

CAEP Consortium Fiscal Reporting 29 Marin County Adult Education Block Grant Consortium

2019-20 Fiscal Year

Certification

Certified By

Kathleen Antokhin

Program Coordinator- Workforce Projects

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
Marin CCD	Submitted	Submitted	Submitted	Submitted
Marin Co. Office of Education	Submitted	Submitted	Submitted	Submitted
Novato Unified	Submitted	Submitted	Submitted	Submitted
San Rafael City High	Submitted	Submitted	Submitted	Submitted
Shoreline Unified	Submitted	Submitted	Submitted	Submitted
Tamalpais Union High	Submitted	Submitted	Submitted	Submitted

Marin CCD

Marin 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	\$5,032	\$8,170	61.59%	\$32,678	15.4%	\$27,646
2000 - Non-Instructional Salaries	\$13,508	\$13,890	97.25%	\$55,560	24.31%	\$42,052
3000 - Employee Benefits	\$8,097	\$9,402	86.12%	\$37,608	21.53%	\$29,511
4000 - Supplies and Materials	\$0	\$1,875	0%	\$7,500	0%	\$7,500
5000 - Other Operating Expenses and Services	\$0	\$14,937	0%	\$59,748	0%	\$59,748
6000 - Capital Outlay	\$0	\$1,875	0%	\$7,500	0%	\$7,500
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$5,624	0%	\$5,624
Totals	\$26,637	\$50,149	53.12%	\$206,218	12.92%	\$179,581

Corrective Action Plan

A delay was met with processing the Agreement for Services (5000- Other Operating Expenses and Service) with Canal Alliance for the short term CTE, "Education 2 Career" program.

Summary of Activities:

Instructional support for E2C, Staff/Administrative support across all adult-ed, CTE Transition Counselor activity with surrounding K12 schools.

Status
Submitted

Marin 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	\$11,544	\$16,339	70.65%	\$32,678	35.33%	\$21,134
2000 - Non-Instructional Salaries	\$27,287	\$27,780	98.23%	\$55,560	49.11%	\$28,273
3000 - Employee Benefits	\$17,278	\$18,804	91.88%	\$37,608	45.94%	\$20,330
4000 - Supplies and Materials	\$5,190	\$3,750	138.4%	\$7,500	69.2%	\$2,310
5000 - Other Operating Expenses and Services	\$1,260	\$29,874	4.22%	\$59,748	2.11%	\$58,488
6000 - Capital Outlay	\$0	\$3,750	0%	\$7,500	0%	\$7,500
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$5,624	0%	\$5,624
Totals	\$62,559	\$100,297	62.37%	\$206,218	30.34%	\$143,659

Summary of Activities:

Fall 2019 Education 2 Career program: faculty compensation, supplies, Agreement for Services with Canal Alliance; CTE Transitions counselor; AEP administration and professional development.

Status
Submitted

Allocation Year Closeout: 2017-18

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2017-18 Reverted Funds:

\$0

2017-18 Status

Closed

Submitting Authority

College of Marin Katheryn Horton, Director of Workforce Programs
Kathleen Antokhin, Program Coordinator- Workforce Projects

Marin 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	\$14,726	\$24,509	60.09%	\$32,678	45.06%	\$17,952
2000 - Non-Instructional Salaries	\$41,278	\$41,670	99.06%	\$55,560	74.29%	\$14,282
3000 - Employee Benefits	\$25,950	\$28,206	92%	\$37,608	69%	\$11,658
4000 - Supplies and Materials	\$5,250	\$5,625	93.33%	\$7,500	70%	\$2,250
5000 - Other Operating Expenses and Services	\$27,260	\$44,811	60.83%	\$59,748	45.62%	\$32,488
6000 - Capital Outlay	\$0	\$5,625	0%	\$7,500	0%	\$7,500
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$5,624	0%	\$5,624
Totals	\$114,464	\$150,446	76.08%	\$206,218	55.51%	\$91,754

Summary of Activities:

CTE Transitions Outreach, ongoing counseling; launch of expanded Construction Skills Training course under the Education 2 Career, Adult Education program with Canal Alliance; planning set forth to fund Summer Bridge ESL program- Summer '20.

