



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.

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, Monrovia, 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, October 21, 2025, 1:30 p.m.**

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

### Zoom Meeting Information

<https://us02web.zoom.us/j/83010642861>

**Meeting ID: 830 1064 2861**

## AGENDA

### 1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30)

1.1 Meeting called to order by Chair Felipe 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.

2.1.1 Approve the minutes of the September 16, 2025 Regular Executive Board Open Session Meeting.

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

Approve the minutes of the September 29, 2025 Special 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 Regional 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 2025-26 BUDGET AND WORKLPLAN**

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 2025-26 Budget and Workplan from NOVA and the Azusa CCAEC 2025-26 Budget Report with Narrative for Board approval.

**5.0 BOARD APPROVAL OF CLAREMONT 2025-26 BUDGET AND WORKLPLAN**

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 2025-26 Budget and Workplan from NOVA and the Claremont CCAEC 2025-26 Budget Report with Narrative for Board approval.

**6.0 BOARD APPROVAL OF DUARTE 2025-26 BUDGET AND WORKLPLAN**

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 2025-26 Budget and Workplan from NOVA and the Duarte CCAEC 2025-26 Budget Report with Narrative for Board approval.

**7.0 BOARD APPROVAL OF GLENDORA 2025-26 BUDGET AND WORKLPLAN**

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 2025-26 Budget and Workplan from NOVA and the Glendora CCAEC 2025-26 Budget Report with Narrative for Board approval.

**8.0 BOARD APPROVAL OF MONROVIA 2025-26 BUDGET AND WORKLPLAN**

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 2025-26 Budget and Workplan from NOVA and the Monrovia CCAEC 2025-26 Budget Report with Narrative for Board approval.

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



# Documents to Support Agenda Items

## October 21, 2025 Agenda

Agenda Item 2.1.1  
September 16, 2025 Minutes



**CITRUS COLLEGE ADULT EDUCATION CONSORTIUM  
REGULAR EXECUTIVE BOARD OPEN SESSION MEETING**

**Tuesday, September 16, 2025, 1:30 p.m.**

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

**Zoom Meeting Information**

<https://us02web.zoom.us/j/83010642861?pwd=KOHbUBAW0Wbas7hPAc3k0K6TTp1J6X.1>

**Meeting ID: 830 1064 2861**

**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 1:42.

1.2 Pledge of Allegiance

1.3 Roll call:

Anthony Contreras, Representative	(Virtually)	John Russell, Program Director	(Virtually)
Felipe Delvasto, Representative	(Virtually)	Daniel Garcia, AUSD Bus.	(Virtually)
Flint Fertig, Representative	(Virtually)	Karen Waltman, CUSD Bus.	(Virtually)
Ivon McCraven, Representative	(Virtually)	Glenda Herrera, MUSD Bus.	(Virtually)
Kevin Morris, Representative	(Virtually)	Wendy Moreno, DUSD Bus.	(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 August, 2025 Regular Executive Board Open Session Meeting.  
**Act # 25-17** 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 programs and classes at Azusa were up and running smoothly. He reported that Azusa was getting an award from the South Bay WIB for 80% placement in CNA and he would be attending the award ceremony in November.

**Citrus:** Ms. McCraven had returned to the Board meeting after a lengthy absence due to health issue. All Board Representatives expressed how much she was missed and sincere gratitude that she was back. She reported she had made great progress in recovery in a number of areas that were exceeding doctors' expectations. She reported she would be retiring in December. All Representatives thanked her for her incredible service on the Board.

Ms. McCraven reported that Citrus had started its Fall semester and enrollment was great. She noted that intermediate and advanced ESL classes were all full. She reported Noncredit was in the process of preparing the Winter and Spring schedule.

**Claremont:** Mr. Delvasto reported that Claremont Adult School Fall classes were successfully up and running.

**Duarte:** Mr. Morris reported that the CCAEC Transition Specialist, Thania Lucero, had schedule a time to visit Duarte and she was working on getting students to transition to Citrus.

**Glendora:** Ms. Shibata reported that the Glendora Parent Success program had started well with excellent enrollment

**Monrovia:** Mr. Fertig reported that MCAS was also receiving an award from the SB WIB for job placement in its CNA program. He reported that despite current climate, immigrant students on the MCAS students have reported that they feel safe on campus. He reported that MCAS had incredible enrollment from its Certified Medi-Cal Peer Support Specialist program and this was bringing excellent revenue into the school.

#### 3.2 Program Director report.

Mr. Russell reminded Representatives that the ELL Healthcare Pathways grant expenditure reports were due 9/30 for Azusa, Claremont, and Monrovia.

#### 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 2024-25 Q4 CAEP EXPENDITURES**

**Tabled** Motion by Dr. Contreras, seconded by Mr. Fertig **Vote to Table 6-0**

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

Board Representatives reviewed Azusa's Q4 2024-25 back-up expenditure documentation. Ms. Karen Waltman noted that the document requested for back-up was not sufficient and members should use Fund 11 Trial Balance. Mr. Garcia said that he could run that report and provide it to Ms. Waltman, who also serves as the CCAEC Fiscal Director. Mr. Russell suggested that the Board hold a Special Executive Session after review of the Azusa Fund 11 Trial Balance. Original motion was tabled.

#### **5.0 BOARD APPROVAL OF CLAREMONT 2024-25 Q4 CAEP EXPENDITURES**

**Act # 25-18** Motion by Mr. Fertig, 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

Board reviewed Claremont's Fund 11 2024-25 Trial Balance which matched the NOVA Q4 Expenditure report. Board Representatives had no questions and approved the motion accordingly.

#### **6.0 BOARD APPROVAL OF DUARTE 2024-25 Q4 CAEP EXPENDITURES**

**Act # 25-19** Motion by Mr. Delvasto, 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

Board reviewed Duarte's Q4 2024-25 back-up expenditure documentation for the NOVA report. Board Representatives had no questions and approved the motion accordingly.

#### **7.0 BOARD APPROVAL OF GLENDORA 2024-25 Q4 CAEP EXPENDITURES**

**Act # 25-20** 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

Board reviewed Glendora's Q4 2024-25 back-up expenditure documentation for the NOVA report. Board Representatives had no questions and approved the motion accordingly.

