ABC Unified School District
16700 Norwalk Boulevard, Cerritos, CA 90703 (562) 926-5566

BOARD OF EDUCATION
Mrs. Tatiana Yokoyama Bui, Esq. • Mrs. Jean McHatton
Mrs. Leticia Mendoza • Mr. Ernie Nishii • Mr. Francisco Noyola
Dr. Olga Rios • Mrs. Soo Yoo

Superintendent
Dr. Gina Zietlow

CAEP Member Corrective Action Plan & Carryover Expenditure Plan

Member Agency: ABC Adult School (ABCUSD)
Consortium Name: Partnership for Adult Academic Career Education (PAACE)
Program Year: FY 2025–2026 (Second Carryover Year / CAEP AB 1491 Compliance)
Designated Member Official: Nancy Amara, Principal
Contact Email / Phone: Nancy.amara@abcusd.us | 562-229-7960

Metric & Carryover Summary Table

Metric	Amount ($) / Percentage (%)
Total Allocation for Prior Fiscal Year:	$14,853,671.00
Actual Expenditures Reported:	$11,385,025.00
Current Carryover Balance:	$3,468,646.00
Current Member Carryover %:	**32.0%**
Target Carryover Threshold (20% Max Allowed):	$2,970,734.20 (20.0%)
Required Spend-Down Amount to Reach Target:	**$497,911.80**
Total Action Plan Budgeted Allocation:	**$3,468,646.00**

1. Circumstances Leading to Excess Carryover (>20%)

ABC Adult School exceeded the 20% California Adult Education Program (CAEP) carryover threshold for FY 2025–2026, reaching a 32% unspent balance ($3,468,646.00). This excessive carryover is primarily attributable to compound operational, regulatory, and procurement constraints experienced across capital outlay, instructional infrastructure, and high-level IT refresh accounts.

Specific root causes and member-level carryover rationale include:

- **Procurement & Bidding Delays for Specialized CTE & IT Infrastructure:** Major technical education projects—including the complete modernization of Cosmetology facilities, structural and electrical remodels for the new HVAC program launch, specialized healthcare lab equipment procurement, and enterprise IT hardware refresh cycles—faced extended procurement timelines. Specialized board-compliant fixtures, clinical demonstration units, high-density IT workstations, enterprise network switches, and server hardware required extended technical specifications, formal public bidding cycles, and vendor compliance checks, pushing contract execution past the fiscal year-end deadline.
- **District-Mandated Spending Halt & Measure BB Bond Deferrals:** Active purchasing was temporarily frozen due to a District-wide spending pause across operational and capital accounts. Furthermore, ongoing deferrals of Measure BB bond allocations restricted co-funded capital outlay projects, halting large-scale facility modernizations at the District level.
- **Division of the State Architect (DSA) Review Requirements & Operational Pivot:** Major structural modernization plans faced extended regulatory review timelines under the Division of the State Architect (DSA). To maintain momentum and prevent project stagnation during the Measure BB bond deferral, ABC Adult School strategically adjusted its project execution plan. The school shifted immediate focus to modified, non-DSA-regulated interior updates, IT refreshes, classroom furniture updates, outdoor campus accessibility projects, and targeted digital marketing campaigns while major structural quotes finalize.

2. Consortium Support Provided to Reduce Excess Carryover

Consortium-level support during the preceding period was primarily centered on routine fiscal oversight and monitoring rather than direct operational or technical assistance:

- **Quarterly Status & Progress Reviews:** Consortium engagement was limited to regularly scheduled quarterly meetings where member agencies submitted progress updates, reported spending milestones, and disclosed projected carryover balances.
- **Consortium-Level Monitoring:** The consortium tracked carryover metrics through standard reporting cycles to maintain awareness of regional fiscal status across all member programs.
- **Member-Driven Mitigation Plan:** ABC Adult School independently identified the root causes of its excess carryover, formulated the strategic pivot to non-DSA facility improvements and instructional refreshes, and established the current corrective spending plan to ensure full fund deployment without direct consortium-level intervention or dedicated technical support.

