

# CAEP Consortium Fiscal Reporting 48 San Diego Adult Education Regional Consortium

2019-20 Fiscal Year

## Certification

**Certified By**

Kelly Henwood  
Special Projects Manager

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

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## Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">San Diego CCD</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">San Diego Unified</a>	Submitted	Submitted	Submitted	Submitted

## San Diego CCD

San Diego 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	\$82,494	\$110,574	74.61%	\$446,206	18.49%	\$363,712
2000 - Non-Instructional Salaries	\$462,757	\$393,874	117.49%	\$3,339,813	13.86%	\$2,877,056
3000 - Employee Benefits	\$246,113	\$176,538	139.41%	\$1,235,445	19.92%	\$989,332
4000 - Supplies and Materials	\$1,952	\$65,651	2.97%	\$351,010	0.56%	\$349,058
5000 - Other Operating Expenses and Services	\$42,563	\$152,747	27.87%	\$610,988	6.97%	\$568,425
6000 - Capital Outlay	\$0	\$0	100%	\$687,350	0%	\$687,350
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,029	\$44,887	2.29%	\$332,425	0.31%	\$331,396
<b>Totals</b>	<b>\$836,908</b>	<b>\$944,271</b>	<b>88.63%</b>	<b>\$7,003,237</b>	<b>11.95%</b>	<b>\$6,166,329</b>

### Corrective Action Plan

Expenditures for supplies and other operating will increase throughout the year.

### Summary of Activities:

Instructional Assistants support for CTE pathways Faculty institutional coordinators collaboration and coordination with guided pathways and swp planning and student access retention and completion and support for guided pathways from SDUSD AE programming. Planning and participation in regional and consortium counseling and student services collaboration Strategic plan implementation strategies participation of a 14 member team attending CAEP summit along with other regional meetings Outreach to communities of need, partner agencies and SDUSD sites Faculty and staff professional development for FELI, TLC and Passport to Success Staffing to support statistical data tracking of CAEP programs planning for student focus groups for CTE industry relationships institutional planning and research Continue to Maintain and Increase Consortium's Capacity in Identified Gaps in Service through capital outlay expenses which support costs associated with updating campus technology and equipment of

**Status**  
**Submitted**

### San Diego 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	\$120,563	\$221,149	54.52%	\$446,206	27.02%	\$325,643
2000 - Non-Instructional Salaries	\$685,174	\$787,748	86.98%	\$3,339,813	20.52%	\$2,654,639
3000 - Employee Benefits	\$360,418	\$353,075	102.08%	\$1,235,445	29.17%	\$875,027
4000 - Supplies and Materials	\$91,818	\$148,984	61.63%	\$351,010	26.16%	\$259,192
5000 - Other Operating Expenses and Services	\$239,433	\$305,494	78.38%	\$610,988	39.19%	\$371,555
6000 - Capital Outlay	\$172,902	\$0	100%	\$687,350	25.15%	\$514,448
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$57,117	\$89,774	63.62%	\$332,425	17.18%	\$275,308
<b>Totals</b>	<b>\$1,727,425</b>	<b>\$1,906,222</b>	<b>90.62%</b>	<b>\$7,003,237</b>	<b>24.67%</b>	<b>\$5,275,812</b>

**Corrective Action Plan**

Reasons for the under-expenditures relate to delays in the initial 4 years of the CAEP funds. This was related to time involved in hiring of new positions and delays related to encumbering planned non-personnel project costs including equipment purchases. The current year spending down Y4 Budget Allocation and expect to be spent by end of fiscal year. However some delays have occurred with pending encumbrances for Assessment Center build-out, equipment and furnishings, only on CAEP and relate to delays in the implementation of assessment plans for non WIOA II programs eg CTE. The costs for DSPS faculty is on hold as well as equipment purchases. SDCE has adopted a new resource allocation process which is stressing spending approved allocations within the PY time frame to avoid internal carry-over of costs which create challenges with expenditure oversight. Also, projects are assessed not only for alignment with CAEP plan but also readiness to implement

**Summary of Activities:**

Implementation of three year strategics plan strategies: Data informed outreach based on community need and market information. Extensive outreach & onboarding supports via student ambassadors and dedicated Outreach Coordinator. Leading to increased collaboration with LWDB. College and Career Transition services hiring of job developers and temporary STAFF for an increase in job fairs, hiring events and instructional collaborations. Transition opportunities through SD Promise, Gateway to College, and CTE focused collaborations. Focus on messaging and marketing through the use of data informed marketing efforts, advertisement in ethnic periodicals. New student data system, Campus Solutions implemented. Increase in Distance Education in ESL Dept and CTE courses. Hiring of two part-time faculty institution coordinators focused on pathways to SDCE from SDUSD with a student centered design framework. Wayfinding project at two campuses. Joint PD: FELI, TLC . Classroom technology

