

# CAEP Consortium Fiscal Reporting

## 51 South Bay Consortium for Adult Education

2020-21 Fiscal Year

### Certification

**Certified By**

Kishan Vujjeni

Dean of College Transitions & Extension Programs

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

### Fiscal Report Submittal Status

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Campbell Union High</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">East Side Union High</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Metropolitan Education District</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Milpitas Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">San Jose-Evergreen CCD</a>	Submitted	Submitted	Submitted	Not Submitted
<a href="#">Santa Clara Unified</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">West Valley-Mission CCD</a>	Submitted	Submitted	Submitted	Not Submitted

### Campbell Union High

**Campbell 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	\$277,460	\$0	100%	\$1,514,942	18.31%	\$1,237,482
2000 - Non-Instructional Salaries	\$90,482	\$0	100%	\$499,849	18.1%	\$409,367
3000 - Employee Benefits	\$199,238	\$0	100%	\$993,510	20.05%	\$794,272
4000 - Supplies and Materials	\$14,975	\$0	100%	\$624,943	2.4%	\$609,968
5000 - Other Operating Expenses and Services	\$58,440	\$0	100%	\$708,454	8.25%	\$650,014
6000 - Capital Outlay	\$0	\$0	100%	\$45,000	0%	\$45,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$219,335	0%	\$219,335
<b>Totals</b>	<b>\$640,595</b>	<b>\$0</b>	<b>100%</b>	<b>\$4,606,033</b>	<b>13.91%</b>	<b>\$3,965,438</b>

**Corrective Action Plan**

We will be closely monitoring the different funding streams and personnel coded to make adjustments.

**Summary of Activities:**

CAEP funds were utilized to cover credentialed and classified salaries to provide services in the Adult Basic and Secondary Education, ESL, CTE and Student Support areas. This fall, due to the pandemic, extreme heat and fires in the Bay Area, teachers, support staff, student advisors and administrators adapted to changing conditions to meet student needs including redesigning staff work schedules, intake and instruction, enhancing digital literacy curriculum, and increasing access to online learning etc. We continued to engage with our community partners to provide resources to students including hotspots, rental assistance, access to food pantry, etc. Other areas include providing co-enrollment opportunities in community colleges for adult school students.

**Status  
Submitted**

**Campbell 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	\$669,762	\$0	100%	\$1,514,942	44.21%	\$845,180
2000 - Non-Instructional Salaries	\$205,453	\$0	100%	\$499,849	41.1%	\$294,396
3000 - Employee Benefits	\$430,514	\$0	100%	\$993,510	43.33%	\$562,996
4000 - Supplies and Materials	\$16,474	\$0	100%	\$624,943	2.64%	\$608,469
5000 - Other Operating Expenses and Services	\$97,268	\$0	100%	\$708,454	13.73%	\$611,186
6000 - Capital Outlay	\$0	\$0	100%	\$45,000	0%	\$45,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$219,335	0%	\$219,335
<b>Totals</b>	<b>\$1,419,471</b>	<b>\$0</b>	<b>100%</b>	<b>\$4,606,033</b>	<b>30.82%</b>	<b>\$3,186,562</b>

**Summary of Activities:**

CAEP funds were utilized to cover credentialed and classified salaries to provide services in the Adult Basic and Secondary Education, ESL , CTE and Student Support areas. This fall, due to the pandemic, extreme heat and fires in the Bay Area, teachers, support staff, student advisors and administrators adapted to changing conditions to meet student needs including redesigning staff work schedules, intake and instruction, enhancing digital literacy curriculum, and increasing access to online learning etc. We continued to engage with our community partners to provide resources to students including hotspots, rental assistance, access to food pantry, etc. Other areas include providing co-enrollment opportunities in community colleges for adult school students.