3. Comprehensive Action Plan & Itemized Spending Schedule

The total carried-over balance ($3,468,646.00) is fully designated for immediate deployment across five comprehensive operational categories covering instruction, technology, student recruitment, accessibility, and facilities:

Comprehensive Scope of Project Deliverables

A. Instructional Program Modernization & Classroom Refreshes

- **Cosmetology Program Modernization:** Comprehensive room renovation across instructional facilities, including updated classroom layout, specialized flooring, interior surface finishes, repainting, and state-of-the-art board-compliant salon stations, styling chairs, and treatment equipment (currently awaiting final bid execution).
- **HVAC Program Classroom Remodel & Electrical Upgrade:** Full structural retrofit of an existing classroom space to accommodate heavy HVAC instructional equipment, testing rigs, and technical lab tools, including a major electrical capacity upgrade to support dedicated training labs (currently awaiting final bid execution).
- **Pharmacy Technician & Medical Assistant Labs:** Outfitted with collaborative, flexible student desks and ergonomic instructional seating.
- **Graphic Design Classrooms:** High-density computer workstations and ergonomic lab seating designed for intensive technical instruction.
- **ESL & CTE Classroom Facilities Refresh:** Comprehensive physical refresh—including repainting and reflooring across three (3) CTE classrooms at the Cuesta main campus and nine (9) classrooms at the Cabrillo Lane satellite campus—outfitted with collaborative, flexible student desks and ergonomic instructional seating.

B. Technology Infrastructure & Campus Security Upgrades

- **Network Core Refresh:** Procurement and deployment of upgraded enterprise network switches to ensure high-speed data delivery across refreshed learning spaces (currently awaiting final quote).
- **Server Hardware Replacement:** Upgrade of aging server infrastructure to support CTE program software and instructional data storage (currently awaiting final quote).
- **Low-Voltage Cabling Infrastructure:** Installation of modern structured cabling to support high-speed data delivery across renovated rooms.
- **ChromeBook Enhancements:** Upgrade one ESL class ChromeBooks and Cart. Purchase ChromeBooks and cart for three additional ESL classrooms and Chrome Books and cart for the Pharmacy Technician class to support Digital Literacy and computational skills.
- **Campus Safety & Surveillance Integration:** Mounting, wiring, and integration of modern security cameras and monitoring hardware to ensure student and staff safety.
- **Campus Security Fleet Expansion:** Procurement of four (4) new security golf carts for campus security personnel to replace aging, high-

maintenance equipment, ensuring reliable perimeter coverage across all campus zones.

C. Student Recruitment & Outreach

- **Targeted Digital Marketing Campaigns:** Dedicated ad spend and campaign management for Google Ads and Meta (Facebook/Instagram) targeting prospective students, supported by dedicated landing pages to track lead conversion and drive enrollment in CTE, ESL, and credit programs.

D. Campus Accessibility & Space Optimization

- **Student Lunch Area & Accessibility Upgrades:** Site preparation, concrete pad laying, and construction of a welcoming dedicated outdoor student lunch area outfitted with brand-new ADA-compliant lunch tables to accommodate all students (currently awaiting CAEP approval and final quotes).
- **Dedicated Campus Storage Facility:** Construction/procurement of a centralized campus storage enclosure designed to house excess equipment and supplies, successfully clearing cluttered classroom environments and expanding usable instructional space (currently awaiting CAEP approval and final quotes).

E. Professional Development

- **WestEd Leadership Training Series:** Enrollment and participation in a specialized six-session professional learning series designed to support leaders in strengthening leadership practice, building team capacity, fostering a positive culture, cultivating talent, and establishing organizational structures, routines, and rituals that translate institutional vision into actionable outcomes.