#### **8.0 BOARD APPROVAL OF MONROOVIA 2024-25 Q4 CAEP EXPENDITURES**

**Act # 25-21** Motion by Mr. Delvasto, 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

Board reviewed Monrovia's Fund 11 2024-25 Trial Balance which matched the NOVA Q4 Expenditure report. Board Representatives had no questions and approved the motion accordingly.

#### **9.0 REVIEW CCAEC 2025 ANNUAL DATA REVIEW**

Program Director advised Representatives that the CCAEC 2025 Annual Data Review was complete and on the CCAEC website for stakeholder review.

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

Chair Delvasto adjourned the meeting at 2:30.



# Documents to Support Agenda Items

## October 21, 2025 Agenda

Agenda Item 2.1.1  
September 29, 2025 Minutes



**CITRUS COLLEGE ADULT EDUCATION CONSORTIUM  
REGULAR EXECUTIVE BOARD OPEN SESSION MEETING**

**Tuesday, September 29, 2025, 1:30 p.m.**

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

**Zoom Meeting Information**

<https://us02web.zoom.us/j/83010642861?pwd=KOHbUBAW0Wbas7hPAc3k0K6TTp1J6X.1>

**Meeting ID: 830 1064 2861**

**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 1:42.
- 1.2 Pledge of Allegiance
- 1.3 Roll call:
 

Anthony Contreras, Representative	(Virtually)	John Russell, Program Director	(Virtually)
Felipe Delvasto, Representative	(Virtually)		
Flint Fertig, Representative	(Virtually)		
Ivon McCraven, Representative	Absent		
Kevin Morris, Representative	(Virtually)		
Valentina Shibata, Representative	Absent		
- 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 September 16, 2025 Regular Executive Board Open Session Meeting.  
September 16, 2025 Minutes will not be reviewed and approved during this Special Executive Board Open Session Meeting. Minutes will be approved at the next Regular Executive Board Open Session Meeting on October 21, 2025.

### **3.0 COMMUNICATIONS**

- 3.1 Representative reports:  
No Representative reports at this time.
- 3.2 Program Director report.  
No Program Director report at this time.
- 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 2024-25 Q4 EXPENDITURE REPORT**

**Act # 25-22** Motion by Mr. Delvasto, 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

Program Director and Board Representatives review Azusa Q4 supporting documents so Board can approve Q4 expenditures.

### **5.0 BOARD APPROVAL OF CCAEC 2024-25 Q4 ELL HEALTHCARE PATHWAYS EXPENDITURE REPORT**

Motion was tabled. Mr. Russell advised Representatives to handle approval in NOVA

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



## Documents to Support Agenda Items

October 21, 2025 Agenda

Agenda Items 4.0 - 9.0

2025-26 CCAEC NOVA

Budget and Workplan

CAEP  
Consortium Roll-up

Produced: Oct 21, 2025, 07:27 PM UTC - By John Russell

## **09 Citrus College Adult Education Consortium** 2025-26

### Consortium Information

**Consortium Name:**

09 Citrus College Adult Education Consortium

**Address:**

170 W. San Jose Avenue | Claremont, CA | 91711

**Website:**

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

**Funding Channel 2025-26:**

Fiscal Agent

**CAEP Funds 2025-26:**

\$5,475,255

**CAEP Funds 2024-25:**

\$5,352,155

**CAEP Funds 2023-24:**

\$5,295,490



### Consortium Contacts

Responsibility	Name	Email	Title	Phone
Primary Contact	John Russell	<a href="mailto:jrussell@thebest-alternative.com">jrussell@thebest-alternative.com</a>	Program Director	(626) 840-9865
Fiscal Contact	Karen Waltman	<a href="mailto:kwaltman@cusd.claremont.edu">kwaltman@cusd.claremont.edu</a>	Executive Director, Fiscal Services	(909) 398-0609 ext: 70410

**Member Agency: Azusa Unified**

**Member Name:**

Azusa Unified

**Member Type:**

Unified School District

**Member Address:**

546 South Citrus Avenue | Azusa, CA | 91702-0500

**Member Website:**<http://www.azusa.org>**Member Allocations 2025-26:**

\$1,444,636

**Member Allocations 2024-25:**

\$1,455,527

**Member Allocations 2023-24:**

\$1,472,009

**Member Contacts**

Responsibility	Name	Email	Title	Phone
Contact	John Russell	<a href="mailto:jrussell@thebest-alternative.com">jrussell@thebest-alternative.com</a>	Program Director	(626) 840-9865
Contact	Chelsea Mendoza	<a href="mailto:cmendoza@azusa.org">cmendoza@azusa.org</a>	Lead Account Clerk	(626) 858-4235
Member Representative	Anthony Contreras	<a href="mailto:acontreras@azusa.org">acontreras@azusa.org</a>	Principal	(626) 852-8400
Member Representative	Daniel Garcia	<a href="mailto:dgarcia3@azusa.org">dgarcia3@azusa.org</a>		

**Objectives****Objective 1: Address Educational Needs****Activity: Improve Outreach and Targeted Marketing**

✓ We plan to address this activity

**Program Area(s) of Focus**

- ABE
- ASE
- CTE
- ESL

- Short Term CTE
- Workforce Reentry

**Explain how this activity will focus on the Program Area(s) selected \***

Improving outreach and marketing will increase enrollment across all programs.

∨ [Hide activity](#)

**THREE-YEAR PLAN 2025-28**

**Brief Description of Activity and Significance of Activity to Outcome \***

CCAEC member institutions will use general and targeted marketing efforts noted in this Three-Year Plan to increase student enrollment in all CCAEC programs. Key deliverables will include online and social media ads, traditional marketing collateral, flyers to community members and district parents for the K-12 members, and calendar of community events.