**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. Usha Narayanan, Director

**Campbell 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	\$1,060,332	\$0	100%	\$1,514,942	69.99%	\$454,610
2000 - Non-Instructional Salaries	\$318,312	\$0	100%	\$499,849	63.68%	\$181,537
3000 - Employee Benefits	\$676,904	\$0	100%	\$993,510	68.13%	\$316,606
4000 - Supplies and Materials	\$19,070	\$0	100%	\$624,943	3.05%	\$605,873
5000 - Other Operating Expenses and Services	\$154,400	\$0	100%	\$708,454	21.79%	\$554,054
6000 - Capital Outlay	\$0	\$0	100%	\$45,000	0%	\$45,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$219,335	0%	\$219,335
<b>Totals</b>	<b>\$2,229,018</b>	<b>\$0</b>	<b>100%</b>	<b>\$4,606,033</b>	<b>48.39%</b>	<b>\$2,377,015</b>

**Summary of Activities:**

CAEP Funds were utilized to pay for certificated and classified salaries to support students in basic skills programs such as adult basic and secondary education, career and technical education, and ESL. Staff, including Student Advisors, constantly changed strategies for student orientation and to build digital literacy skills among students in order for them to participate in online learning. Resources were allocated for teachers to collaborate and share best practices to support delivery of online instruction.

**Status**  
**Submitted**

**Campbell 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	\$1,454,817	\$0	100%	\$1,514,942	96.03%	\$60,125
2000 - Non-Instructional Salaries	\$460,379	\$0	100%	\$499,849	92.1%	\$39,470
3000 - Employee Benefits	\$924,496	\$0	100%	\$993,510	93.05%	\$69,014
4000 - Supplies and Materials	\$19,070	\$0	100%	\$624,943	3.05%	\$605,873
5000 - Other Operating Expenses and Services	\$242,960	\$0	100%	\$708,454	34.29%	\$465,494
6000 - Capital Outlay	\$40,087	\$45,000	89.08%	\$45,000	89.08%	\$4,913
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$152,877	\$0	100%	\$219,335	69.7%	\$66,458
<b>Totals</b>	<b>\$3,294,686</b>	<b>\$45,000</b>	<b>7,321.52%</b>	<b>\$4,606,033</b>	<b>71.53%</b>	<b>\$1,311,347</b>

**Summary of Activities:**

CAEP Funds were utilized to pay for certificated and classified salaries to support students in basic skills programs such as adult basic and secondary education, career and technical education, and ESL. Staff, including Student Advisors, constantly changed strategies for student orientation and to build digital literacy skills among students in order for them to participate in online learning. Teachers collaborated and shared best practices to support delivery of online instruction. We did not need classroom supplies because of online instruction. We leveraged unexpected increase in WIOA funds to purchase ebooks and chrome books for student use. A computer lab at CACE was modified to create an office space for the Consortium Coordinator. This personnel change was due to re-configuration of consortium-wide roles. We have also created a private space for student advisement in one our classrooms at a site where we had none. These costs are reflected in Object Code 6000.

**Status**  
**Unsubmitted**

**East Side Union High**

**East Side 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	\$375,122	\$479,845	78.18%	\$3,198,969	11.73%	\$2,823,847
2000 - Non-Instructional Salaries	\$241,004	\$225,870	106.7%	\$1,129,350	21.34%	\$888,346
3000 - Employee Benefits	\$286,156	\$350,349	81.68%	\$1,751,747	16.34%	\$1,465,591
4000 - Supplies and Materials	\$17,093	\$25,212	67.8%	\$504,235	3.39%	\$487,142
5000 - Other Operating Expenses and Services	\$155,952	\$130,635	119.38%	\$435,451	35.81%	\$279,499
6000 - Capital Outlay	\$0	\$0	100%	\$10,242	0%	\$10,242
7000 - Other Outgo	\$28,090	\$50,814	55.28%	\$338,763	8.29%	\$310,673
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$1,103,417</b>	<b>\$1,262,726</b>	<b>87.38%</b>	<b>\$7,368,757</b>	<b>14.97%</b>	<b>\$6,265,340</b>

### Corrective Action Plan

Plan will be updated in Spring semester to reflect the full year of remote instruction. Expenditures shift to more online resources.

### Summary of Activities:

Classes were held remotely for all program areas and minimal office supplies were purchased during the first quarter.

