



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, November 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/83010642861?pwd=KOHbUBAW0Wbas7hPAc3k0K6TTp1J6X.1>

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 _____

1.3 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 October 15, 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 ALL CCAEC MEMBER 2023-24 PROGRAM AREA REPORTS

Motion by _____, seconded by _____ Vote _____
Representative Contreras __ Representative Delvasto __ Representative Fertig __
Representative McCraven __ Representative Morris __ Representative Shibata __

Program Director and Board Representatives will review all CCAEC 2023-24 Program Area Reports at once for Azusa, Claremont, Duarte, Glendora, and Monrovia for Board approval.

5.0 BOARD INFORMATIONAL ITEM – DISCUSS UNIFORM HIGH SCHOOL DIPLOMA CREDITS ACROSS THE CONSORTIUM

Program Director will guide Board discussion about having same credit requirement for HSD at CCAEC member schools.

6.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

November 19, 2024 Agenda

Agenda Item 2.1.1

October 15, 2024 Minutes



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, October 15, 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/83010642861?pwd=KOHbUBAW0Wbas7hPAc3k0K6TTp1J6X.1>

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 1:35.

1.2 Pledge of Allegiance

1.3 Roll call:

Anthony Contreras, Representative	(Virtually)	John Russell, Program Director	(Virtually)
Felipe Delvasto, Representative	(Virtually)	Mari Bordona, AUSD	(Virtually)
Flint Fertig, Representative	(Virtually)		
Ivon McCraven, Proxy	(Virtually)		
Kevin Morris, Representative	Absent		
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 September 17, 2024 Regular Executive Board Open Session Meeting.

Act # 24-20 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 A Representative Shibata Y
Minutes approved without revision.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Dr. Contreras reported that the school has been doing ESL Orientation every Tuesday for the 2024-25 school year and it has been a very successful practice. He reported that Azusa was hosting a Job Fair on October 18 and on October 19 Azusa Adult Education Center was participating in the Azusa Golden Days Parade.

Citrus: Ms. McCraven reported that Citrus registration for Winter and Spring sessions opened 11/4 and she noted enrollment continues to grow as more and more students wish to attend in-person classes. Ms. McCraven advised that the Citrus Transition Specialist, Thania Lucero, was visiting Azusa Adult Education Center on 10/24. She advised Citrus was hosting a spring Open House and Ms. Lucero would spearhead efforts with regional adult schools and other schools to get potential students to attend the Open House.

Claremont: Mr. Delvasto reported that Claremont Adult School has a Federal Project Monitoring (FPM) visit in December and the school is working to get all of its documents uploaded by 11/1.

Duarte: No report.

Glendora: Ms. Shibata reported that Glendora was ready to grow its CAEP programs and ready to receive ESL and Academic students. She advised that Glendora staff was registering students and entering the student information and attendance straight into TOPSpro Enterprise. She reported that the school was providing marketing material into the Glendora community publications to market adult programs.

Ms. Shibata advised that Glendora was going to update its high school diploma credit requirement to 150 to match Monrovia's diploma requirement. She advised that efforts to update the Board A/Rs were underway to achieve this.

Monrovia: Mr. Fertig reported that Monrovia had an FPM visit beginning November 4 and that the school had prepared in less than a month, an incredibly short period of time. He advised that Participation enrollment continues to increase and that Monrovia has another EDD Job Fair scheduled for February 5, 2025.

3.2 Program Director report.

Mr. Russell reiterated how much work the Monrovia FPM had been, but that the Leadership Team at Monrovia had pulled together to meet an impossible deadline.

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 2024-25 ADULTEDPRO CONTRACT

Act # 24-21 Motion by Mr. Fertig, seconded by Ms. Shibata **Vote to Approve 5-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris A Representative Shibata Y

AdultEdPro representatives provided a presentation and data on the success to date with the application. Board members approved continued use of the application for the 2024-25 program year.

5.0 BOARD APPROVAL OF AZUSA 2024-25 BUDGET AND WORKLPLAN

Act # 24-22 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 A Representative Shibata Y

Azusa Representative and CCAEC Program Director reviewed with the Board the Azusa 2024-25 Budget and Workplan from NOVA and the Azusa CCAEC 2024-25 Budget Report with Narrative and Board approved.