**Adult Education Metrics and Student Barriers**

- All: Reportable Individuals (200AE)

**Responsible Positions, Responsible Consortium Members, and Proposed Completion Date \***

Responsible Position	Responsible Member	Proposed Completion Date
Azusa USD Administration	Azusa Unified	06/30/2028
Claremont USD Administration	Claremont Unified	06/30/2028
Duarte USD Administration	Duarte Unified	06/30/2028
Glendora USD Administration	Glendora Unified	06/30/2028
Monrovia USD Administration	Monrovia Unified	06/30/2028
CCAEC Program Director	Claremont Unified	06/30/2028

## Objective 2: Improve Effectiveness of Services ∨

**Activity: Improve Transition to Post-Secondary**

✓ We plan to address this activity

**Program Area(s) of Focus**

- ASE

**Explain how this activity will focus on the Program Area(s) selected \***

Increasing access to college counselors and school visits will increase transition numbers to post-secondary institutions.

∨ [Hide activity](#)

#### THREE-YEAR PLAN 2025-28

#### Brief Description of Activity and Significance of Activity to Outcome \*

CCAEC CCD and K-12 members will strengthen existing efforts to increase transitions to post-secondary and Credit courses at Citrus College. Strategies over the next three years to improve transition to credit will focus on increased counseling collaboration between Citrus College and K-12 members, improving dual enrollment, and increased outreach and assistance to Citrus College Noncredit students to improve transitions to Credit.

Key deliverables will include:

- Scheduled sessions with Citrus College counselors on K-12 campuses provide outreach and application assistance
- Scheduled sessions to outreach for dual enrollment
- Noncredit events

#### Adult Education Metrics and Student Barriers

- All: Reportable Individuals (200AE)

#### Responsible Positions, Responsible Consortium Members, and Proposed Completion Date \*

Responsible Position	Responsible Member	Proposed Completion Date
Azusa Administration	Azusa Unified	06/30/2028
Citrus Noncredit Administration	Citrus CCD	06/30/2028
Claremont Administration	Claremont Unified	06/30/2028
Duarte Administration	Duarte Unified	06/30/2028
Glendora Administration	Glendora Unified	06/30/2028
Monrovia USD Administratrionq	Monrovia Unified	06/30/2028
CCAEC Program Director	Claremont Unified	06/30/2028

### Objective 3: Improve Integration of Services & Transitions ∨

#### Activity: Strengthen WDB & AJCC Collaboration

✓ We plan to address this activity

[Program Area\(s\) of Focus](#)

- Short Term CTE
- Workforce Reentry

#### Explain how this activity will focus on the Program Area(s) selected \*

Working with businesses and workforce development boards will increase Career Technical Education enrollment, completion rates, and employment.

∨ [Hide activity.](#)

#### THREE-YEAR PLAN 2025-28

#### Brief Description of Activity and Significance of Activity to Outcome \*

AUSD, CUSD, and MUSD will plan and implement a number of tangible strategies to improve alignment with LA WDB and WDB AJCCs. Key activities will include:

- Engage in LA WDB Local Area Plan planning sessions
- Engage in multiple Round Tables with LA WDB AJCCs to identify WDB training priorities
- Leverage Monrovia AJCC Affiliate WIOA services to help regional job seekers and consortium students
- Hold large-scale Job Fairs for CCAEC students and regional residents

Deliverables would include:

- Calendar of Round Table discussions
- Data on CCAEC students who receive WIOA Title I Individualized Training Agreements (ITAs) from LA WDB AJCCs
- Data on CCAEC students who complete CCAEC CTE training programs and find employment
- Increased enrollment of Job Seekers at CCAEC Job Fairs

All of these efforts will be implemented to improve student transition to employment.

#### Adult Education Metrics and Student Barriers

- All: Reportable Individuals (200AE)

#### Responsible Positions, Responsible Consortium Members, and Proposed Completion Date \*

Responsible Position	Responsible Member	Proposed Completion Date
Azusa USD Administration	Azusa Unified	06/30/2028
Claremont USD Administration	Claremont Unified	06/30/2028
Monrovia USD Administration	Monrovia Unified	06/30/2028
CCAEC Program Director	Claremont Unified	06/30/2028

## Budget Breakdown

Azusa Unified	1000 - Instructional Salaries	\$710,479
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Partial salary cost for 3 academic, 4 ESL , and 4 CTE teachers and staff supporting the programs.

<b>Azusa Unified</b>	2000 - Non-Instructional Salaries	\$279,398
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Salaries for staff supporting students and teachers

<b>Azusa Unified</b>	3000 - Employee Benefits	\$267,654
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Benefits for instructional and non-instructional staff

<b>Azusa Unified</b>	4000 - Supplies and Materials	\$177,000
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expenses including software license agreements

<b>Azusa Unified</b>	5000 - Other Operating Expenses and Services	\$187,844
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HSE and HSD multiyear contracts for curriculum and software

<b>Azusa Unified</b>	6000 - Capital Outlay	\$28,000
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reconfiguration of assessment room to make testing compliant

<b>Azusa Unified</b>	Indirect Costs	\$73,231
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## Budget Totals

	<b>Total Available Funds:</b>	\$1,723,606
<b>Azusa Unified</b>	1000 - Instructional Salaries	\$710,479
<b>Azusa Unified</b>	2000 - Non-Instructional Salaries	\$279,398
<b>Azusa Unified</b>	3000 - Employee Benefits	\$267,654
<b>Azusa Unified</b>	4000 - Supplies and Materials	\$177,000
<b>Azusa Unified</b>	5000 - Other Operating Expenses and Services	\$187,844
<b>Azusa Unified</b>	6000 - Capital Outlay	\$28,000
<b>Azusa Unified</b>	Indirect Costs	\$73,231
	<b>Total Budget:</b>	\$1,723,606
	<b>Remaining Amount:</b>	\$0
	<b>Direct Costs Total:</b>	\$1,650,375
	<b>Indirect Costs Total:</b>	\$73,231 (4.44% of Direct Costs Total)
	<b>Consortium Fiscal/Admin Expenses:</b>	\$0

## Budget Forecast

**2025-26 Amount**

\$1,723,606

**Cumulative Quarterly Expenditure Forecast**

	Q1	Q2	Q3	Q4
<b>Percentage</b>	15%	40%	65%	100%
<b>Dollars</b>	\$258,541	\$689,442	\$1,120,344	\$1,723,606