**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**

Kelly Henwood, Special Projects Manager

Michelle Fischthal, Vice President of Instruction

**San Diego 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	\$167,936	\$331,723	50.63%	\$446,206	37.64%	\$278,270
2000 - Non-Instructional Salaries	\$1,030,941	\$1,358,053	75.91%	\$3,339,813	30.87%	\$2,308,872
3000 - Employee Benefits	\$538,254	\$582,542	92.4%	\$1,235,445	43.57%	\$697,191
4000 - Supplies and Materials	\$92,254	\$232,316	39.71%	\$351,010	26.28%	\$258,756
5000 - Other Operating Expenses and Services	\$273,708	\$458,241	59.73%	\$610,988	44.8%	\$337,280
6000 - Capital Outlay	\$205,182	\$68,735	298.51%	\$687,350	29.85%	\$482,168
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$107,756	\$149,948	71.86%	\$332,425	32.42%	\$224,669
<b>Totals</b>	<b>\$2,416,031</b>	<b>\$3,181,558</b>	<b>75.94%</b>	<b>\$7,003,237</b>	<b>34.5%</b>	<b>\$4,587,206</b>

**Corrective Action Plan**

Although SDCE is below projected Expenditure Forecast, we continue to be catching up with low expenditures from past years. We are expect to be fully spent out of PY 18/19 funds by October. There is an approximate salary run rate of \$189k a month. Due to changes to 100% online instruction in Spring and Summer 20 - there is an expectation that SDCE will continue with Distance Education Instructional models including hard to convert CAEP program courses. Therefore we expect that certificated salaries for mass migration to DE curriculum development and professional development will continue over the Summer and Fall. We are also in the process of budget adjustments due to salary freezes on several vacant classified salaried positions.

**Summary of Activities:**

As part of the SDAERC Three Year Strategic Plan the following Goals and Activities have had progress with the creation of an Academic Counselor contact list available on the website by SDCE Program and Campus. This fulfills the goal to Create and Enhance Student Centered Transitional Pathways, and the strategy to develop and maintain shared and consistent career guidance that support learners in choosing, entering, and staying on a pathway within and across member agencies. Additionally a Student Focus Group was conducted that focused on the student journey and barriers

that is being used for institutional planning. Finally, Institutional Coordinators have been engaged in student journey barrier recommendations. There are also plans to create bridge career pathway courses and a maker Innovation Lab in collaboration with member agency.

**Status**  
**Submitted**

### San Diego 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	\$232,759	\$442,297	52.63%	\$446,206	52.16%	\$213,447
2000 - Non-Instructional Salaries	\$1,369,663	\$1,840,143	74.43%	\$3,339,813	41.01%	\$1,970,150
3000 - Employee Benefits	\$721,401	\$785,544	91.83%	\$1,235,445	58.39%	\$514,044
4000 - Supplies and Materials	\$290,002	\$315,648	91.88%	\$351,010	82.62%	\$61,008
5000 - Other Operating Expenses and Services	\$292,016	\$610,988	47.79%	\$610,988	47.79%	\$318,972
6000 - Capital Outlay	\$205,182	\$103,103	199.01%	\$687,350	29.85%	\$482,168
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$107,756	\$202,479	53.22%	\$332,425	32.42%	\$224,669
<b>Totals</b>	<b>\$3,218,779</b>	<b>\$4,300,201</b>	<b>74.85%</b>	<b>\$7,003,237</b>	<b>45.96%</b>	<b>\$3,784,458</b>

### Corrective Action Plan

Many instructional salaries are falling short partly because of faculty assignments not being fulfilled as projected and being supported with categorical funds. Additionally we anticipate because of COVID there are new assignments for DE mentorship and transition to accessible and equitable learning platforms. These projects will assist to close out carry-in PY 1819 funds by fall of 20/21

### Summary of Activities:

Activities include Assessment using a revised multi-measure assessment tool with the absence of CASAS due to COVID. The build out the physical assessment centers at SDCE campuses including site improvements and new technology equipment. Distance Education with the rapid transition to 100% online Distance Education course including a DE mentoring project that began in Spring and continuing into Summer and Fall. This also includes a revision of digital course materials and certification of faculty and staff on SDCCD online certification. The development of New Courses including Introductory CTE courses developed in 4 areas and the development of 2 additional IELC VESL Course Clusters.

**Status**  
**Unsubmitted**

## San Diego Unified

### San Diego 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	\$198,976	\$158,036	125.91%	\$877,977	22.66%	\$679,001
2000 - Non-Instructional Salaries	\$60,121	\$50,856	118.22%	\$254,280	23.64%	\$194,159
3000 - Employee Benefits	\$74,508	\$100,125	74.42%	\$500,623	14.88%	\$426,115
4000 - Supplies and Materials	\$10,355	\$92,010	11.25%	\$613,401	1.69%	\$603,046
5000 - Other Operating Expenses and Services	\$7,085	\$6,750	104.96%	\$45,000	15.74%	\$37,915
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$9,406	\$9,653	97.44%	\$48,266	19.49%	\$38,860
<b>Totals</b>	<b>\$360,451</b>	<b>\$417,430</b>	<b>86.35%</b>	<b>\$2,339,547</b>	<b>15.41%</b>	<b>\$1,979,096</b>

### Corrective Action Plan

Expenditures pertaining to Object Code 4000 fall below target due to outstanding purchase orders that will be expensed once supplies and materials are received.