6.0 BOARD APPROVAL OF CLAREMONT 2024-25 BUDGET AND WORKLPLAN

Act # 24-23 Motion by Mr. Fertig, seconded by Mr. **Vote to Approve 5-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris A Representative Shibata Y

Claremont Representative and CCAEC Program Director reviewed with the Board the Claremont 2024-25 Budget and Workplan from NOVA and the Claremont CCAEC 2024-25 Budget Report with Narrative and Board approved.

7.0 BOARD APPROVAL OF DUARTE 2024-25 BUDGET AND WORKLPLAN

Tabled Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Table 5-0**
Representative Contreras Y Representative Delvasto Y Representative Fertig Y
Representative McCraven Y Representative Morris A Representative Shibata Y

Duarte did not provide a Duarte 2024-25 Budget and Workplan from NOVA and the Duarte CCAEC 2024-25 Budget Report with Narrative for Board approval. Board tabled this item.

(Duarte entered budget amounts and narrative in NOVA and the NOVA budget was approved with other members.)

8.0 BOARD APPROVAL OF GLENDORA 2024-25 BUDGET AND WORKLPLAN

Act # 24-24 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 A Representative Shibata Y

Glendora Representative and CCAEC Program Director reviewed with the Board the Glendora 2024-25 Budget and Workplan from NOVA and the Glendora CCAEC 2024-25 Budget Report with Narrative and Board approved.

9.0 BOARD APPROVAL OF MONROVIA 2024-25 BUDGET AND WORKLPLAN

Act # 24-25 Motion by Mr. Delvasto, seconded by Dr. Contreras **Vote to Approve 5-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris A Representative Shibata Y

Monrovia Representative and CCAEC Program Director will review Monrovia 2024-25 Budget and Workplan from NOVA and the Monrovia CCAEC 2024-25 Budget Report with Narrative for Board approval.

10.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned by Chair Delvasto at 2:21 p.m.



Documents to Support Agenda Items

November 19, 2024 Agenda

Agenda Item 4.0
2023-24 Program Area Reporting
All CCAEC Members

CAEP

Program Area Reporting: 2023-24

Produced: Nov 15, 2024, 07:02 PM UTC - By John Russell

Claremont Unified SUBMITTED

09 Citrus College Adult Education Consortium

Preview & Submittal

Submittal

2023-24 Program Area & Leveraged Funds

Submitted

Unsubmit Actuals

Member Representatives

Felipe Delvasto

Hours of Instruction

LaunchBoard Data Reported By Claremont Unified School District (CUSD)

87% of 180 adults served has 12+ contact hours (participants) in 2021-22.

Program Area	% of Adults Served	# of Adults Served
ABE	22%	35 / 156
ASE	24%	38 / 156
AWD	0%	0 / 156
ESL	67%	105 / 156
*El Civics	*	*
K12 Success	0%	0 / 156
*Pre-Apprenticeship	*	*
*Short Term CTE	*	*
*Workforce Reentry	*	*

*No LaunchBoard data.

CAEP Program Area	LaunchBoard Data Available	Area of Focus on Workplan	Q1 - Q4 Hours of Instruction
ABE	✓	✗	851
ASE	✓	✗	8,442
AWD	✓	✗	0
ESL	✓	✓	25,478
*El Civics	✗	✗	Not Entered
K12 Success	✓	✗	0
*Pre-Apprenticeship	✗	✗	Not Entered
*Short Term CTE	✗	✗	16,175
*Workforce Reentry	✗	✗	14,469
Total			65415 Hour(s)

*No LaunchBoard data.

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

NO students enrolled in this area

Leveraged Funds by Program Area

Fund	ABE	ASE	ESL	El Civics	AWD	K12 Success	Short Term CTE	Workforce Reentry	Pre-Apprenticeship	Totals
California Adult Education Program	\$23,986	\$238,017	\$718,480	Not Entered	Not Entered	Not Entered	\$456,292	\$408,320	Not Entered	\$1,845,095
CalWORKs	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	\$0	Not Entered	\$0
NonCredit	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	\$0	Not Entered	\$0
Perkins	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	\$0	Not Entered	\$0
LCFF	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	\$0	Not Entered	\$0
Fees	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	\$0	Not Entered	\$0
K12 Adult Ed Jail Funds	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	\$0	Not Entered	\$0
WIOA II	\$30,875	\$40,572	\$105,040	Not Entered	Not Entered	Not Entered	\$0	\$0	Not Entered	\$176,487
Contracted Services	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	\$0	Not Entered	\$0
WIOA I / ITAs	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$75,411	\$0	Not Entered	\$75,411
Other State Grants	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$167,500	\$0	Not Entered	\$167,500
Totals	\$54,861	\$278,589	\$823,520	N/A	N/A	N/A	\$699,203	\$408,320	N/A	\$2,264,493