Status
Submitted

Marin 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	\$17,590	\$32,678	53.83%	\$32,678	53.83%	\$15,088
2000 - Non-Instructional Salaries	\$55,851	\$55,560	100.52%	\$55,560	100.52%	ⓘ -\$291
3000 - Employee Benefits	\$34,651	\$37,608	92.14%	\$37,608	92.14%	\$2,957
4000 - Supplies and Materials	\$5,250	\$7,500	70%	\$7,500	70%	\$2,250
5000 - Other Operating Expenses and Services	\$36,091	\$59,748	60.41%	\$59,748	60.41%	\$23,657
6000 - Capital Outlay	\$0	\$7,500	0%	\$7,500	0%	\$7,500
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,624	\$0	100%	\$5,624	100%	\$0
Totals	\$155,057	\$200,594	77.3%	\$206,218	75.19%	\$51,161

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

Guidance: Yes

Summary of Activities:

In partnership with CBO Canal Alliance, continued to develop the Education to Career (E2C) Basic Skills Construction program. 19 of 20 students completed the Fall 2019 8-week training course. An enhanced 12-week course with integrated ESL instruction was designed and piloted in Spring 2020, and enrolled 20 students. Due to the impact of COVID-19, this cohort did not complete the course but 8 returned to complete skills training during Summer 2020. Over the summer, two cohorts completed the online COM Summer Bridge program. This program targets incoming low-income and first generation, first-time college students (with trending higher representation among Latinx and African American students) for intensive review and tutoring in order to improve college readiness and enhance the students' transition to college. The MAEP Transitions Outreach Counselor remained in contact with adult students thru the SP '20 transition to online education, via text, providing critical support needed.

**Status
Submitted**

Marin Co. Office of Education

Marin Co. Office of Education 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	\$585	\$10,000	5.85%	\$40,000	1.46%	\$39,415
2000 - Non-Instructional Salaries	\$9,545	\$22,591	42.25%	\$90,364	10.56%	\$80,819
3000 - Employee Benefits	\$4,254	\$12,589	33.79%	\$50,357	8.45%	\$46,103
4000 - Supplies and Materials	\$0	\$1,000	0%	\$4,000	0%	\$4,000
5000 - Other Operating Expenses and Services	\$0	\$23,423	0%	\$93,691	0%	\$93,691
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$2,664	0%	\$10,657	0%	\$10,657
Indirect Costs	\$0	\$948	0%	\$3,793	0%	\$3,793
Totals	\$14,384	\$73,216	19.65%	\$292,862	4.91%	\$278,478

Corrective Action Plan

There was limited program activity during July and August of Q1. Expenses will increase in subsequent quarters.

Summary of Activities:

Parent / Guardian engagement programs to support K12 students; Paraeducator training; Jail HiSet testing/preparation

Status
Submitted

Marin Co. Office of Education 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	\$1,691	\$20,000	8.46%	\$40,000	4.23%	\$38,309
2000 - Non-Instructional Salaries	\$19,091	\$45,182	42.25%	\$90,364	21.13%	\$71,273
3000 - Employee Benefits	\$8,502	\$25,179	33.77%	\$50,357	16.88%	\$41,855
4000 - Supplies and Materials	\$10,163	\$2,000	508.15%	\$4,000	254.08%	⚠ -\$6,163
5000 - Other Operating Expenses and Services	\$8,228	\$46,846	17.56%	\$93,691	8.78%	\$85,463
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$5,329	0%	\$10,657	0%	\$10,657
Indirect Costs	\$948	\$1,897	49.99%	\$3,793	24.99%	\$2,845
Totals	\$48,623	\$146,431	33.21%	\$292,862	16.6%	\$244,239

Corrective Action Plan

Program growth in the third and fourth quarters will result in increased expenditures.

