

AEBG Consortium Fiscal Reporting 63 South Bay Adult Education Consortium/Southwestern

2017 - 2018 Fiscal Year

Certification

Certification Authority

Crystal Robinson

Quarter 1 Status	Quarter 2 Status	Quarter 3 Status	Quarter 4 Status
Certified	Certified	Certified	Certified

I certify that our consortium did not exceed 5% of the total allocation in administrative costs: Yes

Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Coronado Unified School District	✓	✓	✓	✓
Southwestern CCD	✓	✓	✓	✓
Sweetwater Union High School District	✓	✓	✓	✓

Coronado Unified School District

Coronado Unified School District Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$0	\$26,149	0%	\$174,324	0%	\$174,324
2000 - Non-Instructional Salaries	\$0	\$5,351	0%	\$35,676	0%	\$35,676
3000 - Employee Benefits	\$0	\$8,505	0%	\$56,700	0%	\$56,700
4000 - Supplies and Materials	\$0	\$7,561	0%	\$50,408	0%	\$50,408

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
5000 - Other Operating Expenses and Services	\$0	\$6,000	0%	\$40,000	0%	\$40,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$2,707	0%	\$18,045	0%	\$18,045
Totals	\$0	\$56,273	0%	\$375,153	0%	\$375,153

**Status
Submitted**

Coronado Unified School District Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$0	\$52,297	0%	\$174,324	0%	\$174,324
2000 - Non-Instructional Salaries	\$0	\$10,703	0%	\$35,676	0%	\$35,676
3000 - Employee Benefits	\$0	\$17,010	0%	\$56,700	0%	\$56,700
4000 - Supplies and Materials	\$0	\$15,122	0%	\$50,408	0%	\$50,408
5000 - Other Operating Expenses and Services	\$0	\$12,000	0%	\$40,000	0%	\$40,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$5,414	0%	\$18,045	0%	\$18,045
Totals	\$0	\$112,546	0%	\$375,153	0%	\$375,153

**Status
Submitted**

Coronado Unified School District Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$69,559	\$78,446	88.67%	\$174,324	39.9%	\$104,765
2000 - Non-Instructional Salaries	\$26,527	\$16,054	165.23%	\$35,676	74.36%	\$9,149
3000 - Employee Benefits	\$29,852	\$25,515	117%	\$56,700	52.65%	\$26,848
4000 - Supplies and Materials	\$8,951	\$22,684	39.46%	\$50,408	17.76%	\$41,457
5000 - Other Operating Expenses and Services	\$1,993	\$18,000	11.07%	\$40,000	4.98%	\$38,007
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$8,120	0%	\$18,045	0%	\$18,045
Totals	\$136,882	\$168,819	81.08%	\$375,153	36.49%	\$238,271

Corrective Action Plan

Adding English as a Second Language for adults in working in the tourism industry in Coronado requires a partnership with the tourism companies. These partnerships require time to develop.

Summary of Activities:

Currently we have an ESL class that runs twice a week for two and half hours per session. Our ESL students are diverse; first languages range from Spanish to Farsi to Japanese. Their ages range from 18 to 70 years old. This is a rolling enrollment course; students can join at anytime and begin at any level. Also the Coronado Adult Education has held 4 CTE courses; ceramics, digital photography, jewelry design and graphic design. There have been multiple sessions of each class available in the fall and spring. The classes take place one or two times a week and last anywhere from 2 – 4 hours. Many of our students have gone on to sell their pieces or work through online marketplaces, home sales, or local galleries.