**Member Agency: Claremont Unified****Member Name:**

Claremont Unified

**Member Type:**

Unified School District

**Member Address:**

170 West San Jose Avenue | Claremont, CA | 91711-5285

**Member Website:**<http://www.cusd.claremont.edu>**Member Allocations 2025-26:**

\$1,892,156

**Member Allocations 2024-25:**

\$1,863,913

**Member Allocations 2023-24:**

\$1,769,980

**Member Contacts**

Responsibility	Name	Email	Title	Phone
Member Representative	Felipe Delvasto	<a href="mailto:fdelvasto@cusd.claremont.edu">fdelvasto@cusd.claremont.edu</a>	Senior Coordinator of Alternative Education	(909) 398-0609
Contact	Karen Waltman	<a href="mailto:kwaltman@cusd.claremont.edu">kwaltman@cusd.claremont.edu</a>	Executive Director, Fiscal Services	(909) 398-0609 ext: 70410
Contact	John Russell	<a href="http://j russell@thebest-alternative.com">j russell@thebest-alternative.com</a>	Program Director	(626) 840-9865

## Objectives

### Objective 1: Address Educational Needs ∨

#### Activity: Improve Outreach and Targeted Marketing

✓ We plan to address this activity

#### Program Area(s) of Focus

- ESL

#### Explain how this activity will focus on the Program Area(s) selected \*

We will continue to use resources to reach out to individuals who will benefit from enrolling in our classes. This will be completed via different methods such as flyers, marquee and phone calls.

∨ [Hide activity.](#)

#### THREE-YEAR PLAN 2025-28

#### Brief Description of Activity and Significance of Activity to Outcome \*

CCAEC member institutions will use general and targeted marketing efforts noted in this Three-Year Plan to increase student enrollment in all CCAEC programs. Key deliverables will include online and social media ads, traditional marketing collateral, flyers to community members and district parents for the K-12 members, and calendar of community events.

#### Adult Education Metrics and Student Barriers

- All: Reportable Individuals (200AE)

#### Responsible Positions, Responsible Consortium Members, and Proposed Completion Date \*

Responsible Position	Responsible Member	Proposed Completion Date
Azusa USD Administration	Azusa Unified	06/30/2028
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Glendora USD Administration	Glendora Unified	06/30/2028
Monrovia USD Administration	Monrovia Unified	06/30/2028
CCAEC Program Director	Claremont Unified	06/30/2028

## Objective 2: Improve Effectiveness of Services

### Activity: Improve Transition to Post-Secondary

✓ We plan to address this activity

#### Program Area(s) of Focus

- ASE
- ESL

#### Explain how this activity will focus on the Program Area(s) selected \*

Claremont Adult School will continue working with Citrus College and their counseling department to provide the necessary support for students who are seeking a post secondary education.

∨ [Hide activity.](#)

#### THREE-YEAR PLAN 2025-28

#### Brief Description of Activity and Significance of Activity to Outcome \*

CCAEC CCD and K-12 members will strengthen existing efforts to increase transitions to post-secondary and Credit courses at Citrus College. Strategies over the next three years to improve transition to credit will focus on increased counseling collaboration between Citrus College and K-12 members, improving dual enrollment, and increased outreach and assistance to Citrus College Noncredit students to improve transitions to Credit.

Key deliverables will include:

- Scheduled sessions with Citrus College counselors on K-12 campuses provide outreach and application assistance
- Scheduled sessions to outreach for dual enrollment
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#### Adult Education Metrics and Student Barriers

- All: Reportable Individuals (200AE)

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Citrus Noncredit Administration	Citrus CCD	06/30/2028
Claremont Administration	Claremont Unified	06/30/2028
Duarte Administration	Duarte Unified	06/30/2028
Glendora Administration	Glendora Unified	06/30/2028
Monrovia USD Administratrionq	Monrovia Unified	06/30/2028
CCAEC Program Director	Claremont Unified	06/30/2028

### Objective 3: Improve Integration of Services & Transitions

#### Activity: Strengthen WDB & AJCC Collaboration

✓ We plan to address this activity

#### Program Area(s) of Focus

- CTE

#### Explain how this activity will focus on the Program Area(s) selected \*

We will work closely with all AJCC centers from LA County and San Bernardino County to ensure communication that best serves students take place.

∨ [Hide activity](#)

#### THREE-YEAR PLAN 2025-28

#### Brief Description of Activity and Significance of Activity to Outcome \*

AUSD, CUSD, and MUSD will plan and implement a number of tangible strategies to improve alignment with LA WDB and WDB AJCCs. Key activities will include:

- Engage in LA WDB Local Area Plan planning sessions
- Engage in multiple Round Tables with LA WDB AJCCs to identify WDB training priorities
- Leverage Monrovia AJCC Affiliate WIOA services to help regional job seekers and consortium students
- Hold large-scale Job Fairs for CCAEC students and regional residents

Deliverables would include:

- Calendar of Round Table discussions
- Data on CCAEC students who receive WIOA Title I Individualized Training Agreements (ITAs) from LA WDB AJCCs
- Data on CCAEC students who complete CCAEC CTE training programs and find employment

- Increased enrollment of Job Seekers at CCAEC Job Fairs

All of these efforts will be implemented to improve student transition to employment.

#### Adult Education Metrics and Student Barriers

- All: Reportable Individuals (200AE)

#### Responsible Positions, Responsible Consortium Members, and Proposed Completion Date \*

Responsible Position	Responsible Member	Proposed Completion Date
Azusa USD Administration	Azusa Unified	06/30/2028
Claremont USD Administration	Claremont Unified	06/30/2028
Monrovia USD Administration	Monrovia Unified	06/30/2028
CCAEC Program Director	Claremont Unified	06/30/2028

## Budget Breakdown

<b>Claremont Unified</b>	1000 - Instructional Salaries	\$588,473
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Salaries for all teachers and other certificated employees

<b>Claremont Unified</b>	2000 - Non-Instructional Salaries	\$283,623
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Salaries for all support staff

<b>Claremont Unified</b>	3000 - Employee Benefits	\$303,580
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Benefits for all employees, Certificated and Classified

<b>Claremont Unified</b>	4000 - Supplies and Materials	\$72,070
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Supplies and materials that support all programs