Summary of Activities:

Work supported during this period included "Parent University", a comprehensive series of presentations, workshops and support programs for parents and adults supporting K-12 students in Marin's most socioeconomically diverse school districts. Special emphasis is being placed on immigrant families who are new to our community, school system and country.

Status
Submitted

Allocation Year Closeout: 2017-18

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2017-18 Reverted Funds:

\$0

2017-18 Status

Closed

Submitting Authority

Ken Lippi

Marin Co. Office of Education 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	\$3,191	\$30,000	10.64%	\$40,000	7.98%	\$36,809
2000 - Non-Instructional Salaries	\$29,957	\$67,773	44.2%	\$90,364	33.15%	\$60,407
3000 - Employee Benefits	\$12,878	\$37,768	34.1%	\$50,357	25.57%	\$37,479
4000 - Supplies and Materials	\$12,309	\$3,000	410.3%	\$4,000	307.73%	ⓘ -\$8,309
5000 - Other Operating Expenses and Services	\$14,582	\$70,268	20.75%	\$93,691	15.56%	\$79,109
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$7,993	0%	\$10,657	0%	\$10,657
Indirect Costs	\$948	\$2,845	33.32%	\$3,793	24.99%	\$2,845
Totals	\$73,865	\$219,647	33.63%	\$292,862	25.22%	\$218,997

Corrective Action Plan

Additional program activity will result bin additional expenditures in the 4th quarter report.

Summary of Activities:

Status
Submitted

Marin Co. Office of Education 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	\$3,578	\$40,000	8.95%	\$40,000	8.95%	\$36,422
2000 - Non-Instructional Salaries	\$46,503	\$90,364	51.46%	\$90,364	51.46%	\$43,861
3000 - Employee Benefits	\$17,764	\$50,357	35.28%	\$50,357	35.28%	\$32,593
4000 - Supplies and Materials	\$12,352	\$4,000	308.8%	\$4,000	308.8%	⚠ -\$8,352
5000 - Other Operating Expenses and Services	\$20,045	\$93,691	21.39%	\$93,691	21.39%	\$73,646
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$10,657	0%	\$10,657	0%	\$10,657
Indirect Costs	\$3,793	\$3,793	100%	\$3,793	100%	\$0
Totals	\$104,035	\$292,862	35.52%	\$292,862	35.52%	\$188,827

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

Guidance: Yes

Corrective Action Plan

Expected expenditures, specifically in areas such as contracted services, did not materialize due to COVID-19 shutdown of schools and shelter in place. The focus of our work is to provide programs for parents, guardians and adults to successfully support their children in K12 education. Given that Marin schools will be in distance learning or hybrid models for much or all of the 2020 -21 school year, we are significantly expanding outreach and services to parents and adults which will require a significant expenditure of unspent carryover funds.

Summary of Activities:

Programs include: Parent University - a series of workshops and programs for parents, guardians and adults. Topics include: navigating the public school system to advocate for your child; understanding school-related technology to monitor student progress; post-secondary planning, including financial aid, college visits and support through the college application process; mental and social emotional resources,

Status
Submitted

Novato Unified

Novato Unified 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	\$32,515	\$32,515	100%	\$130,060	25%	\$97,545
2000 - Non-Instructional Salaries	\$19,050	\$19,050	100%	\$76,198	25%	\$57,148
3000 - Employee Benefits	\$13,085	\$13,085	100%	\$52,338	25%	\$39,253
4000 - Supplies and Materials	\$500	\$500	100%	\$2,000	25%	\$1,500
5000 - Other Operating Expenses and Services	\$4,791	\$4,791	100%	\$19,164	25%	\$14,373
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$667	\$667	100.08%	\$2,666	25.02%	\$1,999
Indirect Costs	\$2,807	\$2,807	100.02%	\$11,226	25%	\$8,419
Totals	\$73,415	\$73,413	100%	\$293,652	25%	\$220,237

Summary of Activities:

We currently have approximately 185 students. We are conducting bi-weekly orientations and continue to enroll new students. We continue to monitor their progress via CASAS testing. To date we have one student who has received her high school diploma and four who have earned their equivalency, this brings our total graduates to date of 5. We continue to help students transition to college and or career.

