

CAEP Consortium Fiscal Reporting 45 Rio Hondo Region Adult Education Consortium

2020-21 Fiscal Year

Certification

Certified By

Eileen Stear

Program Director

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

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
El Monte Union High	Submitted	Submitted	Submitted	Submitted
El Rancho Unified	Submitted	Submitted	Submitted	Submitted
Rio Hondo CCD	Submitted	Submitted	Submitted	Submitted
Tri-Cities ROP	Submitted	Submitted	Submitted	Submitted
Whittier Union High	Submitted	Submitted	Submitted	Submitted

El Monte Union High

El Monte 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	\$414,041	\$612,353	67.61%	\$4,082,353	10.14%	\$3,668,312
2000 - Non-Instructional Salaries	\$295,526	\$292,714	100.96%	\$1,951,424	15.14%	\$1,655,898
3000 - Employee Benefits	\$189,224	\$324,807	58.26%	\$2,165,377	8.74%	\$1,976,153
4000 - Supplies and Materials	\$17,690	\$109,950	16.09%	\$733,000	2.41%	\$715,310
5000 - Other Operating Expenses and Services	\$103,283	\$76,387	135.21%	\$509,248	20.28%	\$405,965
6000 - Capital Outlay	\$97,149	\$58,616	165.74%	\$390,771	24.86%	\$293,622
7000 - Other Outgo	\$10,000	\$10,500	95.24%	\$70,000	14.29%	\$60,000
Indirect Costs	\$0	\$0	100%	\$495,109	0%	\$495,109
Totals	\$1,126,913	\$1,485,326	75.87%	\$10,397,282	10.84%	\$9,270,369

Corrective Action Plan

Due to the ongoing impact of COVID-19 in Los Angeles County, the El Monte Union High School District Board of Trustees approved starting school in the fall with a distance learning delivery method. Enrollment is down, resulting in fewer teachers needed. Currently, the adult school is unable to operate classes at our outlying sites throughout the community. With most teachers working from home in a virtual format, fewer supplies are needed.

Summary of Activities:

Classes began via distance learning including the following options for students: Blended, Online, and Independent classes. The registration/assessment process was made available online to assist students remotely and inform the community that the adult school was open. There was schoolwide training to create classes in Moodle as a distance learning platform in all program areas. At the start of the second quarter, numerous CTE classes began meeting on campus in small cohorts to complete the practical, hands-on portion of the curriculum. Enrollment is strong in ASE but down in ESL and CTE. Some of our nursing programs have been on hold due to lack of available clinical sites, but we are hopeful to begin a new cohort in January 2021. Staff is working with the local AJCC to identify and promote job opportunities and support programs. Adult education counselors are collaborating with a Rio Hondo Community College counselor to assist students ready to transition.

Status
Submitted

El Monte 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	\$1,575,385	\$1,224,706	128.63%	\$4,082,353	38.59%	\$2,506,968
2000 - Non-Instructional Salaries	\$791,756	\$585,427	135.24%	\$1,951,424	40.57%	\$1,159,668
3000 - Employee Benefits	\$750,963	\$649,613	115.6%	\$2,165,377	34.68%	\$1,414,414
4000 - Supplies and Materials	\$26,657	\$219,900	12.12%	\$733,000	3.64%	\$706,343
5000 - Other Operating Expenses and Services	\$292,084	\$152,774	191.19%	\$509,248	57.36%	\$217,164
6000 - Capital Outlay	\$98,149	\$117,231	83.72%	\$390,771	25.12%	\$292,622
7000 - Other Outgo	\$25,500	\$21,000	121.43%	\$70,000	36.43%	\$44,500
Indirect Costs	\$0	\$0	100%	\$495,109	0%	\$495,109
Totals	\$3,560,494	\$2,970,652	119.86%	\$10,397,282	34.24%	\$6,836,788

Status
Submitted

Allocation Year Closeout: 2018-19

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

2018-19 Reverted Funds:

