



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, January 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?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 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 December 17, 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**

Representatives will not provide reports for this Special Executive Board Meeting.

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 CCAEC DATA STATUS REPORT ON THREE YEAR PLAN METRICS**

Program Director will review CCAEC member 2024-25 Q1 and Q2 data against metrics from Three Year Plan.

**5.0 BOARD INFORMATION ITEM CCAEC WINTER CONFERENCE**

Program Director will review agenda and breakout sessions for CCAEC Winter Conference being held on February 21, 2025 at Citrus College.

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



# Documents to Support Agenda Items

## January 21, 2025 Agenda

Agenda Item 2.1.1  
December 17, 2024 Minutes



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, December 17, 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 1:36.

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	Absent
Flint Fertig, Representative	(Virtually)		
Ivon McCraven, Proxy	(Virtually)		
Kevin Morris, Representative	(Virtually)		
Valentina Shibata, Representative	(Virtually)		

### 2.0 ORDER OF BUSINESS

Representative discussion/presentation of agenda items which could be moved up on the agenda

None at this time.

- 2.1 Approve the minutes of the October 15, 2024 Regular Executive Board Open Session Meeting.  
**Act # 24-28** Motion by Mr. Morris, seconded by Mr. Fertig **Vote to Approve 6-0**  
Representative Contreras Y Representative Delvasto Y Representative Fertig Y  
Representative McCraven Y Representative Morris Y Representative Shibata Y  
Minutes approved without revision.

### 3.0 COMMUNICATIONS

- 3.1 Representative reports:

**Azusa:** Dr. Contreras reported that things were going well at the school. Azusa had students who had earned their diploma and completed the HiSET. He also reported that Mr. Russell and Ms. Macchia from MCAS had come to AAEC to train Azusa on AJCC workflow process and best practices and he was appreciative of that.

**Citrus:** Ms. McCraven reported that the Citrus Winter Session would start January 6, 2025 and Spring would start February 17, 2025. She reported that in order to accommodate all K-12 members, Citrus Noncredit would hold an Open House on both April 10, 2025 and April 24, 2025. She advised that the Noncredit Transition Specialist would be reaching out to the K-12 members with more details. Finally, Ms. McCraven wished all the CCAEC Board members happy holidays.

**Claremont:** Mr. Delvasto reported that the spring session for Pharmacy Tech had a waiting list and that Claremont had about 18 students in Pharmacy Tech and 12 students in CNA. Mr. Delvasto advised the San Bernardino AJCC has a new Director and that he was hoping this would mean Claremont Adult School would have a less difficult time getting students from SB County approved for Title I funding. He advised Claremont was finishing its FPM with zero findings. Mr. Delvasto said the CDE consultant had reported that the members of the CCAEC appeared to work together very well.

**Duarte:** Mr. Morris reported that Duarte USD Board of Education had approved the application that would be submitted to CDE so that Duarte could become a chartered adult school. He noted the application was a lot of work requiring narrative on budget approval, facility designation, and staffing, among many other items. Mr. Morris reported that Duarte already had some diploma graduates and increased enrollment

**Glendora:** Ms. Shibata reported that Glendora was still working on growing their programs. She advised they had 17 students in HSD, 26 students in Parent Success and a handful of students in ESL. Glendora already had 4 diploma graduates. Ms. Shibata thanked Mr. Fertig and Mr. Russell for meeting with her before the meeting to clarify some fiscal issues and some other adult ed issues.

**Monrovia:** Mr. Fertig reported that the partnership with Pacific College was now operational. Pacific College LVN students were attending classes on the MCAS campus. He noted this gives MCAS CNA students an opportunity to continue their education on our campus.

- 3.2 Program Director report.

Mr. Russell had no report.

- 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 DISCUSSION OF SB 544 DUAL ENROLLMENT**

Ms. McCraven discussed dual enrollment with Citrus College and K-12 adult schools as offered from SB 544. She advised that Thania Lucero, the CCAEC Transition Specialist, will meet with counselors of K-12 schools to find a system to identify those adult students who would benefit as concurrently enrolled students.

#### **5.0 BOARD REVIEW OF CUMULATIVE CARRYOVER**

Program Director reviewed CCAEC cumulative carryover over last 8 years and to guide discussions for 2024-25 Q1 expenditures.