**Status
Submitted**

Novato Unified 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	\$58,894	\$65,030	90.56%	\$130,060	45.28%	\$71,166
2000 - Non-Instructional Salaries	\$49,532	\$38,099	130.01%	\$76,198	65%	\$26,666
3000 - Employee Benefits	\$28,767	\$26,169	109.93%	\$52,338	54.96%	\$23,571
4000 - Supplies and Materials	\$1,461	\$1,000	146.1%	\$2,000	73.05%	\$539
5000 - Other Operating Expenses and Services	\$11,842	\$9,582	123.59%	\$19,164	61.79%	\$7,322
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$667	\$1,333	50.04%	\$2,666	25.02%	\$1,999
Indirect Costs	\$2,807	\$5,613	50.01%	\$11,226	25%	\$8,419
Totals	\$153,970	\$146,826	104.87%	\$293,652	52.43%	\$139,682

Summary of Activities:

Reallocation of non-instructional funds to instructional salaries to cover costs of instructors. Year to date we 8 students who have earned a high school diploma or high school equivalency. We have 5 students who have passed 3 sections of the HSE with an anticipation of passing the whole test by end of the year

Status
Submitted

Allocation Year Closeout: 2017-18

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2017-18 Reverted Funds:

\$0

2017-18 Status

Closed

Submitting Authority

Marta Posada, Assistant Principal / Counselor

Kessa Early

Novato Unified 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	\$70,894	\$97,545	72.68%	\$130,060	54.51%	\$59,166
2000 - Non-Instructional Salaries	\$49,532	\$57,149	86.67%	\$76,198	65%	\$26,666
3000 - Employee Benefits	\$28,767	\$39,254	73.29%	\$52,338	54.96%	\$23,571
4000 - Supplies and Materials	\$1,461	\$1,500	97.4%	\$2,000	73.05%	\$539
5000 - Other Operating Expenses and Services	\$11,842	\$14,373	82.39%	\$19,164	61.79%	\$7,322
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$667	\$2,000	33.36%	\$2,666	25.02%	\$1,999
Indirect Costs	\$2,807	\$8,420	33.34%	\$11,226	25%	\$8,419
Totals	\$165,970	\$220,239	75.36%	\$293,652	56.52%	\$127,682

Summary of Activities:

There has been little expenditure at this point due to our shelter in place order. Few teachers were prepared for distance education. Our high school diploma teacher was able to continue to work with students via Google and shared documents. The program coordinator/student advisor maintained contact with students. Our Pearson testing center was not able to operate due to shelter in place orders, so there is no change to the indirect cost.

**Status
Submitted**

Novato Unified 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	\$97,014	\$130,060	74.59%	\$130,060	74.59%	\$33,046
2000 - Non-Instructional Salaries	\$83,955	\$76,198	110.18%	\$76,198	110.18%	⚠ -\$7,757
3000 - Employee Benefits	\$49,457	\$52,338	94.5%	\$52,338	94.5%	\$2,881
4000 - Supplies and Materials	\$1,462	\$2,000	73.1%	\$2,000	73.1%	\$538
5000 - Other Operating Expenses and Services	\$22,894	\$19,164	119.46%	\$19,164	119.46%	⚠ -\$3,730
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$667	\$2,666	25.02%	\$2,666	25.02%	\$1,999
Indirect Costs	\$2,807	\$11,226	25%	\$11,226	25%	\$8,419
Totals	\$258,256	\$293,652	87.95%	\$293,652	87.95%	\$35,396

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

Guidance: Yes

Summary of Activities:

In Mid-March, due to COVID19 County Guidelines, Novato experienced a significant reduction in student attendance; and, modifications in to its program delivery. In 2020-21, Novato is in further transition and development, administratively and towards supporting students and staff through distance learning.