\$0

2018-19 Status

Closed

Submitting Authority

Trina Cardona, Principal

Carrie Frogue, Program Administrator

El Monte 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	\$2,583,028	\$1,837,059	140.61%	\$4,082,353	63.27%	\$1,499,325
2000 - Non-Instructional Salaries	\$1,283,990	\$878,141	146.22%	\$1,951,424	65.8%	\$667,434
3000 - Employee Benefits	\$1,333,609	\$974,420	136.86%	\$2,165,377	61.59%	\$831,768
4000 - Supplies and Materials	\$93,050	\$329,850	28.21%	\$733,000	12.69%	\$639,950
5000 - Other Operating Expenses and Services	\$359,975	\$229,162	157.08%	\$509,248	70.69%	\$149,273
6000 - Capital Outlay	\$146,270	\$175,847	83.18%	\$390,771	37.43%	\$244,501
7000 - Other Outgo	\$49,258	\$31,500	156.37%	\$70,000	70.37%	\$20,742
Indirect Costs	\$0	\$0	100%	\$495,109	0%	\$495,109
Totals	\$5,849,180	\$4,455,978	131.27%	\$10,397,282	56.26%	\$4,548,102

Summary of Activities:

Expenditures include employee salary and benefits, instructional supplies and materials, and facilities maintenance. This year, due to Covid - 19, computerized textbooks and technology supplies were needed to transition to a distant learning model of instruction.

Status
Submitted

El Monte 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	\$3,750,989	\$2,449,412	153.14%	\$4,082,353	91.88%	\$331,364
2000 - Non-Instructional Salaries	\$1,940,509	\$1,170,854	165.73%	\$1,951,424	99.44%	\$10,915
3000 - Employee Benefits	\$2,037,204	\$1,299,226	156.8%	\$2,165,377	94.08%	\$128,173
4000 - Supplies and Materials	\$504,051	\$439,800	114.61%	\$733,000	68.77%	\$228,949
5000 - Other Operating Expenses and Services	\$504,175	\$305,549	165.01%	\$509,248	99%	\$5,073
6000 - Capital Outlay	\$146,270	\$234,463	62.39%	\$390,771	37.43%	\$244,501
7000 - Other Outgo	\$159,011	\$42,000	378.6%	\$70,000	227.16%	⤴ -\$89,011
Indirect Costs	\$436,094	\$495,109	88.08%	\$495,109	88.08%	\$59,015
Totals	\$9,478,303	\$6,436,413	147.26%	\$10,397,282	91.16%	\$918,979

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

Guidance: Yes

Summary of Activities:

Expenditures include employee salary and benefits, instructional supplies and materials, and facilities maintenance. This year, due to Covid - 19, computerized textbooks and technology supplies were needed to transition to a distant learning model of instruction. Under 7000 object code there was a transfer out of funds (7619) for electricity savings (CREB). Due to COVID-19 we had to reduce teachers and did not replace retirees which lowered salaries and benefits. We closed the school and shifted to 100% distance learning which decreased operational costs. Purchased materials were not delivered during the 20-21 school year due to manufacturer delays resulting in less purchase expense. Therefore, we have a carryover of \$918,979.

**Status
Submitted**

El Rancho Unified

El Rancho 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	\$22,503	\$52,599	42.78%	\$350,660	6.42%	\$328,157
2000 - Non-Instructional Salaries	\$2,143	\$10,223	20.96%	\$68,155	3.14%	\$66,012
3000 - Employee Benefits	\$7,763	\$25,602	30.32%	\$170,680	4.55%	\$162,917
4000 - Supplies and Materials	\$8,842	\$6,750	130.99%	\$45,000	19.65%	\$36,158
5000 - Other Operating Expenses and Services	\$499	\$1,810	27.57%	\$12,065	4.14%	\$11,566
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,125	\$4,275	166.67%	\$28,500	25%	\$21,375
Totals	\$48,875	\$101,259	48.27%	\$675,060	7.24%	\$626,185

Corrective Action Plan

Due to COVID-19 our expenditures are lower than anticipated. We were not able to offer our CTE Custodial program in the fall as originally planned.