#### **6.0 BOARD APPROVAL OF AZUSA 2024-25 Q1 EXPENDITURES**

**Act # 24-29** Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 6-0**

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

Azusa Representative and CCAEC Program Director reviewed Azusa's CCAEC 2024-25 Q1 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

*(All agenda items 6.0 – 10.0 were approved under the same act. CCAEC Representatives reviewed Azusa 24-25 Q1 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)*

#### **7.0 BOARD APPROVAL OF CLAREMONT 2024-25 Q1 EXPENDITURES**

**Act # 24-29** Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 6-0**

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

Claremont Representative and CCAEC Program Director reviewed Claremont's CCAEC 2024-25 Q1 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

*(CCAEC Representatives reviewed Claremont 24-25 Q1 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)*

#### **8.0 BOARD APPROVAL OF DUARTE 2024-25 Q1 EXPENDITURES**

**Act # 24-29** Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 6-0**

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

Duarte Representative and CCAEC Program Director reviewed Duarte's CCAEC 2024-25 Q1 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

*(CCAEC Representatives reviewed Duarte 24-25 Q1 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)*

#### **9.0 BOARD APPROVAL OF GLENDORA 2024-25 Q1 EXPENDITURES**

**Act # 24-29** Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 6-0**

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

Glendora Representative and CCAEC Program Director will review Glendora's CCAEC 2024-25 Q1 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

*(CCAEC Representatives reviewed Glendora 24-25 Q1 Fiscal Oversight Report w/*

*Expenditure & Narrative and approved according to the single motion.)*

**10.0 BOARD APPROVAL OF MONROVIA 2024-25 Q1 EXPENDITURES**

**Act # 24-29** Motion by Mr. Fertig, seconded by Mr. Morris **Vote to Approve 6-0**  
Representative Contreras Y Representative Delvasto Y Representative Fertig Y  
Representative McCraven Y Representative Morris Y Representative Shibata Y

Monrovia Representative and CCAEC Program Director will review Monrovia's CCAEC 2024-25 Q1 Fiscal Oversight Report with Expenditure and Narrative for Board approval.

*(CCAEC Representatives reviewed Monrovia 24-25 Q1 Fiscal Oversight Report w/ Expenditure & Narrative and approved according to the single motion.)*

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

Meeting was adjourned by Chair Delvasto at 2:14 p.m.



# Documents to Support Agenda Items

## January 21, 2025 Agenda

Agenda Item 4.0  
CCAEC Member 2024-25 Data to Date  
Annual Plan Goals to Actuals



# CCAEC Annual Plan Smart Goals

## Strategy Name

### Set and Monitor Goals for Increased Student Participation Enrollment

*Each CCAEC member and the consortium as a whole has a SMART goal to improve Participation totals and rates based on the CCAEC 2024 Fall Annual Data Review.*

Below are the SMART goals:

- By the end of the 2024-25 Program Year, the CCAEC consortium will increase collective Participation enrollment from 2,275 to 2,375 and improve the consortium unduplicated Participation rate from 68.6% to 70.0%.
- By the end of the 2024-25 Program Year, Azusa USD will increase its unduplicated Participation enrollment from 589 to 625 and improve its duplicated Participation rate from 68.6% to 73.0%.
- By the end of the 2024-25 Program Year, Claremont USD will increase its unduplicated Participation enrollment from 518 to 541 and improve its duplicated Participation rate from 73.3% to 76.0%.
- By the end of the 2024-25 Program Year, Duarte USD will increase its unduplicated Participation enrollment from 13 to 20 and improve its unduplicated Participation rate from 81.3% to 84.0%.
- By the end of the 2024-25 Program Year, Glendora USD will increase its unduplicated Participation enrollment from 46 to 54 and improve its duplicated Participation rate from 82.1% to 85.0%.
- By the end of the 2024-25 Program Year, Monrovia USD will increase its unduplicated Participation enrollment from 1,112 to 1,138 and improve its duplicated Participation rate from 87.5% to 88.5%.