**Status
Submitted**

Coronado Unified School District Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$89,275	\$104,594	85.35%	\$174,324	51.21%	\$85,049
2000 - Non-Instructional Salaries	\$35,676	\$21,406	166.67%	\$35,676	100%	\$0

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
3000 - Employee Benefits	\$39,464	\$34,020	116%	\$56,700	69.6%	\$17,236
4000 - Supplies and Materials	\$9,180	\$30,245	30.35%	\$50,408	18.21%	\$41,228
5000 - Other Operating Expenses and Services	\$2,153	\$24,000	8.97%	\$40,000	5.38%	\$37,847
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$8,454	\$10,827	78.08%	\$18,045	46.85%	\$9,591
Totals	\$184,202	\$225,092	81.83%	\$375,153	49.1%	\$190,951

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program

Guidance: Yes

Corrective Action Plan

We will be expanding ESL program by partnering with Coronado city library, churches and still in the planning faces in supporting ESL instruction to tourism industry and employees in Coronado.

Summary of Activities:

Currently we have an ESL class that runs twice a week for two and half hours per session. Our ESL students are diverse; first languages range from Spanish to Farsi to Japanese. Their ages range from 18 to 70 years old. This is a rolling enrollment course; students can join at anytime and begin at any level. Also the Coronado Adult Education has held 4 CTE courses; ceramics, digital photography, jewelry design and graphic design. There have been multiple sessions of each class available in the fall and spring. The classes take place one or two times a week and last anywhere from 2 – 4 hours. Many of our students have gone on to sell their pieces or work through online marketplaces, home sales, or local galleries.

**Status
Submitted**

Southwestern CCD

Southwestern CCD Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$0	\$52,119	0%	\$347,458	0%	\$347,458
2000 - Non-Instructional Salaries	\$0	\$30,055	0%	\$200,366	0%	\$200,366
3000 - Employee Benefits	\$0	\$22,754	0%	\$151,691	0%	\$151,691
4000 - Supplies and Materials	\$0	\$5,288	0%	\$35,252	0%	\$35,252
5000 - Other Operating Expenses and Services	\$0	\$16,796	0%	\$111,973	0%	\$111,973
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$8,468	0%	\$33,870	0%	\$33,870
Totals	\$0	\$135,479	0%	\$880,610	0%	\$880,610

**Status
Submitted**

Southwestern CCD Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$0	\$104,237	0%	\$347,458	0%	\$347,458
2000 - Non-Instructional Salaries	\$0	\$60,110	0%	\$200,366	0%	\$200,366
3000 - Employee Benefits	\$0	\$45,507	0%	\$151,691	0%	\$151,691
4000 - Supplies and Materials	\$0	\$10,576	0%	\$35,252	0%	\$35,252
5000 - Other Operating Expenses and Services	\$0	\$33,592	0%	\$111,973	0%	\$111,973
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$8,468	0%	\$33,870	0%	\$33,870

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
Totals	\$0	\$262,490	0%	\$880,610	0%	\$880,610

**Status
Submitted**

Southwestern CCD Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$31,533	\$156,356	20.17%	\$347,458	9.08%	\$315,925
2000 - Non-Instructional Salaries	\$32,963	\$90,165	36.56%	\$200,366	16.45%	\$167,403
3000 - Employee Benefits	\$20,451	\$68,261	29.96%	\$151,691	13.48%	\$131,240
4000 - Supplies and Materials	\$12,459	\$15,863	78.54%	\$35,252	35.34%	\$22,793
5000 - Other Operating Expenses and Services	\$12,966	\$50,388	25.73%	\$111,973	11.58%	\$99,007
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$8,468	0%	\$33,870	0%	\$33,870
Totals	\$110,372	\$389,501	28.34%	\$880,610	12.53%	\$770,238

Corrective Action Plan

1. Operational Salaries reside in other budget accounts until transferred in Q4 2. Continued Curriculum inventory and coding review/Curriculum update and development - much of this work is in process, but faculty do not receive payment until deliverables are submitted 3. Instructional salaries reside in instructional accounts until transferred in Q4 4. Advertising/Outreach expenses in process, but will not hit until Q4 5. Professional Development Travel expenses in process, but will not hit until Q4

Summary of Activities:

