPORT ON THREE YEAR PLAN METRICS

Program Director extensively review and analyzed CCAEC member data to date and had members note where performance metrics deviated from the Three Year Plan and Annual Plan. Mr. Russell also showed members a spreadsheet that was a mock-up created by CCAE and CCAEA of what funding would look like under proposed funding formula changes.

10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned by Chair Delvasto at 3:01 p.m.



Documents to Support Agenda Items

April 16, 2024 Agenda

Agenda Item 5.0

CCAEC CFAD - DRAFT

CAEP
CFAD

Produced: Apr 14, 2024, 08:37 PM UTC - By John Russell

09 Citrus College Adult Education Consortium DRAFT

2024-25

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 be moved accordingly.

Changes: No Changes**Member Allocations**

Member Name	(2024-25)	(2023-24)	(2022-23)
Azusa Unified	\$1,471,209	\$1,485,603	\$1,404,267
Citrus CCD	\$22,000	n/a	n/a
Claremont Unified	\$1,837,595	\$1,735,797	\$1,547,230
Duarte Unified	\$15,544	\$35,651	\$19,251
Glendora Unified	\$89,262	\$150,166	\$172,901
Monrovia Unified	\$1,900,123	\$1,883,864	\$1,693,127
Total Allocated to Members	\$5,335,733	\$5,291,081	\$4,836,776
Total CAEP Funds	\$5,335,733	\$5,295,490	\$4,893,261
Total Remaining	\$0	\$4,409	\$56,485

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 carryover legislation (EC 84914). 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%

Corrective Action Fiscal Reporting Quarterly Thresholds

If member carryover is over the threshold set below, a corrective action narrative will be required to complete.

	Q1	Q2	Q3	Q4
% of Carryover Threshold	85%	60%	35%	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. 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 will be ratified by the Board in May 2024 before the 2024-25 program year which begins on July 1, 2024. 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. In addition to in-person meetings, so that the CCAEC is in compliance with AB361, all meetings are held with a teleconference link for the public to attend. These consortium actions ensure all Board meetings are open and properly notified.

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 Minutes are posted on the CCEAC 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 Board Agendas call for public comments to be made at Board meetings. Comments made by the public 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 Center, 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 deeply 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 (which is stated in Section 2 of the bylaws as "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. The process used by the consortium is to analyze student enrollment and performance, specifically enrollment of students who reach Participant status, or 12 hours of instruction. Allocation is determined proportionate to Participant enrollment

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? *

Member Effectiveness is primarily defined as a Member's ability to consistently meet the Assurances outlined in Article III, Section

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-2022-23/>

Member Agencies

Member Agency	Member Type	Contact	Phone
Azusa Unified	Unified School District	Dr. Anthony Contreras	(626) 852-8400
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	Valentina Shibata	(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
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Documents to Support Agenda Items

April 16, 2024 Agenda

Agenda Item 6.0

2024-25 CFAD Allocation Worksheet

CFAD Worksheet - 2024-25

	Literacy			CAEP			Total Services - Unduplicated		
	2022-23	2023-24	% of Total	2022-23	2023-24	% of Total	2022-23	2023-24	% of Total
Azusa	407	414	31.0%	496	484	25.9%	828	807	24.9%
Citrus College	0	0	0.0%	0	0	0.0%	0	0	0.0%
Claremont	342	386	27.5%	399	441	22.2%	567	669	18.8%
Duarte	0	9	0.3%	18	11	0.8%	34	12	0.7%
Glendora	14	11	0.9%	46	41	2.3%	57	51	1.6%
Monrovia	549	520	40.3%	843	1,005	48.8%	1,767	1,771	53.9%
	1,312	1,340	100.0%	1,802	1,982	100.0%	3,253	3,310	100.0%
		2,652			3,784			6,563	

Program Manager	\$60,000						
Fiscal Agent - Admin	\$82,500			Azusa	\$60,000	\$18,000	
Website Maintenance	\$12,000	% of Total		Claremont	\$130,000	\$39,000	
Total Administrative	\$154,500	2.9%		Monrovia	\$525,000	\$157,500	
Lead Manager	\$24,000				\$715,000	\$214,500	
Nurse Coordinator	\$51,000						
Mobile Doctor	\$21,840						
Azusa Consultant	\$20,000			School	No. Nurses	Per Unit	Total
MCAS MA Consultant	\$15,000			Azusa	24	\$210	\$5,040
TE Consultant	\$4,000			Claremont	32	\$210	\$6,720
Marketing - ESL / ASE	\$60,000			Monrovia	48	\$210	\$10,080
Marketing - CTE	\$214,500				112		\$21,840
Total Consultants	\$410,340						
Total Overhead	\$564,840						