**Status
Submitted**

San Rafael City High

San Rafael City High 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	\$16,868	\$13,625	123.8%	\$54,500	30.95%	\$37,632
2000 - Non-Instructional Salaries	\$59,829	\$43,750	136.75%	\$175,000	34.19%	\$115,171
3000 - Employee Benefits	\$20,846	\$14,250	146.29%	\$57,000	36.57%	\$36,154
4000 - Supplies and Materials	\$731	\$1,108	65.96%	\$4,433	16.49%	\$3,702
5000 - Other Operating Expenses and Services	\$0	\$875	0%	\$3,500	0%	\$3,500
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$4,435	0%	\$4,435
Totals	\$98,274	\$73,608	133.51%	\$298,868	32.88%	\$200,594

Summary of Activities:

SRCS offers high school diploma instruction to aged-out Newcomer Students. Enrollment is 90 students with classes held Monday - Friday evenings from 5:30 - 8:30 PM.

Status
Submitted

San Rafael City High 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	\$22,237	\$13,625	163.21%	\$54,500	40.8%	\$32,263
2000 - Non-Instructional Salaries	\$88,929	\$43,750	203.27%	\$175,000	50.82%	\$86,071
3000 - Employee Benefits	\$30,555	\$14,250	214.42%	\$57,000	53.61%	\$26,445
4000 - Supplies and Materials	\$731	\$1,108	65.96%	\$4,433	16.49%	\$3,702
5000 - Other Operating Expenses and Services	\$0	\$875	0%	\$3,500	0%	\$3,500
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$4,435	0%	\$4,435
Totals	\$142,452	\$73,608	193.53%	\$298,868	47.66%	\$156,416

Summary of Activities:

Completed Fall semester 2019 of high school diploma program. Fifteen adult students graduated on 12/ 19/2019 with a San Rafael Adult School diploma.

Status
Submitted

Allocation Year Closeout: 2017-18

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2017-18 Reverted Funds:

\$0

2017-18 Status

Closed

Submitting Authority

Kevin Kerr, Director 9 - 12

Kathy Takemoto, Program Outreach & Support Coordinator

San Rafael City High 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	\$44,623	\$13,625	327.51%	\$54,500	81.88%	\$9,877
2000 - Non-Instructional Salaries	\$110,937	\$43,750	253.57%	\$175,000	63.39%	\$64,063
3000 - Employee Benefits	\$42,642	\$14,250	299.24%	\$57,000	74.81%	\$14,358
4000 - Supplies and Materials	\$4,935	\$1,108	445.3%	\$4,433	111.32%	⚠ -\$502
5000 - Other Operating Expenses and Services	\$79	\$875	9.03%	\$3,500	2.26%	\$3,421
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$4,435	0%	\$4,435
Totals	\$203,216	\$73,608	276.08%	\$298,868	68%	\$95,652

Summary of Activities:

SRCS closed all campuses on 3/13/2020 due to COVID-19. Classes in ESL, mathematics, word and US history, and science were converted to on-line content. Instruction continues on-line following the same in-person class schedule. Hard copy packets of assignments are provided for students who do not have dedicated internet access. A College of Marin application session was held with a follow-up session planned for 4th quarter. The adult school is open periodically so students can turn-in and pick-up new assignments.