**Status**  
**Submitted**

### San Diego 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	\$404,180	\$395,090	102.3%	\$877,977	46.04%	\$473,797
2000 - Non-Instructional Salaries	\$122,015	\$132,226	92.28%	\$254,280	47.98%	\$132,265
3000 - Employee Benefits	\$189,017	\$250,312	75.51%	\$500,623	37.76%	\$311,606
4000 - Supplies and Materials	\$90,680	\$184,020	49.28%	\$613,401	14.78%	\$522,721
5000 - Other Operating Expenses and Services	\$22,465	\$13,500	166.41%	\$45,000	49.92%	\$22,535
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$22,200	\$21,237	104.53%	\$48,266	46%	\$26,066
<b>Totals</b>	<b>\$850,557</b>	<b>\$996,384</b>	<b>85.36%</b>	<b>\$2,339,547</b>	<b>36.36%</b>	<b>\$1,488,990</b>

**Summary of Activities:**

SDUSD has developed a pilot program for students with special needs at the TRACE Lincoln High School Diploma Program (HSDP) location. The pilot program uses Response to Intervention (RTI) methodologies to address learning gaps within the HSDP curriculum. Accusess diagnostic assessments inform RTI Tier 1 interventions that are embedded within classroom instruction. RTI, Tier 2 & 3 interventions are conducted using a blended learning model using small group instruction in conjunction with computer-based skills development software. AE teachers participate in an adult learner-focused PLC and are currently implementing new instructional strategies across all AE classrooms as part of their 1st Cycle of Inquiry work. Teachers are also developing new goals targeting behavioral supports for adult learners for the upcoming 2nd cycle. The AE Office has moved from Revere Center to Lincoln High School in order to provide greater accessibility for students who use MTS for transportation.

**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**

Michael Reynolds, Program Lead  
Nate Sachdeva, Program Manager

**San Diego 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	\$627,159	\$614,584	102.05%	\$877,977	71.43%	\$250,818
2000 - Non-Instructional Salaries	\$185,410	\$195,796	94.7%	\$254,280	72.92%	\$68,870
3000 - Employee Benefits	\$314,359	\$375,467	83.72%	\$500,623	62.79%	\$186,264
4000 - Supplies and Materials	\$128,266	\$276,030	46.47%	\$613,401	20.91%	\$485,135
5000 - Other Operating Expenses and Services	\$26,245	\$27,000	97.2%	\$45,000	58.32%	\$18,755
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$34,342	\$34,269	100.21%	\$48,266	71.15%	\$13,924
<b>Totals</b>	<b>\$1,315,781</b>	<b>\$1,523,146</b>	<b>86.39%</b>	<b>\$2,339,547</b>	<b>56.24%</b>	<b>\$1,023,766</b>

**Summary of Activities:**

As a result of the California Governor's COVID-19 Stay-at-Home order, San Diego Unified has transitioned all instructional delivery for adult education courses to a distance learning model. Adult education students were provided laptops if needed, including assistance with internet access through local internet providers. Weekly in-service and professional development was provided to instructional staff, including teleconferencing best practices with students, supporting students with special needs online, and fostering meaningful and appropriate teacher-student relationships using distance learning technologies. The results of the proactive measures taken resulted in program participation rates returning to near similar levels prior to the COVID-19 pandemic.

**Status  
Submitted**

**San Diego 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	\$865,667	\$877,977	98.6%	\$877,977	98.6%	\$12,310
2000 - Non-Instructional Salaries	\$231,041	\$254,280	90.86%	\$254,280	90.86%	\$23,239
3000 - Employee Benefits	\$444,314	\$500,623	88.75%	\$500,623	88.75%	\$56,309
4000 - Supplies and Materials	\$132,252	\$613,401	21.56%	\$613,401	21.56%	\$481,149
5000 - Other Operating Expenses and Services	\$29,420	\$45,000	65.38%	\$45,000	65.38%	\$15,580
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$45,632	\$48,266	94.54%	\$48,266	94.54%	\$2,634
<b>Totals</b>	<b>\$1,748,326</b>	<b>\$2,339,547</b>	<b>74.73%</b>	<b>\$2,339,547</b>	<b>74.73%</b>	<b>\$591,221</b>

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

Guidance: Yes

**Summary of Activities:**

As a result of the California Governor's COVID-19 Stay-at-Home order, San Diego Unified transitioned all instructional delivery for adult education courses to a distance learning model. Adult education students were provided laptops if needed, including assistance with internet access through local internet providers. Weekly in-service and professional development was provided to instructional staff, including teleconferencing best practices with students, supporting students with special needs online, and fostering meaningful and appropriate teacher-student relationships using distance learning technologies. Student were provided the opportunity to receive life-time job coaching and work-preparedness support through the San Diego Workforce Partnership. San Diego Adult School's Mira Mesa HSDP site piloted the online CASAS eTest. Proactive measures taken resulted in HSD graduation rates near similar levels prior to the COVID-19 pandemic.

**Status**  
**Submitted**



California  
Community  
Colleges