Efficiency Metrics

2023-24

Member	CAEP Funds	Instructional Hours	CAEP Students	CAEP \$ / Ins. Hour	CAEP \$ / CAEP Student
Azusa	\$1,470,635	41,538	484	\$35.40	\$3,038.50
Claremont	\$1,197,081	45,544	441	\$26.28	\$2,714.47
Overhead	\$571,780				
Duarte	\$35,515	1,180	11	\$30.10	\$3,228.64
Glendora	\$149,380	3,758	40	\$39.75	\$3,734.50
Monrovia	\$1,866,690	167,254	1005	\$11.16	\$1,857.40
Total	\$5,291,081	259,274	1,981	\$20.41	\$2,670.91

2022-23

Member	CAEP Funds	Instructional Hours	CAEP Students	CAEP \$ / Ins. Hour	CAEP \$ / CAEP Student
Azusa	\$1,408,415	57,046	496	\$24.69	\$2,839.55
Claremont	\$1,133,980	45,287	399	\$25.04	\$2,842.06
Overhead	\$442,315				
Duarte	\$19,590	1,338	18	\$14.64	\$1,088.33
Glendora	\$175,330	6,189	46	\$28.33	\$3,811.52
Monrovia	\$1,713,631	145,563	843	\$11.77	\$2,032.78
Total	\$4,893,261	255,423	1,802	\$19.16	\$2,715.46

	24-25 Prelim Allocation	23-24 Prelim Allocation	Amount Difference	% Difference	2023-24 Overhead	Adjustments	23-24 Final Allocation	% of Final Allocation
Azusa	\$1,376,178	\$1,798,464	(\$422,286)	-23.5%	(\$177,829)	(\$150,000)	\$1,470,635	27.8%
Citrus College	\$22,000	\$0	\$22,000	N/A	\$0		\$0	0.0%
Claremont	\$1,179,581	\$1,258,014	(\$78,433)	-6.2%	(\$110,933)	\$50,000	\$1,197,081	22.6%
Overhead					\$571,780		\$571,780	10.8%
Duarte	\$40,724	\$37,103	\$3,621	9.8%	(\$1,588)		\$35,515	0.7%
Glendora	\$122,171	\$213,520	(\$91,349)	-42.8%	(\$14,140)	(\$50,000)	\$149,380	2.8%
Monrovia	\$2,595,079	\$1,983,980	\$611,099	30.8%	(\$267,290)	\$150,000	\$1,866,690	35.3%
	\$5,335,733	\$5,291,081			\$0		\$5,291,081	100.0%

	24-25 Prelim Allocation	CAEP %	Adjusted %	24-25 Prelim Allocation
Azusa	\$1,376,178	25.9%	29.9%	\$1,595,384
Citrus College	\$22,000	0.0%	0.4%	\$22,000
Claremont	\$1,179,581	22.2%	26.2%	\$1,397,962
Duarte	\$40,724	0.8%	0.3%	\$16,007
Glendora	\$122,171	2.3%	1.8%	\$96,043
Monrovia	\$2,595,079	48.8%	41.4%	\$2,208,337
	\$5,335,733	100.0%	100.0%	\$5,335,734

	24-25 Prelim Allocation	Program Admin.	Nurse Coord.	Mobile Doctor	Consults.	Mktg. - ESL	Mktg. - CTE	Total	24-25 Final Allocation
Azusa	\$1,595,384	\$46,196	\$17,000	\$5,040	\$20,000	\$17,940	\$18,000	\$124,176	\$1,471,209
Citrus College	\$22,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,000
Claremont	\$1,397,962	\$40,479	\$17,000	\$6,720	\$6,288	\$15,720	\$39,000	\$125,207	\$1,837,595
Duarte	\$16,007	\$464	\$0	\$0	\$0	\$0	\$0	\$464	\$15,544
Glendora	\$96,043	\$2,781	\$0	\$0	\$4,000	\$0	\$0	\$6,781	\$89,262
Monrovia	\$2,208,337	\$64,581	\$17,000	\$10,080	\$32,712	\$26,340	\$157,500	\$308,213	\$1,900,124
	\$5,335,734	\$154,500	\$51,000	\$21,840	\$63,000	\$60,000	\$214,500	\$564,840	\$5,335,734



Documents to Support Agenda Items

April 16, 2024 Agenda

Agenda Item 6.0 Member
TE Data 2023-24 (to date)