<b>Claremont Unified</b>	5000 - Other Operating Expenses and Services	\$124,654
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Other Operating Expenses

<b>Claremont Unified</b>	Indirect Costs	\$94,719
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Indirect costs

<b>Claremont Unified</b>	5000 - Other Operating Expenses and Services	\$454,249
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Other Operating Expenses

Claremont Unified	7000 - Other Outgo	\$154,500
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Consortium Fiscal Agent Fee

Consortium Fiscal/Admin Expense

Claremont Unified	6000 - Capital Outlay	\$53,321
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## Budget Totals

	<b>Total Available Funds:</b>	\$2,129,189
Claremont Unified	1000 - Instructional Salaries	\$588,473
Claremont Unified	2000 - Non-Instructional Salaries	\$283,623
Claremont Unified	3000 - Employee Benefits	\$303,580
Claremont Unified	4000 - Supplies and Materials	\$72,070
Claremont Unified	5000 - Other Operating Expenses and Services	\$124,654
Claremont Unified	Indirect Costs	\$94,719
Claremont Unified	5000 - Other Operating Expenses and Services	\$454,249
Claremont Unified	7000 - Other Outgo	\$154,500
Claremont Unified	6000 - Capital Outlay	\$53,321
	<b>Total Budget:</b>	\$2,129,189
	<b>Remaining Amount:</b>	\$0
	<b>Direct Costs Total:</b>	\$2,034,470
	<b>Indirect Costs Total:</b>	\$94,719 (4.66% of Direct Costs Total)
	<b>Consortium Fiscal/Admin Expenses:</b>	\$154,500

## Budget Forecast

2025-26 Amount

\$2,129,189

Cumulative Quarterly Expenditure Forecast

	Q1	Q2	Q3	Q4
Percentage	25%	25%	25%	25%
Dollars	\$532,297	\$532,297	\$532,297	\$532,297

## Member Agency: Duarte Unified

### Member Name:

Duarte Unified

### Member Type:

Unified School District

### Member Address:

1620 Huntington Drive | Duarte, CA | 91010-2534

### Member Website:

<http://www.duarteusd.org>

### Member Allocations 2025-26:

\$30,652

### Member Allocations 2024-25:

\$15,544

### Member Allocations 2023-24:

\$35,548

## Member Contacts

Responsibility	Name	Email	Title	Phone
Member Representative	Kevin Morris	<a href="mailto:kmorris@duarteusd.org">kmorris@duarteusd.org</a>	Director/Principal	(626) 599-5901
Contact	John Russell	<a href="mailto:jrussell@thebest-alternative.com">jrussell@thebest-alternative.com</a>	Program Director	(626) 840-9865
Contact	Wendy Moreno	<a href="mailto:wmoreno@duarteusd.org">wmoreno@duarteusd.org</a>	Budget/Accounting Supervisor	(626) 599-5026

## Objectives

### Objective 1: Address Educational Needs

#### Activity: Improve Outreach and Targeted Marketing

✕ We plan to address this activity

∨ [Hide activity](#)

THREE-YEAR PLAN 2025-28

**Brief Description of Activity and Significance of Activity to Outcome \***

CCAEC member institutions will use general and targeted marketing efforts noted in this Three-Year Plan to increase student enrollment in all CCAEC programs. Key deliverables will include online and social media ads, traditional marketing collateral, flyers to community members and district parents for the K-12 members, and calendar of community events.

**Adult Education Metrics and Student Barriers**

- All: Reportable Individuals (200AE)

**Responsible Positions, Responsible Consortium Members, and Proposed Completion Date \***

Responsible Position	Responsible Member	Proposed Completion Date
Azusa USD Administration	Azusa Unified	06/30/2028
Claremont USD Administration	Claremont Unified	06/30/2028
Duarte USD Administration	Duarte Unified	06/30/2028
Glendora USD Administration	Glendora Unified	06/30/2028
Monrovia USD Administration	Monrovia Unified	06/30/2028
CCAEC Program Director	Claremont Unified	06/30/2028

**Objective 2: Improve Effectiveness of Services****Activity: Improve Transition to Post-Secondary**

✓ We plan to address this activity

**Program Area(s) of Focus**

- ASE
- ESL

**Explain how this activity will focus on the Program Area(s) selected \***

Duarte Adult School will expand dual enrollment opportunities for ASE and ESL adult learners through SB 554, pending Citrus College approval for Fall 2026, allowing students to earn college credit while completing high school equivalency or advanced English instruction. The school will collaborate with the Citrus College Transition Specialist to improve transitions for Duarte students to Citrus College. With high school graduation requirements reduced to the state minimum (excluding PE), SB 554 dual enrollment courses will fill the gap created by the reduction, supporting diploma completion while accelerating postsecondary readiness. Duarte Adult School and Citrus College will coordinate curriculum alignment, advising, and Individual Transition Plans to ensure college success. This activity will remove financial and procedural barriers for adult learners, particularly working adults and recent immigrants. Expected outcomes include increased ASE/ESL completion, dual credit attainment, successful transitions to Citrus College or workforce pathways, and increased enrollment resulting from reduced

graduation requirements and SB 554 implementation.

∨ [Hide activity](#)

#### THREE-YEAR PLAN 2025-28

#### Brief Description of Activity and Significance of Activity to Outcome \*

CCAEC CCD and K-12 members will strengthen existing efforts to increase transitions to post-secondary and Credit courses at Citrus College. Strategies over the next three years to improve transition to credit will focus on increased counseling collaboration between Citrus College and K-12 members, improving dual enrollment, and increased outreach and assistance to Citrus College Noncredit students to improve transitions to Credit.