**Status
Submitted**

San Rafael City High 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	\$76,548	\$13,625	561.82%	\$54,500	140.46%	⚠ -\$22,048
2000 - Non-Instructional Salaries	\$134,676	\$43,750	307.83%	\$175,000	76.96%	\$40,324
3000 - Employee Benefits	\$57,641	\$14,250	404.5%	\$57,000	101.12%	⚠ -\$641
4000 - Supplies and Materials	\$6,047	\$1,108	545.64%	\$4,433	136.41%	⚠ -\$1,614
5000 - Other Operating Expenses and Services	\$147	\$875	16.8%	\$3,500	4.2%	\$3,353
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$4,435	0%	\$4,435
Totals	\$275,059	\$73,608	373.68%	\$298,868	92.03%	\$23,809

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

Summary of Activities:

San Rafael Adult School serves Newcomer students who have aged out of high school without a diploma. Students were counseled in their college and career plans by a dedicated adult education counselor. Introduction to the Marin Food Bank and Marin Community Clinic was done via classroom visits prior to March 16, 2020 when COVID restrictions were implemented. The adult school curriculum was transitioned to Google Classroom and taught remotely via Zoom. Despite access to hardware and hot spot loans, the lack of reliable broadband in the Canal district of San Rafael made on-line learning difficult for many students. CBO Canal Alliance is working with other partners to improve broadband for the 20 - 21 school year. Fifteen students graduated in December 2019 with an estimate of 20 graduates in Summer and Fall of 2020.

**Status
Submitted**

Shoreline Unified

Shoreline Unified 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	\$7,550	\$0	100%	\$30,223	24.98%	\$22,673
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$2,500	\$0	100%	\$9,234	27.07%	\$6,734
4000 - Supplies and Materials	\$1,250	\$0	100%	\$4,960	25.2%	\$3,710
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$840	\$210	400%	\$840	100%	\$0
Totals	\$12,140	\$210	5,780.95%	\$45,257	26.82%	\$33,117

Summary of Activities:

Adult ESL classes, food Handler certificate.

**Status
Submitted**

Shoreline Unified 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	\$15,100	\$0	100%	\$30,223	49.96%	\$15,123
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$5,115	\$0	100%	\$9,234	55.39%	\$4,119
4000 - Supplies and Materials	\$2,525	\$0	100%	\$4,960	50.91%	\$2,435
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$840	\$420	200%	\$840	100%	\$0
Totals	\$23,580	\$420	5,614.29%	\$45,257	52.1%	\$21,677

Summary of Activities:

Through our partnership with the Marin Free Library, we offer adult ESL classes in Point Reyes Station and in Tomales.

Status
Submitted

Allocation Year Closeout: 2017-18

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2017-18 Reverted Funds:
\$0

2017-18 Status
Closed

Submitting Authority
Bob Raines

Shoreline Unified 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	\$22,668	\$0	100%	\$30,223	75%	\$7,555
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$7,018	\$0	100%	\$9,234	76%	\$2,216
4000 - Supplies and Materials	\$3,270	\$0	100%	\$4,960	65.93%	\$1,690
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$840	\$630	133.33%	\$840	100%	\$0
Totals	\$33,796	\$630	5,364.44%	\$45,257	74.68%	\$11,461

Summary of Activities:

adult ESL, food handler certification classes, partnership with the Marin County Free Library.

**Status
Submitted**

Shoreline Unified 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	\$30,223	\$0	100%	\$30,223	100%	\$0
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$9,234	\$0	100%	\$9,234	100%	\$0
4000 - Supplies and Materials	\$4,960	\$0	100%	\$4,960	100%	\$0
5000 - Other Operating Expenses and Services	\$0	\$0	100%	\$0	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$840	\$840	100%	\$840	100%	\$0
Totals	\$45,257	\$840	5,387.74%	\$45,257	100%	\$0

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

Guidance: Yes

Summary of Activities:

Adult ESL classes, food prep certification class, partnership with the Marin County Free Library