CAEP (Manager) Summary

04/13/2024
13:01:52

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CAEPM2017S

Agency: 1819 - Azusa Adult School	Program Year: 2023-2024
Member: 277 - Azusa Unified School District	Consortium: 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	333	78	41	340	33	3	5	0	0	0	0	505	1	0	1	2	0
ABE/ASE	143	47	21	143	7	13	16	0	0	0	0	210	3	0	3	4	0
CTE	168	54	30	227	33	8	3	0	0	0	0	307	1	0	1	2	0
Workforce Preparation	149	46	21	198	8	13	16	0	0	0	0	292	3	0	3	4	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												62	0	0	0	0	0
Total	793	225	113	908	81	37	40	0	0	0	0	1,376	8	0	8	12	0
Students in 2 or more programs	269	85	41	314	33	13	16	0	0	0	0	437	3	0	3	3	0
Total unduplicated students	414	107	51	484	33	19	16	0	0	0	0	807	3	0	3	3	0

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



CAEP (Manager) Summary

04/13/2024
13:01:52

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CAEPM2017S

Agency: 1832 - Monrovia Adult School	Program Year: 2023-2024
Member: 257 - Monrovia Unified School District	Consortium: 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	405	203	98	438	287	251	0	5	85	6	2	542	360	357	19	498	260
ABE/ASE	123	79	33	125	5	11	7	3	7	0	6	164	78	75	1	81	12
CTE	80	47	19	290	13	26	2	14	12	0	13	326	98	97	24	133	40
Workforce Preparation	120	69	33	480	45	50	3	14	17	0	14	864	192	190	24	240	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												239	0	0	0	0	0
Total	728	398	183	1,333	350	338	12	36	121	6	35	2,135	728	719	68	952	376
Students in 2 or more programs	127	73	36	240	48	53	3	14	20	0	14	270	135	133	12	134	54
Total unduplicated students	520	272	127	1,005	287	269	7	19	93	6	17	1,771	545	539	28	540	271

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



CAEP (Manager) Summary

04/13/2024
13:01:52

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CAEPM2017S

Agency: 594 - Claremont Unified School District (CUSD)	Program Year: 2023-2024
Member: 270 - Claremont Unified School District	Consortium: 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	318	259	147	336	134	79	3	0	7	2	4	454	33	26	37	22	21
ABE/ASE	79	63	43	80	5	52	24	0	2	9	10	124	5	1	8	8	2
CTE	12	7	3	59	1	3	0	0	0	0	2	82	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												49	0	0	0	0	0
Total	409	329	193	475	140	134	27	0	9	11	16	709	42	28	55	40	23
Students in 2 or more programs	21	16	10	32	5	9	3	0	1	2	4	38	5	2	4	3	1
Total unduplicated students	386	311	182	441	134	123	24	0	8	9	10	669	35	25	19	18	22

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



CAEP (Manager) Summary

04/13/2024
13:01:52

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CAEPM2017S

Agency: 9632 - Duarte Unified School District	Program Year: 2023-2024
Member: 266 - Duarte Unified School District	Consortium: 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
Total	9	0	0	11	0	0	0	0	0	0	0	12	11	8	9	24	0
Students in 2 or more programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total unduplicated students	9	0	0	11	0	0	0	0	0	0	0	12	11	8	9	11	0

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



CAEP (Manager) Summary

04/13/2024
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CAEPM2017S

Agency: 9670 - Glendora Adult School	Program Year: 2023-2024
Member: 262 - Glendora Unified School District	Consortium: 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
Total	12	0	0	41	0	0	0	0	0	0	0	54	51	48	45	127	0
Students in 2 or more programs	1	0	0	1	0	0	0	0	0	0	0	3	2	1	2	2	0
Total unduplicated students	11	0	0	40	0	0	0	0	0	0	0	51	49	45	43	47	0

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



NOVA Program Hours (Manager)

04/14/2024
19:06:51

Rev. 10/30/19

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CAEPMPS

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

Program Areas (A)	Hours * (B)
English Language Learner (ESL/ELL)	18,652
Adult Basic Education (ABE)	487
Adult Secondary Education (ASE)	4,195
Career and Technical Education (CTE)	11,058
Workforce Preparation	7,146
Pre-Apprenticeship	0
Adults Training for Child K-12 Success	0
Programs for Adults with Disabilities	0
Total	41,538

* Hours column is apportioned according to the number of programs a student may be enrolled in.