Certification

09 Citrus College Adult Education Consortium - Primary Contact

John Russell

Program Director

jrussell@thebest-alternative.com

Awaiting Approval

Unsubmit Actuals



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NOVA Site Version: [8.3](#)

CAEP

Program Area Reporting: 2023-24

Produced: Nov 15, 2024, 07:13 PM UTC - By John Russell

Duarte Unified

DRAFT

09 Citrus College Adult Education Consortium

Preview & Submittal

Submittal

2023-24 Program Area & Leveraged Funds

Draft

Member Representatives

Kevin Morris

Hours of Instruction

LaunchBoard Data Reported By Duarte Unified School District

27% of 73 adults served has 12+ contact hours (participants) in 2021-22.

Program Area	% of Adults Served	# of Adults Served
ABE	0%	0 / 20
ASE	50%	10 / 20
AWD	0%	0 / 20
ESL	0%	0 / 20
*El Civics	*	*
K12 Success	50%	10 / 20
*Pre-Apprenticeship	*	*
*Short Term CTE	*	*
*Workforce Reentry	*	*

*No LaunchBoard data.

CAEP Program Area	LaunchBoard Data Available	Area of Focus on Workplan	Q1 - Q4 Hours of Instruction
ABE	✓	✗	Not Entered
ASE	✓	✓	1,843
AWD	✓	✗	Not Entered
ESL	✓	✗	Not Entered
*El Civics	✗	✗	Not Entered
K12 Success	✓	✓	0
*Pre-Apprenticeship	✗	✗	Not Entered
*Short Term CTE	✗	✗	Not Entered
*Workforce Reentry	✗	✗	Not Entered
Total			1843 Hour(s)

*No LaunchBoard data.

Leveraged Funds by Program Area

Fund	ABE	ASE	ESL	El Civics	AWD	K12 Success	Short Term CTE	Workforce Reentry	Pre-Apprenticeship	Totals
California Adult Education Program	Not Entered	\$41,536	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	\$41,536
CalWORKs	Not Entered	\$0	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	\$0
NonCredit	Not Entered	\$0	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	\$0
Perkins	Not Entered	\$0	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	\$0
LCFF	Not Entered	\$0	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	\$0
Fees	Not Entered	\$0	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	\$0
K12 Adult Ed Jail Funds	Not Entered	\$0	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	\$0
WIOA II	Not Entered	\$0	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	\$0
Contracted Services	Not Entered	\$0	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	Not Entered	\$0
Totals	N/A	\$41,536	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$41,536

Certification

09 Citrus College Adult Education Consortium - Primary Contact

John Russell

Program Director

jrussell@thebest-alternative.com

Awaiting Submittal



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CAEP

Program Area Reporting: 2023-24

Produced: Nov 15, 2024, 07:18 PM UTC - By John Russell

Glendora Unified DRAFT

09 Citrus College Adult Education Consortium

Preview & Submittal

Submittal

2023-24 Program Area & Leveraged Funds

Draft

Member Representatives

Valentina Shibata

Hours of Instruction

LaunchBoard Data Reported By Glendora Adult School

67% of 58 adults served has 12+ contact hours (participants) in 2021-22.

Program Area	% of Adults Served	# of Adults Served
ABE	0%	0 / 39
ASE	28%	11 / 39
AWD	0%	0 / 39
ESL	0%	0 / 39
*El Civics	*	*
K12 Success	72%	28 / 39
*Pre-Apprenticeship	*	*
*Short Term CTE	*	*
*Workforce Reentry	*	*

*No LaunchBoard data.

CAEP Program Area	LaunchBoard Data Available	Area of Focus on Workplan	Q1 - Q4 Hours of Instruction
ABE	✓	✓	Not Entered
ASE	✓	✓	1,831
AWD	✓	✗	Not Entered
ESL	✓	✓	Not Entered
*El Civics	✗	✗	Not Entered
K12 Success	✓	✓	3,591
*Pre-Apprenticeship	✗	✗	Not Entered
*Short Term CTE	✗	✗	Not Entered
*Workforce Reentry	✗	✗	Not Entered
Total			5422 Hour(s)

*No LaunchBoard data.