Status
Submitted

Tamalpais Union High

Tamalpais Union High 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	\$70,864	\$72,276	98.05%	\$289,105	24.51%	\$218,241
2000 - Non-Instructional Salaries	\$49,521	\$45,604	108.59%	\$182,415	27.15%	\$132,894
3000 - Employee Benefits	\$47,398	\$47,419	99.96%	\$189,676	24.99%	\$142,278
4000 - Supplies and Materials	\$829	\$8,090	10.25%	\$32,360	2.56%	\$31,531
5000 - Other Operating Expenses and Services	\$12,858	\$7,707	166.84%	\$30,828	41.71%	\$17,970
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$4,091	0%	\$16,362	0%	\$16,362
Indirect Costs	\$0	\$4,257	0%	\$17,027	0%	\$17,027
Totals	\$181,470	\$189,443	95.79%	\$757,773	23.95%	\$576,303

Summary of Activities:

Summer school for ESL and GED. Fall classes started 9/4/2019

Status
Submitted

Tamalpais Union High 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	\$115,331	\$72,276	159.57%	\$289,105	39.89%	\$173,774
2000 - Non-Instructional Salaries	\$83,938	\$45,604	184.06%	\$182,415	46.01%	\$98,477
3000 - Employee Benefits	\$78,092	\$47,419	164.69%	\$189,676	41.17%	\$111,584
4000 - Supplies and Materials	\$2,502	\$8,090	30.93%	\$32,360	7.73%	\$29,858
5000 - Other Operating Expenses and Services	\$14,874	\$7,707	192.99%	\$30,828	48.25%	\$15,954
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$4,091	0%	\$16,362	0%	\$16,362
Indirect Costs	\$0	\$4,257	0%	\$17,027	0%	\$17,027
Totals	\$294,737	\$189,443	155.58%	\$757,773	38.9%	\$463,036

Status
Submitted

Allocation Year Closeout: 2017-18

I have reviewed the financial reports for my agency and confirm that all funds for this allocation year have been spent.

2017-18 Reverted Funds:

\$0

2017-18 Status

Closed

Submitting Authority

Jaemi Naish, Director

Tamalpais Union High 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	\$173,718	\$72,276	240.35%	\$289,105	60.09%	\$115,387
2000 - Non-Instructional Salaries	\$127,294	\$45,604	279.13%	\$182,415	69.78%	\$55,121
3000 - Employee Benefits	\$122,479	\$47,419	258.29%	\$189,676	64.57%	\$67,197
4000 - Supplies and Materials	\$3,865	\$8,090	47.78%	\$32,360	11.94%	\$28,495
5000 - Other Operating Expenses and Services	\$16,212	\$7,707	210.35%	\$30,828	52.59%	\$14,616
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$4,091	0%	\$16,362	0%	\$16,362
Indirect Costs	\$0	\$4,257	0%	\$17,027	0%	\$17,027
Totals	\$443,568	\$189,443	234.14%	\$757,773	58.54%	\$314,205

Status
Submitted

Tamalpais Union High 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	\$308,046	\$72,276	426.21%	\$289,105	106.55%	⚠ -\$18,941
2000 - Non-Instructional Salaries	\$173,681	\$45,604	380.85%	\$182,415	95.21%	\$8,734
3000 - Employee Benefits	\$178,111	\$47,419	375.61%	\$189,676	93.9%	\$11,565
4000 - Supplies and Materials	\$25,499	\$8,090	315.19%	\$32,360	78.8%	\$6,861
5000 - Other Operating Expenses and Services	\$19,429	\$7,707	252.1%	\$30,828	63.02%	\$11,399
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$17,196	\$4,091	420.39%	\$16,362	105.1%	⚠ -\$834
Indirect Costs	\$17,027	\$4,257	400%	\$17,027	100%	\$0
Totals	\$738,989	\$189,443	390.08%	\$757,773	97.52%	\$18,784

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

Summary of Activities:

Starting March 15, went into Distance Learning mode for the rest of the school year. Enrolled more students during distance learning and offered summer school.

Status
Submitted



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