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NOVA Program Hours (Manager)

04/14/2024
19:06:51

Rev. 10/30/19

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CAEPMPS

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

Program Areas (A)	Hours * (B)
English Language Learner (ESL/ELL)	48,997
Adult Basic Education (ABE)	1,505
Adult Secondary Education (ASE)	21,099
Career and Technical Education (CTE)	46,817
Workforce Preparation	48,836
Pre-Apprenticeship	0
Adults Training for Child K-12 Success	0
Programs for Adults with Disabilities	0
Total	167,254

* Hours column is apportioned according to the number of programs a student may be enrolled in.



NOVA Program Hours (Manager)

04/14/2024
19:06:51

Rev. 10/30/19

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CAEPMPS

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

Program Areas (A)	Hours * (B)
English Language Learner (ESL/ELL)	30,825
Adult Basic Education (ABE)	1,375
Adult Secondary Education (ASE)	3,717
Career and Technical Education (CTE)	9,627
Workforce Preparation	0
Pre-Apprenticeship	0
Adults Training for Child K-12 Success	0
Programs for Adults with Disabilities	0
Total	45,544

* Hours column is apportioned according to the number of programs a student may be enrolled in.



NOVA Program Hours (Manager)

04/14/2024
19:06:51

Rev. 10/30/19

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CAEPMPS

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

Program Areas (A)	Hours * (B)
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
Total	1,180

* Hours column is apportioned according to the number of programs a student may be enrolled in.



NOVA Program Hours (Manager)

04/14/2024
19:06:51

Rev. 10/30/19

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CAEPMPS

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

Program Areas (A)	Hours * (B)
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	2,757
Programs for Adults with Disabilities	0
Total	3,758

* Hours column is apportioned according to the number of programs a student may be enrolled in.



Documents to Support Agenda Items

April 16, 2024 Agenda

Agenda Item 6.0 Member

TE Data 2022-23



CAEP (Manager) Summary

12/05/2023
17:45:09

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CAEPM2017S

Agency: 1819 - Azusa Adult School	Program Year: 2022-2023
Member: 277 - Azusa Unified School District	Consortium: 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	320	140	70	336	161	290	12	2	0	0	0	471	430	0	324	430	533
ABE/ASE	171	71	36	175	38	158	33	2	0	0	0	246	221	0	129	221	250
CTE	215	109	48	271	104	227	11	17	2	0	0	470	303	0	236	303	406
Workforce Preparation	183	75	37	254	41	198	33	28	3	0	0	372	263	0	165	263	292
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												2	0	0	0	0	0
Total	889	395	191	1,036	344	873	89	49	5	0	0	1,561	1,217	0	854	1,217	1,481
Students in 2 or more programs	312	141	63	365	110	313	33	18	2	0	0	535	445	0	303	444	424
Total unduplicated students	407	168	82	496	161	393	33	28	3	0	0	828	584	0	411	583	558

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



CAEP (Manager) Summary

12/05/2023
17:45:09

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CAEPM2017S

Agency: 1832 - Monrovia Adult School	Program Year: 2022-2023
Member: 257 - Monrovia Unified School District	Consortium: 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	416	316	232	435	305	351	3	4	51	1	2	504	471	457	7	945	207
ABE/ASE	116	80	34	120	8	50	40	9	16	0	26	157	71	37	19	66	55
CTE	63	51	23	322	20	50	6	33	13	3	7	354	65	58	43	104	85
Workforce Preparation	110	77	36	259	35	76	9	32	20	3	9	877	129	112	46	182	108
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	1	0	0	0	0	0
N/A												201	1	0	0	1	0
Total	705	524	325	1,136	368	527	58	78	100	7	44	2,094	737	664	115	1,298	455
Students in 2 or more programs	117	91	44	246	42	86	13	32	23	3	11	280	111	93	33	95	82
Total unduplicated students	549	408	263	843	305	419	40	37	70	4	28	1,767	600	542	43	554	275

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



CAEP (Manager) Summary

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CAEPM2017S

Agency: 594 - Claremont Unified School District (CUSD)
Member: 270 - Claremont Unified School District

Program Year: 2022-2023
Consortium: 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	259	153	83	280	8	95	3	0	3	0	3	381	29	27	3	20	1
ABE/ASE	95	30	11	98	1	45	29	0	1	0	8	124	14	9	6	6	0
CTE	3	3	2	36	0	1	0	0	0	0	0	46	1	1	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												33	0	0	0	0	0
Total	357	186	96	414	9	141	32	0	4	0	11	584	44	37	9	26	1
Students in 2 or more programs	15	11	5	15	1	8	2	0	0	0	3	17	6	4	3	2	0
Total unduplicated students	342	175	91	399	8	133	30	0	4	0	8	567	38	33	6	24	1