Leveraged Funds by Program Area

Fund	ABE	ASE	ESL	El Civics	AWD	K12 Success	Short Term CTE	Workforce Reentry	Pre-Apprenticeship	Totals
California Adult Education Program	Not Entered	\$64,051	Not Entered	Not Entered	Not Entered	\$126,012	Not Entered	Not Entered	Not Entered	\$190,063
CalWORKs	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0
NonCredit	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0
Perkins	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0
LCFF	Not Entered	\$11,362	Not Entered	Not Entered	Not Entered	\$22,354	Not Entered	Not Entered	Not Entered	\$33,716
Fees	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0
K12 Adult Ed Jail Funds	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0
WIOA II	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0
Contracted Services	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0	Not Entered	Not Entered	Not Entered	\$0
Totals	N/A	\$75,413	N/A	N/A	N/A	\$148,366	N/A	N/A	N/A	\$223,779

Certification

09 Citrus College Adult Education Consortium - Primary Contact

John Russell

Program Director

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Awaiting Submittal



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CAEP

Program Area Reporting: 2023-24

Produced: Nov 15, 2024, 07:19 PM UTC - By John Russell

Monrovia Unified SUBMITTED

09 Citrus College Adult Education Consortium

Preview & Submittal

Submittal

2023-24 Program Area & Leveraged Funds

Submitted

Unsubmit Actuals

Member Representatives

Flint Fertig

John Russell

Hours of Instruction

LaunchBoard Data Reported By Monrovia Adult School

85% of 691 adults served has 12+ contact hours (participants) in 2021-22.

Program Area	% of Adults Served	# of Adults Served
ABE	5%	31 / 588
ASE	19%	113 / 588
AWD	0%	0 / 588
ESL	56%	328 / 588
*El Civics	*	*
K12 Success	0%	0 / 588
Pre-Apprenticeship	0%	0 / 184
Short Term CTE	32%	58 / 184
Workforce Reentry	68%	126 / 184

*No LaunchBoard data.

CAEP Program Area	LaunchBoard Data Available	Area of Focus on Workplan	Q1 - Q4 Hours of Instruction
ABE	✓	✓	13,647
ASE	✓	✓	26,241
AWD	✓	✗	Not Entered
ESL	✓	✓	71,119
*El Civics	✗	✓	Not Entered
K12 Success	✓	✗	Not Entered
Pre-Apprenticeship	✓	✗	Not Entered
Short Term CTE	✓	✓	52,536
Workforce Reentry	✓	✓	56,622
Total			220165 Hour(s)

*No LaunchBoard data.

Leveraged Funds by Program Area

Fund	ABE	ASE	ESL	El Civics	AWD	K12 Success	Short Term CTE	Workforce Reentry	Pre-Apprenticeship	Totals
California Adult Education Program	\$115,843	\$22,344	\$603,505	Not Entered	Not Entered	Not Entered	\$446,556	\$480,187	Not Entered	\$1,668,435
CalWORKs	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$70,496	\$0	Not Entered	\$70,496
NonCredit	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	\$0	Not Entered	\$0
Perkins	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	\$0	Not Entered	\$0
LCFF	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$103,107	\$0	Not Entered	\$103,107
Fees	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$62,082	\$0	Not Entered	\$62,082
K12 Adult Ed Jail Funds	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	\$0	Not Entered	\$0
WIOA II	\$0	\$90,450	\$62,897	Not Entered	Not Entered	Not Entered	\$85,614	\$0	Not Entered	\$238,961
Contracted Services	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$0	\$0	Not Entered	\$0
WIOA I / ITAs	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$483,390	\$0	Not Entered	\$483,390
Other State Grants	\$0	\$0	\$0	Not Entered	Not Entered	Not Entered	\$105,553	\$0	Not Entered	\$105,553
Totals	\$115,843	\$112,794	\$666,402	N/A	N/A	N/A	\$1,356,798	\$480,187	N/A	\$2,732,024

Certification

09 Citrus College Adult Education Consortium - Primary Contact

John Russell

Program Director

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Awaiting Approval

Unsubmit Actuals



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