## Strategy Name

### Set and Monitor Goals for Increased Student Persistence

*Below are CCAEC member SMART goals for student Persistence:*

- By the end of the 2024-25 Program Year, Azusa USD will increase its Persistence rate from 36.9% to 45.0%.
- By the end of the 2024-25 Program Year, Claremont USD will increase its Persistence rate from 83.9% to 85.0%.
- By the end of the 2024-25 Program Year, Duarte USD will increase its Persistence rate from 76.9% to 79.0%.
- By the end of the 2024-25 Program Year, Glendora USD will increase its Persistence rate from 38.5% to 45.0%.
- By the end of the 2024-25 Program Year, Monrovia USD will increase its Persistence rate from 69.2% to 75.0%.

# CCAEC Annual Plan Smart Goals

## Strategy Name

### Set and Monitor Goals for Student Performance

Below are CCAEC member SMART goals for student Performance:

By the end of the 2024-25 Program Year, Azusa USD will increase student attainment of EFL Gains accordingly:

- Increase the total number of ESL students with an EFL Gain to 115 students and increase from ESL EFL Gain rates from 23.9% to 31.0%.
- Increase the total number of ASE students with an EFL Gain to 40 students and increase from ASE EFL Gain rates from 27.8% to 35.0%.
- Increase graduation rates from 32.4% to 36.0%.

By the end of the 2024-25 Program Year, Claremont USD will increase student attainment of EFL Gains accordingly:

- Increase the total number of ESL students with an EFL Gain to 165 students and increase from ESL EFL Gain rates from 46.2% to 49.0%.
- Increase the total number of ASE students with an EFL Gain to 72 students and increase from ASE EFL Gain rates from 78.2% to 80.0%.
- Increase graduation rates from 49.4% to 53.0%.

By the end of the 2024-25 Program Year, Duarte USD will increase student attainment of EFL Gains accordingly:

- Increase the total number of ASE students with an EFL Gain to 8 students and increase from ASE EFL Gain rates from 46.2% to 50.0%.
- Increase graduation rates from 38.5% to 41.0%.

By the end of the 2024-25 Program Year, Glendora USD will increase student attainment of EFL Gains accordingly:

- Start an ESL program and begin to track ESL outcome data
- Increase the total number of ASE students with an EFL Gain to 8 students and increase from ASE EFL Gain rates from 46.2% to 50.0%.
- Increase graduation rates from 46.2% to 49.0%.

By the end of the 2024-25 Program Year, Monrovia USD will increase student attainment of EFL Gains accordingly:

- Increase the total number of ESL students with an EFL Gain to 200 students and increase from ESL EFL Gain rates from 42.2% to 47.0%.
- Increase the total number of ASE students with an EFL Gain to 75 students and increase from ASE EFL Gain rates from 46.4% to 49.0%.
- Increase graduation rates from 30.0% to 35.0%.



# CAEP (Manager) Summary

01/20/2025  
21:39:33

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<b>Agency:</b> 1819 - Azusa Adult School	<b>Program Year:</b> 2024-2025
<b>Member:</b> 277 - Azusa Unified School District	<b>Consortium:</b> C09 - 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	277	120	73	284	0	0	0	0	0	0	0	381	8	8	8	8	0
ABE/ASE	129	45	23	130	0	4	4	0	1	0	0	222	11	11	6	30	5
CTE	4	2	1	43	0	0	0	0	0	0	0	83	2	2	2	2	0
Workforce Preparation	158	59	36	203	0	4	4	0	1	0	0	431	14	14	9	33	5
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												42	2	2	2	2	0
<b>Total</b>	<b>568</b>	<b>226</b>	<b>133</b>	<b>660</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1,159</b>	<b>37</b>	<b>37</b>	<b>27</b>	<b>75</b>	<b>10</b>
Students in 2 or more programs	163	60	36	203	0	4	4	0	1	0	0	305	14	14	9	14	5
<b>Total unduplicated students</b>	<b>360</b>	<b>150</b>	<b>88</b>	<b>412</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>797</b>	<b>21</b>	<b>21</b>	<b>16</b>	<b>21</b>	<b>5</b>