Summary of Activities:

All of our classes are being taught online and we are offering synchronous instruction in all classes for at least 50% of class time using Google Meet. For the remainder of class time teachers engage in asynchronous instruction using the Google Classroom Learning Management System and other instructional software.

Status
Submitted

El Rancho 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	\$87,538	\$105,198	83.21%	\$350,660	24.96%	\$263,122
2000 - Non-Instructional Salaries	\$19,577	\$20,447	95.75%	\$68,155	28.72%	\$48,578
3000 - Employee Benefits	\$37,489	\$51,204	73.21%	\$170,680	21.96%	\$133,191
4000 - Supplies and Materials	\$13,638	\$13,500	101.02%	\$45,000	30.31%	\$31,362
5000 - Other Operating Expenses and Services	\$2,090	\$3,620	57.74%	\$12,065	17.32%	\$9,975
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,125	\$8,550	83.33%	\$28,500	25%	\$21,375
Totals	\$167,457	\$202,518	82.69%	\$675,060	24.81%	\$507,603

Corrective Action Plan

Due to the ongoing Coronavirus pandemic, we have not been able to open our CTE Custodial Program for the fall and spring. Also because of Covid-19 we have been limited in expanding program offerings, e.g. to other sites such as at local Elementary school(s) which is something we began exploring last year.

Summary of Activities:

Our classes are 100% online at this time and while attendance is slightly lower than last year, we are seeing strong attendance. Interest in GED classes has actually increased this year for both our English and Spanish GED classes. We have made technology and software purchases. We are expanding online learning opportunities for ESL and GED students. We received the letter that we are now fully accredited by WASC for the next 3 years based on our initial report and the 2nd quarter virtual WASC visit. We are beginning a school-wide book club to bolster reading skills and school spirit. Many of our students have been impacted by Covid either directly or a family member, and we continue to provide information regarding resources to students regarding Covid-19 including how to sign up for an appointment for the vaccine once the student is in a category that qualifies to receive it.

Status
Submitted

Allocation Year Closeout: 2018-19

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

2018-19 Reverted Funds:

\$0

2018-19 Status

Closed

Submitting Authority

Cendy Tiscareno, Counselor

Jazmin Chavez 1980, Coordinator of Curriculum and Instruction
 Chuck Collings

El Rancho 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	\$191,429	\$157,797	121.31%	\$350,660	54.59%	\$159,231
2000 - Non-Instructional Salaries	\$40,218	\$30,670	131.13%	\$68,155	59.01%	\$27,937
3000 - Employee Benefits	\$79,455	\$76,806	103.45%	\$170,680	46.55%	\$91,225
4000 - Supplies and Materials	\$60,855	\$20,250	300.52%	\$45,000	135.23%	Ⓜ -\$15,855
5000 - Other Operating Expenses and Services	\$4,969	\$5,429	91.52%	\$12,065	41.19%	\$7,096
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$21,375	\$12,825	166.67%	\$28,500	75%	\$7,125
Totals	\$398,301	\$303,777	131.12%	\$675,060	59%	\$276,759

Summary of Activities:

Expenditures made for certificated and classified salaries and benefits. Technology purchases made to replace outdated classroom technology; lease for photocopier. Software purchases made to support distance learning. Indirect costs.

**Status
Submitted**

El Rancho 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	\$290,638	\$210,396	138.14%	\$350,660	82.88%	\$60,022
2000 - Non-Instructional Salaries	\$63,520	\$40,893	155.33%	\$68,155	93.2%	\$4,635
3000 - Employee Benefits	\$127,466	\$102,408	124.47%	\$170,680	74.68%	\$43,214
4000 - Supplies and Materials	\$65,446	\$27,000	242.39%	\$45,000	145.44%	⤴ -\$20,446
5000 - Other Operating Expenses and Services	\$11,747	\$7,239	162.27%	\$12,065	97.36%	\$318
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$24,309	\$17,100	142.16%	\$28,500	85.29%	\$4,191
Totals	\$583,126	\$405,036	143.97%	\$675,060	86.38%	\$91,934