Key deliverables will include:

- Scheduled sessions with Citrus College counselors on K-12 campuses provide outreach and application assistance
- Scheduled sessions to outreach for dual enrollment
- Noncredit events

#### Adult Education Metrics and Student Barriers

- All: Reportable Individuals (200AE)

#### Responsible Positions, Responsible Consortium Members, and Proposed Completion Date \*

Responsible Position	Responsible Member	Proposed Completion Date
Azusa Administration	Azusa Unified	06/30/2028
Citrus Noncredit Administration	Citrus CCD	06/30/2028
Claremont Administration	Claremont Unified	06/30/2028
Duarte Administration	Duarte Unified	06/30/2028
Glendora Administration	Glendora Unified	06/30/2028
Monrovia USD Administratrionq	Monrovia Unified	06/30/2028
CCAEC Program Director	Claremont Unified	06/30/2028

### Objective 3: Improve Integration of Services & Transitions ∨

#### Activity: Strengthen WDB & AJCC Collaboration

× We plan to address this activity

∨ [Hide activity](#)

**THREE-YEAR PLAN 2025-28****Brief Description of Activity and Significance of Activity to Outcome \***

AUSD, CUSD, and MUSD will plan and implement a number of tangible strategies to improve alignment with LA WDB and WDB AJCCs. Key activities will include:

- Engage in LA WDB Local Area Plan planning sessions
- Engage in multiple Round Tables with LA WDB AJCCs to identify WDB training priorities
- Leverage Monrovia AJCC Affiliate WIOA services to help regional job seekers and consortium students
- Hold large-scale Job Fairs for CCAEC students and regional residents

Deliverables would include:

- Calendar of Round Table discussions
- Data on CCAEC students who receive WIOA Title I Individualized Training Agreements (ITAs) from LA WDB AJCCs
- Data on CCAEC students who complete CCAEC CTE training programs and find employment
- Increased enrollment of Job Seekers at CCAEC Job Fairs

All of these efforts will be implemented to improve student transition to employment.

**Adult Education Metrics and Student Barriers**

- All: Reportable Individuals (200AE)

**Responsible Positions, Responsible Consortium Members, and Proposed Completion Date \***

Responsible Position	Responsible Member	Proposed Completion Date
Azusa USD Administration	Azusa Unified	06/30/2028
Claremont USD Administration	Claremont Unified	06/30/2028
Monrovia USD Administration	Monrovia Unified	06/30/2028
CCAEC Program Director	Claremont Unified	06/30/2028

**Budget Breakdown**

Duarte Unified	1000 - Instructional Salaries	\$18,200
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Expenses to support two ASE instructors and one site administrator to provide instruction, guidance, and program coordination for adult students completing high school and ESL courses

Duarte Unified	2000 - Non-Instructional Salaries	\$3,000
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Salaries for staff supporting students and teachers

Duarte Unified	3000 - Employee Benefits	\$5,113
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Expenses to cover the certificated and classified benefits: STRS, MEDI, H&W, SUI and WC.

Duarte Unified	4000 - Supplies and Materials	\$519
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Supplies and materials that support the adult education program and advertising

## Budget Totals

	<b>Total Available Funds:</b>	\$26,832
Duarte Unified	1000 - Instructional Salaries	\$18,200
Duarte Unified	2000 - Non-Instructional Salaries	\$3,000
Duarte Unified	3000 - Employee Benefits	\$5,113
Duarte Unified	4000 - Supplies and Materials	\$519
	<b>Total Budget:</b>	\$26,832
	<b>Remaining Amount:</b>	\$0
	<b>Direct Costs Total:</b>	\$26,832
	<b>Indirect Costs Total:</b>	\$0 (0.0% of Direct Costs Total)
	<b>Consortium Fiscal/Admin Expenses:</b>	\$0

## Budget Forecast

### 2025-26 Amount

\$26,832

### Cumulative Quarterly Expenditure Forecast

	Q1	Q2	Q3	Q4
Percentage	25%	25%	25%	25%
Dollars	\$6,708	\$6,708	\$6,708	\$6,708

## Member Agency: Glendora Unified

### Member Name:

Glendora Unified

### Member Type:

Unified School District

### Member Address:

500 North Loraine Avenue | Glendora, CA | 91741-2964

### Member Website:

<http://www.glendora.k12.ca.us>

**Member Allocations 2025-26:**

\$80,329

**Member Allocations 2024-25:**

\$104,805

**Member Allocations 2023-24:**

\$149,518

## Member Contacts

Responsibility	Name	Email	Title	Phone
Contact	John Russell	<a href="mailto:jrussell@thebest-alternative.com">jrussell@thebest-alternative.com</a>	Program Director	(626) 840-9865
Member Representative	Valentina Shibata	<a href="mailto:vshibata@glendora.k12.ca.us">vshibata@glendora.k12.ca.us</a>	Principal	(626) 852-4550
Contact	Aracely Medina	<a href="mailto:amedina@glendora.k12.ca.us">amedina@glendora.k12.ca.us</a>	Director, Fiscal Services	(626) 963-1611 ext: 1303

## Objectives

### Objective 1: Address Educational Needs

#### Activity: Improve Outreach and Targeted Marketing

✕ We plan to address this activity

∨ [Hide activity.](#)

**THREE-YEAR PLAN 2025-28**

#### Brief Description of Activity and Significance of Activity to Outcome \*

CCAEC member institutions will use general and targeted marketing efforts noted in this Three-Year Plan to increase student enrollment in all CCAEC programs. Key deliverables will include online and social media ads, traditional marketing collateral, flyers to community members and district parents for the K-12 members, and calendar of community events.

#### Adult Education Metrics and Student Barriers

- All: Reportable Individuals (200AE)

#### Responsible Positions, Responsible Consortium Members, and Proposed Completion Date \*

Responsible Position	Responsible Member	Proposed Completion Date
Azusa USD Administration	Azusa Unified	06/30/2028
Claremont USD Administration	Claremont Unified	06/30/2028
Duarte USD Administration	Duarte Unified	06/30/2028
Glendora USD Administration	Glendora Unified	06/30/2028
Monrovia USD Administration	Monrovia Unified	06/30/2028
CCAEC Program Director	Claremont Unified	06/30/2028

## Objective 2: Improve Effectiveness of Services

### Activity: Improve Transition to Post-Secondary

✓ We plan to address this activity

#### Program Area(s) of Focus

- ABE

#### Explain how this activity will focus on the Program Area(s) selected \*

Glendora Adult School will collaborate with the Citrus College Transition Specialist to present transition opportunities to its students.