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



# CAEP (Manager) Summary

01/20/2025  
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<b>Agency:</b> 1832 - Monrovia Adult School	<b>Program Year:</b> 2024-2025
<b>Member:</b> 257 - Monrovia Unified School District	<b>Consortium:</b> C09 - 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	329	210	132	356	221	107	0	0	19	1	1	431	139	23	0	24	143
ABE/ASE	54	30	18	55	4	9	9	2	3	0	9	88	11	0	0	6	11
CTE	56	37	23	192	15	6	2	0	1	0	3	256	6	2	0	3	6
Workforce Preparation	59	36	28	107	24	15	1	0	2	1	1	527	16	2	0	2	16
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												264	0	0	0	0	0
<b>Total</b>	<b>498</b>	<b>313</b>	<b>201</b>	<b>710</b>	<b>264</b>	<b>137</b>	<b>12</b>	<b>2</b>	<b>25</b>	<b>2</b>	<b>14</b>	<b>1,566</b>	<b>172</b>	<b>27</b>	<b>0</b>	<b>35</b>	<b>176</b>
Students in 2 or more programs	74	47	34	121	33	19	2	0	4	1	3	156	20	2	0	3	20
<b>Total unduplicated students</b>	<b>406</b>	<b>256</b>	<b>162</b>	<b>563</b>	<b>221</b>	<b>115</b>	<b>9</b>	<b>2</b>	<b>21</b>	<b>1</b>	<b>10</b>	<b>1,381</b>	<b>149</b>	<b>23</b>	<b>0</b>	<b>27</b>	<b>149</b>

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



## CAEP (Manager) Summary

01/20/2025  
21:39:33

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<b>Agency:</b> 594 - Claremont Unified School District (CUSD)	<b>Program Year:</b> 2024-2025
<b>Member:</b> 270 - Claremont Unified School District	<b>Consortium:</b> C09 - 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	270	210	168	273	80	0	1	0	0	0	0	395	0	0	0	0	0
ABE/ASE	78	68	59	81	2	0	16	0	3	1	1	112	0	0	0	0	0
CTE	10	9	5	44	0	0	0	0	0	0	0	44	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												24	0	0	0	0	0
<b>Total</b>	<b>358</b>	<b>287</b>	<b>232</b>	<b>398</b>	<b>82</b>	<b>0</b>	<b>17</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>575</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Students in 2 or more programs	18	16	11	21	2	0	1	0	0	0	0	22	0	0	0	0	0
<b>Total unduplicated students</b>	<b>330</b>	<b>262</b>	<b>216</b>	<b>364</b>	<b>80</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>540</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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



# CAEP (Manager) Summary

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<b>Agency:</b> 9632 - Duarte Unified School District	<b>Program Year:</b> 2024-2025
<b>Member:</b> 266 - Duarte Unified School District	<b>Consortium:</b> C09 - 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	0	0	0	7	0	0	2	0	0	0	0	18	18	18	18	51	0
CTE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Workforce Preparation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pre-Apprenticeship	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adults supporting K12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adults w/Disabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N/A												0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>51</b>	<b>0</b>
Students in 2 or more programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total unduplicated students</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>17</b>	<b>0</b>

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



## CAEP (Manager) Summary

01/20/2025  
21:39:33

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CAEPM2017S

<b>Agency:</b> 9670 - Glendora Adult School	<b>Program Year:</b> 2024-2025
<b>Member:</b> 262 - Glendora Unified School District	<b>Consortium:</b> C09 - 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	3	1	1	4	0	0	0	0	0	0	1	7	5	5	5	15	0
ABE/ASE	8	3	3	10	0	0	2	0	0	0	0	23	18	18	19	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	26	0	0	0	0	0	0	0	26	26	25	26	63	0
Adults w/Disabilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
N/A												0	0	0	0	0	0
<b>Total</b>	<b>11</b>	<b>4</b>	<b>4</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>56</b>	<b>49</b>	<b>48</b>	<b>50</b>	<b>131</b>	<b>0</b>
Students in 2 or more programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total unduplicated students</b>	<b>11</b>	<b>4</b>	<b>4</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>56</b>	<b>49</b>	<b>48</b>	<b>49</b>	<b>49</b>	<b>0</b>

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



# Documents to Support Agenda Items

## January 21, 2025 Agenda

Agenda Item 5.0  
CCAEC Winter Conference  
Agenda & Breakout Sessions





Citrus College Adult Education Consortium – Winter Conference  
February 21, 7:30 a.m. – 3:00 p.m.