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

Guidance: Yes

Summary of Activities:

Classes for the entire school year of 2020-21 were held through distance learning. Salaries and benefits expenditures were significantly below the projected budget for the year. Due to the pandemic, a number of our faculty resigned during the second semester and those positions were not replaced, as a result, lowered salaries and benefits expenditures. For 2020-21 under object code 4000, there is a significant increase in expenditures beyond the budget projected due to upgrading and adding technology equipment to support hybrid learning. Technology equipment and supplies were installed at the end of the 4th quarter in preparation for the 2021-22 school year. Additional expenditures were incurred for online learning products subscriptions.

**Status
Submitted**

Rio Hondo CCD

Rio Hondo 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	\$41,295	\$38,494	107.28%	\$256,625	16.09%	\$215,330
2000 - Non-Instructional Salaries	\$1,400	\$1,260	111.11%	\$8,400	16.67%	\$7,000
3000 - Employee Benefits	\$13,486	\$18,000	74.92%	\$120,000	11.24%	\$106,514
4000 - Supplies and Materials	\$2,781	\$8,323	33.41%	\$55,486	5.01%	\$52,705
5000 - Other Operating Expenses and Services	\$0	\$4,800	0%	\$32,000	0%	\$32,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$2,728	0%	\$18,188	0%	\$18,188
Totals	\$58,962	\$73,605	80.11%	\$490,699	12.02%	\$431,737

Corrective Action Plan

Due to COVID-19 all expenses were lower than anticipated. Classes are continuing to be taught online.

Summary of Activities:

RHC will continue to provide online instruction for the spring 2021. New computers courses will be launch in the spring semester. Counseling services will continue to be provided to our partner schools and noncredit students at RHC.

Status
Submitted

Rio Hondo 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	\$76,415	\$76,988	99.26%	\$256,625	29.78%	\$180,210
2000 - Non-Instructional Salaries	\$2,800	\$2,520	111.11%	\$8,400	33.33%	\$5,600
3000 - Employee Benefits	\$27,593	\$36,000	76.65%	\$120,000	22.99%	\$92,407
4000 - Supplies and Materials	\$7,464	\$16,646	44.84%	\$55,486	13.45%	\$48,022
5000 - Other Operating Expenses and Services	\$8,827	\$9,600	91.95%	\$32,000	27.58%	\$23,173
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$5,456	0%	\$18,188	0%	\$18,188
Totals	\$123,099	\$147,210	83.62%	\$490,699	25.09%	\$367,600

Corrective Action Plan

Funds will be utilized to support the launch of the new programs implemented during the second part of the spring semester. Additional counseling services and support will be implemented to enhance student engagement and retention.

Summary of Activities:

Classes continue to be on a remote format. Enrollment has been steady with a minor increase. Despite COVID-19, new noncredit programs will be launched during the second part of the spring semester.

Status
Submitted

Allocation Year Closeout: 2018-19

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

2018-19 Reverted Funds:

\$0

2018-19 Status

Closed

Submitting Authority

Dr. Francisco Suarez, Project Manager, Continuing & Contract Education, Noncredit, & AEBG
Gita Runkle, Dean of Business

Rio Hondo 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	\$157,371	\$115,481	136.27%	\$256,625	61.32%	\$99,254
2000 - Non-Instructional Salaries	\$2,800	\$3,780	74.07%	\$8,400	33.33%	\$5,600
3000 - Employee Benefits	\$53,525	\$54,000	99.12%	\$120,000	44.6%	\$66,475
4000 - Supplies and Materials	\$7,464	\$24,969	29.89%	\$55,486	13.45%	\$48,022
5000 - Other Operating Expenses and Services	\$9,498	\$14,400	65.96%	\$32,000	29.68%	\$22,502
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$8,185	0%	\$18,188	0%	\$18,188
Totals	\$230,658	\$220,815	104.46%	\$490,699	47.01%	\$260,041