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



CAEP (Manager) Summary

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Agency: 9632 - Duarte Unified School District	Program Year: 2022-2023
Member: 266 - Duarte Unified School District	Consortium: 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	0	0	0	18	0	0	6	0	0	0	0	31	17	15	15	34	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	3	2	4	2	4	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
Total	0	0	0	18	0	0	6	0	0	0	0	34	19	19	17	38	0
Students in 2 or more programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total unduplicated students	0	0	0	18	0	0	6	0	0	0	0	34	19	17	17	19	0

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



CAEP (Manager) Summary

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Agency: 9670 - Glendora Adult School	Program Year: 2022-2023
Member: 262 - Glendora Unified School District	Consortium: 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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ABE/ASE	14	3	1	17	0	0	0	0	0	0	0	27	26	24	23	53	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	29	0	0	0	0	0	0	0	29	29	33	29	58	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
Total	14	3	1	46	0	0	0	0	0	0	0	56	55	57	52	111	0
Students in 2 or more programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total unduplicated students	14	3	1	46	0	0	0	0	0	0	0	56	55	53	52	54	0

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



NOVA Program Hours (Manager)

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Agency: 1819 - Azusa Adult School	Program Year: 2022-2023
Member: 277 - Azusa Unified School District	Consortium: 09 - Citrus College Adult Education Consortium

Program Areas (A)	Hours * (B)
English Language Learner (ESL/ELL)	20,594
Adult Basic Education (ABE)	3,409
Adult Secondary Education (ASE)	4,687
Career and Technical Education (CTE)	14,783
Workforce Preparation	13,573
Pre-Apprenticeship	0
Adults Training for Child K-12 Success	0
Programs for Adults with Disabilities	0
Total	57,046

* Hours column is apportioned according to the number of programs a student may be enrolled in.



NOVA Program Hours (Manager)

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Agency: 1832 - Monrovia Adult School	Program Year: 2022-2023
Member: 257 - Monrovia Unified School District	Consortium: 09 - Citrus College Adult Education Consortium

Program Areas (A)	Hours * (B)
English Language Learner (ESL/ELL)	61,712
Adult Basic Education (ABE)	2,616
Adult Secondary Education (ASE)	18,935
Career and Technical Education (CTE)	30,744
Workforce Preparation	31,555
Pre-Apprenticeship	0
Adults Training for Child K-12 Success	0
Programs for Adults with Disabilities	1
Total	145,563

* Hours column is apportioned according to the number of programs a student may be enrolled in.



NOVA Program Hours (Manager)

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Agency: 594 - Claremont Unified School District (CUSD)	Program Year: 2022-2023
Member: 270 - Claremont Unified School District	Consortium: 09 - Citrus College Adult Education Consortium

Program Areas (A)	Hours * (B)
English Language Learner (ESL/ELL)	29,496
Adult Basic Education (ABE)	2,267
Adult Secondary Education (ASE)	6,999
Career and Technical Education (CTE)	6,525
Workforce Preparation	0
Pre-Apprenticeship	0
Adults Training for Child K-12 Success	0
Programs for Adults with Disabilities	0
Total	45,287

* Hours column is apportioned according to the number of programs a student may be enrolled in.



NOVA Program Hours (Manager)

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Agency: 9632 - Duarte Unified School District	Program Year: 2022-2023
Member: 266 - Duarte Unified School District	Consortium: 09 - Citrus College Adult Education Consortium

Program Areas (A)	Hours * (B)
English Language Learner (ESL/ELL)	0
Adult Basic Education (ABE)	0
Adult Secondary Education (ASE)	1,322
Career and Technical Education (CTE)	0
Workforce Preparation	0
Pre-Apprenticeship	0
Adults Training for Child K-12 Success	16
Programs for Adults with Disabilities	0
Total	1,338

* Hours column is apportioned according to the number of programs a student may be enrolled in.



NOVA Program Hours (Manager)

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CAEPMPS

Agency:	9670 - Glendora Adult School	Program Year:	2022-2023
Member:	262 - Glendora Unified School District	Consortium:	09 - Citrus College Adult Education Consortium

Program Areas (A)	Hours * (B)
English Language Learner (ESL/ELL)	0
Adult Basic Education (ABE)	0
Adult Secondary Education (ASE)	1,689
Career and Technical Education (CTE)	0
Workforce Preparation	0
Pre-Apprenticeship	0
Adults Training for Child K-12 Success	4,502
Programs for Adults with Disabilities	0
Total	6,191

* Hours column is apportioned according to the number of programs a student may be enrolled in.