∨ [Hide activity](#)

#### THREE-YEAR PLAN 2025-28

#### Brief Description of Activity and Significance of Activity to Outcome \*

CCAEC CCD and K-12 members will strengthen existing efforts to increase transitions to post-secondary and Credit courses at Citrus College. Strategies over the next three years to improve transition to credit will focus on increased counseling collaboration between Citrus College and K-12 members, improving dual enrollment, and increased outreach and assistance to Citrus College Noncredit students to improve transitions to Credit.

Key deliverables will include:

- Scheduled sessions with Citrus College counselors on K-12 campuses provide outreach and application assistance
- Scheduled sessions to outreach for dual enrollment
- Noncredit events

#### Adult Education Metrics and Student Barriers

- All: Reportable Individuals (200AE)

**Responsible Positions, Responsible Consortium Members, and Proposed Completion Date \***

Responsible Position	Responsible Member	Proposed Completion Date
Azusa Administration	Azusa Unified	06/30/2028
Citrus Noncredit Administration	Citrus CCD	06/30/2028
Claremont Administration	Claremont Unified	06/30/2028
Duarte Administration	Duarte Unified	06/30/2028
Glendora Administration	Glendora Unified	06/30/2028
Monrovia USD Administratrionq	Monrovia Unified	06/30/2028
CCAEC Program Director	Claremont Unified	06/30/2028

**Objective 3: Improve Integration of Services & Transitions****Activity: Strengthen WDB & AJCC Collaboration**

✕ We plan to address this activity

∨ [Hide activity](#)

**THREE-YEAR PLAN 2025-28****Brief Description of Activity and Significance of Activity to Outcome \***

AUSD, CUSD, and MUSD will plan and implement a number of tangible strategies to improve alignment with LA WDB and WDB AJCCs. Key activities will include:

- Engage in LA WDB Local Area Plan planning sessions
- Engage in multiple Round Tables with LA WDB AJCCs to identify WDB training priorities
- Leverage Monrovia AJCC Affiliate WIOA services to help regional job seekers and consortium students
- Hold large-scale Job Fairs for CCAEC students and regional residents

Deliverables would include:

- Calendar of Round Table discussions
- Data on CCAEC students who receive WIOA Title I Individualized Training Agreements (ITAs) from LA WDB AJCCs
- Data on CCAEC students who complete CCAEC CTE training programs and find employment
- Increased enrollment of Job Seekers at CCAEC Job Fairs

All of these efforts will be implemented to improve student transition to employment.

**Adult Education Metrics and Student Barriers**

- All: Reportable Individuals (200AE)

**Responsible Positions, Responsible Consortium Members, and Proposed Completion Date \***

Responsible Position	Responsible Member	Proposed Completion Date
Azusa USD Administration	Azusa Unified	06/30/2028
Claremont USD Administration	Claremont Unified	06/30/2028
Monrovia USD Administration	Monrovia Unified	06/30/2028
CCAEC Program Director	Claremont Unified	06/30/2028

**Budget Breakdown**

Glendora Unified	1000 - Instructional Salaries	\$40,924
Glendora Unified	2000 - Non-Instructional Salaries	\$10,746
Glendora Unified	3000 - Employee Benefits	\$20,490
Glendora Unified	4000 - Supplies and Materials	\$4,244
Glendora Unified	5000 - Other Operating Expenses and Services	\$160
Glendora Unified	Indirect Costs	\$3,765

**Budget Totals**

	<b>Total Available Funds:</b>	\$80,329
<b>Glendora Unified</b>	1000 - Instructional Salaries	\$40,924
<b>Glendora Unified</b>	2000 - Non-Instructional Salaries	\$10,746
<b>Glendora Unified</b>	3000 - Employee Benefits	\$20,490
<b>Glendora Unified</b>	4000 - Supplies and Materials	\$4,244
<b>Glendora Unified</b>	5000 - Other Operating Expenses and Services	\$160
<b>Glendora Unified</b>	Indirect Costs	\$3,765
	<b>Total Budget:</b>	\$80,329
	<b>Remaining Amount:</b>	\$0
	<b>Direct Costs Total:</b>	\$76,564
	<b>Indirect Costs Total:</b>	\$3,765 (4.92% of Direct Costs Total)
	<b>Consortium Fiscal/Admin Expenses:</b>	\$0

## Budget Forecast

### 2025-26 Amount

\$80,329

### Cumulative Quarterly Expenditure Forecast

	Q1	Q2	Q3	Q4
<b>Percentage</b>	12%	15%	15%	15%
<b>Dollars</b>	\$9,639	\$12,049	\$12,049	\$12,049

## Member Agency: Monrovia Unified

### Member Name:

Monrovia Unified

### Member Type:

Unified School District

### Member Address:

325 East Huntington Drive | Monrovia, CA | 91016-3585

### Member Website:

<http://www.monroviaschools.net>

### Member Allocations 2025-26:

\$2,027,482

**Member Allocations 2024-25:**

\$1,912,366

**Member Allocations 2023-24:**

\$1,868,435

**Member Contacts**

Responsibility	Name	Email	Title	Phone
Member Representative	Flint Fertig	<a href="mailto:ffertig@monroviashools.net">ffertig@monroviashools.net</a>		(626) 471-3065
Member Representative	John Russell	<a href="mailto:jrussell@thebest-alternative.com">jrussell@thebest-alternative.com</a>	Program Director	(626) 840-9865

**Objectives****Objective 1: Address Educational Needs****Activity: Improve Outreach and Targeted Marketing**

✓ We plan to address this activity

**Program Area(s) of Focus**

- ABE
- ASE
- ESL
- Short Term CTE
- Workforce Reentry

**Explain how this activity will focus on the Program Area(s) selected \***

Using targeted marketing will increase enrollment and number of Participants across all program areas.

∨ [Hide activity](#)

**THREE-YEAR PLAN 2025-28****Brief Description of Activity and Significance of Activity to Outcome \***

CCAEC member institutions will use general and targeted marketing efforts noted in this Three-Year Plan to increase student enrollment in all CCAEC programs. Key deliverables will include online and social media ads, traditional marketing collateral, flyers to community members and district parents for the K-12 members, and calendar of community events.