Action Item & Spend-Down Breakdown (Object Code Alignment)

Activity / Deliverable	Object Code	Planned Expenditure ($)	Target Completion Timeline	Responsible Person / Title
1. Renovate CTE & ESL Classrooms (Painting & reflooring 3 rooms at Cuesta, 9 rooms at Cabrillo; furniture & lab setups for Pharmacy Tech, Med Assistant, Graphic Design, ESL)	5000	$57 7,752.00	Q1 – Q4 (Aug – June)	Facilities Director / Principal

Activity / Deliverable	Object Code	Planned Expenditure ($)	Target Completion Timeline	Responsible Person / Title
2. Construct Outdoor Student Lunch Area & ADA Tables (Site prep, concrete foundation, procurement & assembly of ADA-compliant lunch tables)	4000 / 6000	$238,143.00	Q2 – Q4 (Nov – June)	Facilities Director
3. Targeted Digital Marketing & Outreach (Google Ads, Meta campaigns, dedicated landing pages for CTE/ESL student recruitment)	5000	$60,000.00	Q2 – Q4 (Nov – June)	Marketing Firm / Principal
4. Cosmetology Facility Modernization & Equipment (Salon stations, styling chairs, board-compliant equipment, specialized flooring & room updates)	4000 / 5000 / 6000	$854,340.00	Q2 – Q4 (Nov – June)	CTE Assistant Principal / Facilities Director / Purchasing Director
5. HVAC Classroom Remodel & Electrical Upgrades (Classroom retrofit, heavy electrical capacity upgrade, testing rigs, lab tool sets)	4000 / 5000 / 6000	$807,821.00	Q1 – Q4 (Aug – June)	CTE Assistant Principal / Facilities Director / Purchasing Director
6. Tech Core Refresh, Server Hardware & Cabling (Enterprise switches, server replacements, low-voltage structured cabling runs, ChromeBooks and carts for CTE/ESL classrooms)	4000 / 6000	$572,538.00	Q1 – Q3 (Aug – Mar)	Network Analyst II / Purchasing Director

Activity / Deliverable	Object Code	Planned Expenditure ($)	Target Completion Timeline	Responsible Person / Title
7. Campus Security Fleet & Camera Integration (Procurement of 4 security golf carts, mounting and integration of safety cameras)	6000	$120,975.00	Q2 – Q4 (Nov – June)	Principal / Purchasing Director
8. Centralized Storage Enclosure Construction (Procurement/construction of campus storage unit to expand instructional space)	6000	$227,077.00	Q2 – Q4 (Nov – June)	Facilities Director / Purchasing Director
9. **Professional Development** (WestEd 6 - part Training)	5000	$10,000	Q1 - Q2 (Aug - Nov)	Administration
TOTAL CARRYOVER EXPENDITURE PLAN		**$3,468,646.00**		

4. Processes & Protocols for Sustainable Compliance

To prevent future carryover accumulation and ensure long-term fiscal compliance under CAEP AB 1491 thresholds:

1. **Monthly Fiscal & Expenditure Logging:** The member agency agrees to submit monthly expenditure logs to the Consortium Lead each month until the carryover balance drops below the 20% statutory threshold.
2. **Facility, IT & Procurement Synchronization:** Establish bi-monthly sync meetings between District facilities managers, IT leads, purchasing officers, and CAEP leadership to address vendor bottlenecks, streamline contract reviews, and prevent procurement delays.

5. Technical Assistance Request

A. Local Consortium Technical Assistance

- **Member Requests Local Support:** Member requests technical assistance from the PAACE Consortium Lead for budget alignment, fiscal forecasting, and NOVA system expenditure reporting.

B. State CAEP Office Technical Assistance (CAEP TAP)

- **Member Requests State Support:** Member requests state-level technical assistance from CAEP TAP in the following specific areas:
    - Technical assistance on master contracting frameworks and pre-approved state vendor lists for specialized CTE equipment (Cosmetology & HVAC) and enterprise IT hardware.
    - Guidance on managing multi-year capital outlay and technology refresh projects alongside District spending pauses and municipal bond deferrals.