<b>Time</b>	<b>Agenda Item</b>	<b>Notes</b>
7:30 a.m.	<b>Join us for continental breakfast!</b>	
8:00 a.m.	<b>Welcome</b> – <i>John Russell, CCAEC Program Director</i> <ul style="list-style-type: none"> <li>• Welcome to the CCAEC Conference</li> </ul> <b>Keynote Address</b> – <i>Jay Wright, Data and Consortium Goals</i>	
8:30 a.m.	<b>Review CCAEC 2024-5 Annual Plan Goals by Member</b> <b>Analyze CCAEC Fall 22024 Annual Data Review</b> <ul style="list-style-type: none"> <li>• Review CCAEC ADR using data protocols</li> </ul>	
8:55 a.m.	<b>Review Data by Member School and Program (and Level)</b> <ul style="list-style-type: none"> <li>• Compare Annual Plan goals to current data</li> </ul>	
9:30 a.m. to 10:55 a.m.	<b>Break out session 1</b> <ul style="list-style-type: none"> <li>• Schedule under separate cover.</li> </ul>	
11:00 a.m. to 11:55 a.m.	<b>Break out session 2</b> <ul style="list-style-type: none"> <li>• Schedule under separate cover.</li> </ul>	
12:00 p.m. to 12:55 p.m.	<b>Use lunch as an opportunity to continue conference conversations</b>	
1:00 p.m. to 2:25 p.m.	<b>Break out session 3</b> <ul style="list-style-type: none"> <li>• Schedule under separate cover.</li> </ul>	
2:30 p.m. to 2:55 p.m.	<b>Reconvene for takeaways (please complete the survey!!)</b>	

Proposed CCAEC Winter Conference Breakout Sessions

Session Name	Description
Academic Vocabulary Acquisition for CASAS Success: ESL Levels 1 – 3	Review academic vocabulary for CASAS assessments in Levels 1 – 3 and learn research-based strategies to help ESL students acquire this vocabulary.
Academic Vocabulary Acquisition for CASAS Success: ESL Levels 4 – 6	Review academic vocabulary for CASAS assessments in Levels 4 – 6 and learn research-based strategies to help ESL students acquire this vocabulary.
Paul Kratzer CASAS Session 1 – How <i>Life and Work</i> assessments differ from <i>Steps</i>	Working to confirm Paul, but this session would be similar to his summer presentations.
Paul Kratzer CASAS Session 2 – Vocational Resources	Working to confirm Paul, but this session would be similar to his summer presentations.
Maximize WIOA Title I Fees – Workflows and Best Practices for AJCC-funded CTE Students	Review workflows to earn substantial WIOA Title I training fees; processes from lead generation and management to training completion and invoicing.
Improve Employment Outcomes with AI	Using AI tools to help CTE students earn employment.
CTE Instructor Roundtable	Give CTE instructors a forum to discuss challenges, ways to overcome those challenges, and best practices.

Requested sessions:

Session Topic	Description of Desired
<b>Streamline Planning with AI</b>	Updated session from summer ESL Conference.
<b>New Favorite Tech Tools</b>	Updated session from summer ESL Conference. Have not confirmed

Proposed CCAEC Winter Conference Breakout Sessions

<p><b>Leveraging AI for CASAS Reading Assessments and Resource Creation</b></p>	<p>Updated session from summer ESL Conference.</p>
<p><b>Resources, Resources, and More Resources!</b></p>	<p>We have some new ESL teachers, so giving these teachers an overview of ESL instructional resources available to them would be great</p>
<p>VESL Curriculum and Instructional Strategies</p>	<p>Any strategies / curriculum to help VESL objectives. (We are looking into inviting Burlington.)</p>
<p>IELCE / IET Best Practices</p>	
<p>Engagement – Best Practices to get students to 12 hours (Participant)</p>	
<p>Independent Study Success</p>	<p>Resources and research-based strategies for ASE teachers who are primarily using an independent study modality</p>
<p>Improving CTE Instructional Strategies</p>	<p>Instructional strategies to make CTE classrooms more dynamic</p>