Status
Submitted

Rio Hondo 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	\$256,625	\$153,975	166.67%	\$256,625	100%	\$0
2000 - Non-Instructional Salaries	\$8,400	\$5,040	166.67%	\$8,400	100%	\$0
3000 - Employee Benefits	\$120,000	\$72,000	166.67%	\$120,000	100%	\$0
4000 - Supplies and Materials	\$55,486	\$33,292	166.67%	\$55,486	100%	\$0
5000 - Other Operating Expenses and Services	\$32,000	\$19,200	166.67%	\$32,000	100%	\$0
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$18,188	\$10,913	166.67%	\$18,188	100%	\$0
Totals	\$490,699	\$294,419	166.67%	\$490,699	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:

Due to the pandemic, funds were reallocated in various object codes to upgrade technology, purchase textbooks, and other supplies needed to meet student needs. In addition, given the demand for student services and the growth of noncredit program at Rio Hondo College, a FT counselors was assigned to support adult students with their personal and academic needs. Reminder funds were expend following the consortium guidelines

Status
Submitted

Tri-Cities ROP

Tri-Cities ROP 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	\$1,350	\$6,425	21.01%	\$42,834	3.15%	\$41,484
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$262	\$2,003	13.08%	\$13,353	1.96%	\$13,091
4000 - Supplies and Materials	\$0	\$0	100%	\$1,678	0%	\$1,678
5000 - Other Operating Expenses and Services	\$1,232	\$273	452.03%	\$1,817	67.8%	\$585
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$2,844	\$8,701	32.69%	\$59,682	4.77%	\$56,838

Corrective Action Plan

Due to the Covid pandemic expenditures are below what was anticipated. The CNA program has not been able to begin instruction. Tri-Cities hopes to be able to offer the CNA program beginning in the Spring.

Summary of Activities:

Again, due to the Covid pandemic, Tri-cities ROP was not able to begin our CNA program. The activities included the hiring of a director/teacher and state required equipment. Much time and work has gone into beginning this class. Tri-Cities ROP is hopeful in starting the class in spring 2021.

**Status
Submitted**

Tri-Cities ROP 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	\$1,920	\$12,850	14.94%	\$42,834	4.48%	\$40,914
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$372	\$4,006	9.29%	\$13,353	2.79%	\$12,981
4000 - Supplies and Materials	\$1,678	\$0	100%	\$1,678	100%	\$0
5000 - Other Operating Expenses and Services	\$1,440	\$545	264.17%	\$1,817	79.25%	\$377
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$5,410	\$17,401	31.09%	\$59,682	9.06%	\$54,272

Corrective Action Plan

Due to the ongoing shut down of in-person instruction per Governor Newsom's mandate (due to Covid-19), expenditures are well below anticipated expenses. Tri-Cities hopes to continue the Adult Education program in the Spring of 2021.

Summary of Activities:

As both the adult CNA and Dental programs have been placed on hold due to the Covid-19 pandemic, Tri-Cities hopes to resume offering these programs in the Spring of 2021. The activities included the hiring of a director/teacher and state required equipment. YTD activities include costs for staff development, upgraded technology supplies and upgrades to software systems that support the adult education programs.

**Status
Submitted**

Allocation Year Closeout: 2018-19

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

2018-19 Reverted Funds:

\$0

2018-19 Status

Closed

Submitting Authority

Deodre Cotton RDA,CDA,OSA, Program Director
Mr. Robert LeBlanc, Program Manager

Tri-Cities ROP 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	\$3,857	\$19,275	20.01%	\$42,834	9%	\$38,977
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$699	\$6,009	11.63%	\$13,353	5.23%	\$12,654
4000 - Supplies and Materials	\$1,678	\$0	100%	\$1,678	100%	\$0
5000 - Other Operating Expenses and Services	\$2,857	\$818	349.42%	\$1,817	157.24%	⬆ -\$1,040
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$9,091	\$26,102	34.83%	\$59,682	15.23%	\$50,591

Corrective Action Plan

YTD expenditures are less than expected due to the Covid-19 pandemic. Adult programs are scheduled to begin this Spring which will increase the expenditure amounts to be reported for the 4th quarter of this year. A budget revision will be required for the 4th quarter as technology contracts and consultants are being resumed due to the reopening of the Adult programs.