**Adult Education Metrics and Student Barriers**

- All: Reportable Individuals (200AE)

#### Responsible Positions, Responsible Consortium Members, and Proposed Completion Date \*

Responsible Position	Responsible Member	Proposed Completion Date
Azusa USD Administration	Azusa Unified	06/30/2028
Claremont USD Administration	Claremont Unified	06/30/2028
Duarte USD Administration	Duarte Unified	06/30/2028
Glendora USD Administration	Glendora Unified	06/30/2028
Monrovia USD Administration	Monrovia Unified	06/30/2028
CCAEC Program Director	Claremont Unified	06/30/2028

## Objective 2: Improve Effectiveness of Services

### Activity: Improve Transition to Post-Secondary

✓ We plan to address this activity

#### Program Area(s) of Focus

- ABE
- ASE
- ESL

#### Explain how this activity will focus on the Program Area(s) selected \*

Improving collaboration with the Citrus College Transition Specialist will improve transition outcomes for ASE, ABE and ESL students.

∨ [Hide activity.](#)

#### THREE-YEAR PLAN 2025-28

#### Brief Description of Activity and Significance of Activity to Outcome \*

CCAEC CCD and K-12 members will strengthen existing efforts to increase transitions to post-secondary and Credit courses at Citrus College. Strategies over the next three years to improve transition to credit will focus on increased counseling collaboration between Citrus College and K-12 members, improving dual enrollment, and increased outreach and assistance to Citrus College Noncredit students to improve transitions to Credit.

Key deliverables will include:

- Scheduled sessions with Citrus College counselors on K-12 campuses provide outreach and application assistance

- Scheduled sessions to outreach for dual enrollment
- Noncredit events

#### Adult Education Metrics and Student Barriers

- All: Reportable Individuals (200AE)

#### Responsible Positions, Responsible Consortium Members, and Proposed Completion Date \*

Responsible Position	Responsible Member	Proposed Completion Date
Azusa Administration	Azusa Unified	06/30/2028
Citrus Noncredit Administration	Citrus CCD	06/30/2028
Claremont Administration	Claremont Unified	06/30/2028
Duarte Administration	Duarte Unified	06/30/2028
Glendora Administration	Glendora Unified	06/30/2028
Monrovia USD Administratrionq	Monrovia Unified	06/30/2028
CCAEC Program Director	Claremont Unified	06/30/2028

### Objective 3: Improve Integration of Services & Transitions ∨

#### Activity: Strengthen WDB & AJCC Collaboration

✓ We plan to address this activity

#### Program Area(s) of Focus

- ABE
- Short Term CTE
- Workforce Reentry

#### Explain how this activity will focus on the Program Area(s) selected \*

Strengthening partnerships with WDBs and AJCCs will increase Title I fees and increase employment outcomes for CTE and Workforce Reentry students.

∨ [Hide activity](#)

#### THREE-YEAR PLAN 2025-28

#### Brief Description of Activity and Significance of Activity to Outcome \*

AUSD, CUSD, and MUSD will plan and implement a number of tangible strategies to improve alignment with LA WDB and WDB AJCCs. Key activities will include:

- Engage in LA WDB Local Area Plan planning sessions
- Engage in multiple Round Tables with LA WDB AJCCs to identify WDB training priorities
- Leverage Monrovia AJCC Affiliate WIOA services to help regional job seekers and consortium students
- Hold large-scale Job Fairs for CCAEC students and regional residents

Deliverables would include:

- Calendar of Round Table discussions
- Data on CCAEC students who receive WIOA Title I Individualized Training Agreements (ITAs) from LA WDB AJCCs
- Data on CCAEC students who complete CCAEC CTE training programs and find employment
- Increased enrollment of Job Seekers at CCAEC Job Fairs

All of these efforts will be implemented to improve student transition to employment.

#### Adult Education Metrics and Student Barriers

- All: Reportable Individuals (200AE)

#### Responsible Positions, Responsible Consortium Members, and Proposed Completion Date \*

Responsible Position	Responsible Member	Proposed Completion Date
Azusa USD Administration	Azusa Unified	06/30/2028
Claremont USD Administration	Claremont Unified	06/30/2028
Monrovia USD Administration	Monrovia Unified	06/30/2028
CCAEC Program Director	Claremont Unified	06/30/2028

## Budget Breakdown

Monrovia Unified	1000 - Instructional Salaries	\$1,066,348
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Full or partial salaries for 21 instructors (depending on which grant funds are supplementing salaries), 1.5 counselors, and 3 administrators.

Monrovia Unified	2000 - Non-Instructional Salaries	\$172,232
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Full salaries for 3 classified/clerical staff.

Monrovia Unified	3000 - Employee Benefits	\$446,315
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Benefits for all staff

Monrovia Unified	4000 - Supplies and Materials	\$71,352
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Books, CTE class supplies, and other instructional supplies

<b>Monrovia Unified</b>	5000 - Other Operating Expenses and Services	\$160,727
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Consultants, catalog, CTE licensure exams, services for CTE classes, targeted marketing, and other services.

<b>Monrovia Unified</b>	Indirect Costs	\$95,849
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Indirect expense.

**Budget Totals**

	<b>Total Available Funds:</b>	\$2,012,823
<b>Monrovia Unified</b>	1000 - Instructional Salaries	\$1,066,348
<b>Monrovia Unified</b>	2000 - Non-Instructional Salaries	\$172,232
<b>Monrovia Unified</b>	3000 - Employee Benefits	\$446,315
<b>Monrovia Unified</b>	4000 - Supplies and Materials	\$71,352
<b>Monrovia Unified</b>	5000 - Other Operating Expenses and Services	\$160,727
<b>Monrovia Unified</b>	Indirect Costs	\$95,849
	<b>Total Budget:</b>	\$2,012,823
	<b>Remaining Amount:</b>	\$0
	<b>Direct Costs Total:</b>	\$1,916,974
	<b>Indirect Costs Total:</b>	\$95,849 (5.0% of Direct Costs Total)
	<b>Consortium Fiscal/Admin Expenses:</b>	\$0

**Budget Forecast**

2025-26 Amount

\$2,012,823

**Cumulative Quarterly Expenditure Forecast**

	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
<b>Percentage</b>	15%	35%	65%	100%
<b>Dollars</b>	\$301,923	\$704,488	\$1,308,335	\$2,012,823