Spending related to the first six months of this two year funding cycle was spent on staff salaries that facilitated implementation of the AEBG 3-year and annual plans. Results of these efforts include: needs assessment, code alignment, ongoing update of curriculum to align with community needs, the development of enhanced student services for noncredit students (assessment, orientation, education planning, and counseling), and the campus-wide effort to provide a noncredit ID card that provides Noncredit students with the following services: Access to library, tutoring, Child Development Center childcare discounts, health services, Disabled Student Services, employment services. veterans services. student discounts in the community. and participation in student organizations. Another

services, fee and other fees, student accounts in the community, and participation in outside organizations. The focus of the first two quarters was curriculum development and approval process of over 20 new/revised courses and programs that will be offered to meet the needs of the community

Status
Submitted

Southwestern CCD Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$155,017	\$208,475	74.36%	\$347,458	44.61%	\$192,441
2000 - Non-Instructional Salaries	\$62,324	\$120,220	51.84%	\$200,366	31.11%	\$138,042
3000 - Employee Benefits	\$54,158	\$91,015	59.5%	\$151,691	35.7%	\$97,533
4000 - Supplies and Materials	\$23,107	\$21,151	109.25%	\$35,252	65.55%	\$12,145
5000 - Other Operating Expenses and Services	\$22,900	\$67,184	34.09%	\$111,973	20.45%	\$89,073
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$12,700	\$8,468	149.99%	\$33,870	37.5%	\$21,170
Totals	\$330,206	\$516,512	63.93%	\$880,610	37.5%	\$550,404

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program

Guidance: Yes

Corrective Action Plan

The college had hoped to have 100% of 16/17 funds expended by Q4, but instead have 75 % expended resulting in a \$110,100 shortfall. This shortfall will be resolved in Q5 with the following expenditures: Purchase of a mobile computer lab (\$45,000) which was delayed due to internal purchasing challenges, outstanding payroll for June (\$10,000), a Professional Development activity that is completed, but not yet invoiced (\$15,000), marketing materials and printing (\$25,000), and non-instructional equipment to complete the remodel of the office environment (\$15,000).

Summary of Activities:

SWC completed a CASAS ESL Assessment Pilot Project for noncredit ESL students which will inform the ESL department's planning for noncredit course delivery. Another community research project was conducted related to existing services and gaps in preparing adults to assist with K-12 student success. We hosted a Consortium-wide AEP summit with 100 faculty and staff and supported 18 faculty, across program areas, to a variety of professional development activities that supports program and consortia goals. An internal noncredit coding project is under way to align noncredit courses into pathways for and smoother transition to credit programs and to prepare for district-wide restructuring around Guided Pathways and AB705.

Status
Submitted

Sweetwater Union High School District

Sweetwater Union High School District Q1 Report (7/1 - 9/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$0	\$894,829	0%	\$5,965,524	0%	\$5,965,524
2000 - Non-Instructional Salaries	\$0	\$369,252	0%	\$2,461,677	0%	\$2,461,677
3000 - Employee Benefits	\$0	\$459,125	0%	\$3,060,834	0%	\$3,060,834
4000 - Supplies and Materials	\$0	\$41,388	0%	\$275,918	0%	\$275,918
5000 - Other Operating Expenses and Services	\$0	\$119,058	0%	\$793,721	0%	\$793,721
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$741	0%	\$4,939	0%	\$4,939
Indirect Costs	\$0	\$0	100%	\$709,161	0%	\$709,161
Totals	\$0	\$1,884,392	0%	\$13,271,774	0%	\$13,271,774

**Status
Submitted**

Sweetwater Union High School District Q2 Report (10/1 - 12/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$0	\$1,789,657	0%	\$5,965,524	0%	\$5,965,524
2000 - Non-Instructional Salaries	\$0	\$738,503	0%	\$2,461,677	0%	\$2,461,677