Summary of Activities:

YTD expenditures include costs for staff preparedness for upcoming Spring instruction, staff development, upgraded technology supplies as well as upgrades to software systems that support the adult education program.

Status
Submitted

Tri-Cities ROP 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	\$31,659	\$25,700	123.18%	\$42,834	73.91%	\$11,175
2000 - Non-Instructional Salaries	\$0	\$0	100%	\$0	100%	\$0
3000 - Employee Benefits	\$5,940	\$8,012	74.14%	\$13,353	44.48%	\$7,413
4000 - Supplies and Materials	\$8,493	\$0	100%	\$1,678	506.14%	-\$6,815
5000 - Other Operating Expenses and Services	\$9,957	\$1,090	913.32%	\$1,817	547.99%	-\$8,140
6000 - Capital Outlay	\$3,633	\$0	100%	\$0	100%	-\$3,633
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
Totals	\$59,682	\$34,802	171.49%	\$59,682	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:

YTD expenditures include costs for staff preparedness for upcoming Spring instruction, staff development, upgraded technology supplies as well as upgrades to software systems that support the adult education program.

Status
Submitted

Whittier Union High

Whittier 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	\$102,417	\$155,000	66.08%	\$1,550,000	6.61%	\$1,447,583
2000 - Non-Instructional Salaries	\$46,883	\$40,000	117.21%	\$400,000	11.72%	\$353,117
3000 - Employee Benefits	\$55,824	\$70,000	79.75%	\$700,000	7.97%	\$644,176
4000 - Supplies and Materials	\$36,325	\$23,750	152.95%	\$95,000	38.24%	\$58,675
5000 - Other Operating Expenses and Services	\$32,020	\$45,000	71.16%	\$300,000	10.67%	\$267,980
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$50,621	0%	\$50,621
Totals	\$273,469	\$333,750	81.94%	\$3,095,621	8.83%	\$2,822,152

Corrective Action Plan

Due to the continued impact of COVID-19 in Los Angeles County and the Whittier Union High School District's Board of Trustees opting to open school in a distance learning model, enrollment is down and fewer teachers are needed. All community based classes are on hiatus until LA County COVID-19 restrictions are lifted; the adult school is not currently able to operate the four community based ESL classes we budgeted for this year.

Summary of Activities:

Classes have opened in a distance learning model with live online instruction. Only the residential electrician class is currently meeting in person. Enrollment is up in HSD and HSE. We are working with our local AJCC to identify other employment sectors that are hiring. The successful school bus driver training program was on hiatus as the CHP was not open for in person testing. We are hopeful that this program can re-open in the next quarter or, at the latest, in January 2021. Other CTE pathways have been revised. The Administrative Assistant program suffered during distance learning as students did not have access to MicroSoft Office from home. Instead, we are now offering Google Suite which is free and cross platform. The addition of a dedicated adult school counselor has improved retention of HSD students.

Status
Submitted

Whittier 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	\$409,035	\$465,000	87.96%	\$1,550,000	26.39%	\$1,140,965
2000 - Non-Instructional Salaries	\$138,401	\$120,000	115.33%	\$400,000	34.6%	\$261,599
3000 - Employee Benefits	\$211,820	\$210,000	100.87%	\$700,000	30.26%	\$488,180
4000 - Supplies and Materials	\$38,073	\$38,000	100.19%	\$95,000	40.08%	\$56,927
5000 - Other Operating Expenses and Services	\$75,209	\$90,000	83.57%	\$300,000	25.07%	\$224,791
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$50,621	0%	\$50,621
Totals	\$872,538	\$923,000	94.53%	\$3,095,621	28.19%	\$2,223,083