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
3000 - Employee Benefits	\$0	\$918,250	0%	\$3,060,834	0%	\$3,060,834
4000 - Supplies and Materials	\$0	\$82,775	0%	\$275,918	0%	\$275,918
5000 - Other Operating Expenses and Services	\$0	\$238,116	0%	\$793,721	0%	\$793,721
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$1,482	0%	\$4,939	0%	\$4,939
Indirect Costs	\$0	\$0	100%	\$709,161	0%	\$709,161
Totals	\$0	\$3,768,784	0%	\$13,271,774	0%	\$13,271,774

Status
Submitted

Sweetwater Union High School District Q3 Report (1/1 - 3/31)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$3,856,827	\$2,684,486	143.67%	\$5,965,524	64.65%	\$2,108,697
2000 - Non-Instructional Salaries	\$1,537,103	\$1,107,755	138.76%	\$2,461,677	62.44%	\$924,574
3000 - Employee Benefits	\$1,813,536	\$1,377,375	131.67%	\$3,060,834	59.25%	\$1,247,298
4000 - Supplies and Materials	\$149,207	\$124,163	120.17%	\$275,918	54.08%	\$126,711
5000 - Other Operating Expenses and Services	\$154,198	\$357,174	43.17%	\$793,721	19.43%	\$639,523
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$705	\$2,223	31.72%	\$4,939	14.27%	\$4,234
Indirect Costs	\$0	\$0	100%	\$709,161	0%	\$709,161
Totals	\$7,511,576	\$5,653,176	132.87%	\$13,271,774	56.6%	\$5,760,198

Summary of Activities:

At the consortium level, expenditures include consortium project director and administrative assistant, travel for consortium professional development, and marketing contract for outside marketing consultant. At the Division level,

expenditures cover the salaries and benefits of more than 125 teachers, 5 administrators, 6.6 counselors, and supporting classified staff. Additional expenditures include the operating expenses and supplies to support the program. By third quarter, Sweetwater Adult served nearly 8,000 students in an array of high-need areas: English as a Second Language, Citizenship, Adult Basic Education, High School Diploma/Equivalency, and Career and Technical Education. Professional development centered on formative assessments, promoting completions, and improving internal consistency of curricular implementation. Two directed staff release days were provided to accelerate transition to AEBG alignment.

Status
Submitted

Sweetwater Union High School District Q4 Report (4/1 - 6/30)

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$5,965,524	\$3,579,314	166.67%	\$5,965,524	100%	\$0
2000 - Non-Instructional Salaries	\$2,461,677	\$1,477,006	166.67%	\$2,461,677	100%	\$0
3000 - Employee Benefits	\$3,060,834	\$1,836,500	166.67%	\$3,060,834	100%	\$0
4000 - Supplies and Materials	\$275,918	\$165,551	166.67%	\$275,918	100%	\$0
5000 - Other Operating Expenses and Services	\$556,437	\$476,233	116.84%	\$793,721	70.1%	\$237,284
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$4,939	\$2,963	166.67%	\$4,939	100%	\$0
Indirect Costs	\$709,161	\$0	100%	\$709,161	100%	\$0
Totals	\$13,034,490	\$7,537,568	172.93%	\$13,271,774	98.21%	\$237,284

I certify that our agency did not exceed the allowed indirect rate as directed in the Adult Education Program Guidance: Yes

Summary of Activities:

At the consortium level, expenditures include consortium project director and administrative assistant, travel for consortium professional development, and marketing contract for outside marketing consultant. At the Division level, expenditures cover the salaries and benefits of more than 120 teachers, 4 administrators, 6 counselors, and supporting classified staff. Additional expenditures include the operating expenses and supplies to support the program. In 2017-2018, Sweetwater Adult served over 8,000 students in an array of high-need areas: English as a Second Language, Citizenship, Adult Basic Education, High School Diploma/Equivalency, and Career and Technical Education. Professional development centered on formative assessments, promoting completions, and improving internal consistency of curricular implementation. Two directed staff release days were provided to accelerate transition to AEBG alignment.

Status
Submitted

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