Corrective Action Plan

Due to the holidays, several of the invoices for supplies and services including costs for the winter quarter mailer did not come in prior to 12/31/21. Additionally, chromebooks ordered for students have yet to be delivered. There appears to be a four to six month delay for Dell chromebook orders. There has also been movement within the business services department in the WUHSD with positions open in purchasing, payroll, and accounting during the November - January period which has significantly slowed both the ability to process purchase requisitions and backed up the accounting of salary and benefits. It is expected that this will be remedied by the 3rd quarter as a new fiscal services director is in place as of January 13, 2021 and all other open positions should be filled by February 2021.

Summary of Activities:

Classes continued in a distance learning format during quarter 2. Enrollment remains lower than pre-COVID. Technology and software was purchased to support the distance learning that will continue into quarter 3. In-person electrician classes continued with smaller than normal enrollments due to COVID restrictions. All other CTE classes remained in distance learning only.

Status
Submitted

Allocation Year Closeout: 2018-19

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

2018-19 Reverted Funds:

\$0

2018-19 Status

Closed

Submitting Authority

Dr. Margie Moriarty Ed.D., Principal

Juan Anzaldo

Whittier 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	\$828,421	\$775,000	106.89%	\$1,550,000	53.45%	\$721,579
2000 - Non-Instructional Salaries	\$226,164	\$200,000	113.08%	\$400,000	56.54%	\$173,836
3000 - Employee Benefits	\$411,692	\$420,000	98.02%	\$700,000	58.81%	\$288,308
4000 - Supplies and Materials	\$131,879	\$57,000	231.37%	\$95,000	138.82%	-\$36,879
5000 - Other Operating Expenses and Services	\$161,314	\$150,000	107.54%	\$300,000	53.77%	\$138,686
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$88,744	\$0	100%	\$50,621	175.31%	-\$38,123
Totals	\$1,848,214	\$1,602,000	115.37%	\$3,095,621	59.7%	\$1,247,407

Summary of Activities:

Classes continued in an online/distance learning format as LA County continued to be unable to open in person until the very end of quarter 3. Only the electrician class was able to be held in person. A teacher group participated in a CALPRO curriculum writing project in preparation for opening another career pathway in the fall.

Status
Submitted

Whittier 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	\$1,246,767	\$1,395,000	89.37%	\$1,550,000	80.44%	\$303,233
2000 - Non-Instructional Salaries	\$365,234	\$360,000	101.45%	\$400,000	91.31%	\$34,766
3000 - Employee Benefits	\$588,291	\$630,000	93.38%	\$700,000	84.04%	\$111,709
4000 - Supplies and Materials	\$205,263	\$85,500	240.07%	\$95,000	216.07%	⤴ -\$110,263
5000 - Other Operating Expenses and Services	\$196,212	\$240,000	81.76%	\$300,000	65.4%	\$103,788
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$130,080	\$50,621	256.97%	\$50,621	256.97%	⤴ -\$79,459
Totals	\$2,731,847	\$2,761,121	98.94%	\$3,095,621	88.25%	\$363,774

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

Guidance: Yes

Summary of Activities:

Classes continued to be held through distance learning. Teachers were able to return to their classrooms in May and taught remotely from their classrooms. A very limited number of CTE classes were approved for some in person hands on learning. Additional technology was purchased for teacher and classrooms. Subscriptions for online learning products were renewed. Advertisement continued with postcards mailed to local homes rather than brochure due to continued remote learning option. Approval was granted by the school board for a new CTE plumbing program to being fall 2021. Plans to have the model homes built for this class were postponed to fall 2021 due to continued COVID restrictions in Los Angeles County. Students were surveyed about how they would like to continue learning in the fall. While about 40% of students did not continue in distance learning, the vast majority of those that did indicated a preference for hybrid or distance learning in the upcoming school year.

**Status
Submitted**



California
Community
Colleges