**Status**  
**Submitted**

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### East Side 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	\$1,351,915	\$1,439,536	93.91%	\$3,198,969	42.26%	\$1,847,054
2000 - Non-Instructional Salaries	\$521,956	\$564,675	92.43%	\$1,129,350	46.22%	\$607,394
3000 - Employee Benefits	\$764,719	\$788,286	97.01%	\$1,751,747	43.65%	\$987,028
4000 - Supplies and Materials	\$17,093	\$100,847	16.95%	\$504,235	3.39%	\$487,142
5000 - Other Operating Expenses and Services	\$205,230	\$217,726	94.26%	\$435,451	47.13%	\$230,221
6000 - Capital Outlay	\$10,242	\$10,242	100%	\$10,242	100%	\$0
7000 - Other Outgo	\$138,334	\$169,382	81.67%	\$338,763	40.84%	\$200,429
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$3,009,489</b>	<b>\$3,290,693</b>	<b>91.45%</b>	<b>\$7,368,757</b>	<b>40.84%</b>	<b>\$4,359,268</b>

**Summary of Activities:**

We continue to offer classes via remote learning. Instructional materials and supplies are below budget because teachers are using digital resources that are either free or at lower costs. Also, CTE expense for robotics was classified as capital outlay.

**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**

Traci Williams, Director

**East Side 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	\$2,152,659	\$2,239,278	96.13%	\$3,198,969	67.29%	\$1,046,310
2000 - Non-Instructional Salaries	\$799,822	\$847,013	94.43%	\$1,129,350	70.82%	\$329,528
3000 - Employee Benefits	\$1,206,409	\$1,313,810	91.83%	\$1,751,747	68.87%	\$545,338
4000 - Supplies and Materials	\$17,093	\$352,965	4.84%	\$504,235	3.39%	\$487,142
5000 - Other Operating Expenses and Services	\$237,120	\$326,588	72.61%	\$435,451	54.45%	\$198,331
6000 - Capital Outlay	\$10,242	\$10,242	100%	\$10,242	100%	\$0
7000 - Other Outgo	\$195,535	\$254,072	76.96%	\$338,763	57.72%	\$143,228
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$4,618,880</b>	<b>\$5,343,968</b>	<b>86.43%</b>	<b>\$7,368,757</b>	<b>62.68%</b>	<b>\$2,749,877</b>

### Summary of Activities:

East Side Adult Education uses CAEP funds to pay for salaries and benefits of regular classroom certificated staff who teach adult learners enrolled in the High School Diploma, High School Equivalency, and ESL. Certificated staff includes the Transition and ESL Program Specialists. Classified salaries and corresponding benefits and partial administrators' salaries come out of this fund. The allocations are also used to purchase books, supplies for program instruction and rental, leases, and repairs of equipment to sustain instructional programs.

**Status  
Submitted**

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### East Side 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	\$3,051,564	\$3,198,969	95.39%	\$3,198,969	95.39%	\$147,405
2000 - Non-Instructional Salaries	\$1,027,496	\$1,129,350	90.98%	\$1,129,350	90.98%	\$101,854
3000 - Employee Benefits	\$1,614,163	\$1,751,747	92.15%	\$1,751,747	92.15%	\$137,584
4000 - Supplies and Materials	\$30,390	\$504,235	6.03%	\$504,235	6.03%	\$473,845
5000 - Other Operating Expenses and Services	\$275,271	\$435,451	63.22%	\$435,451	63.22%	\$160,180
6000 - Capital Outlay	\$10,242	\$10,242	100%	\$10,242	100%	\$0
7000 - Other Outgo	\$299,471	\$338,763	88.4%	\$338,763	88.4%	\$39,292
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$6,308,597</b>	<b>\$7,368,757</b>	<b>85.61%</b>	<b>\$7,368,757</b>	<b>85.61%</b>	<b>\$1,060,160</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:**

The under-run in the 2020-2021 expenditures is primarily due to courses being taught remotely. Supplies were significantly lower because teachers and students were not on campus and instruction material was digitalized rather than hard copies being massed produced and books being ordered as well as a reduction in custodial supplies. Enrollment also dropped significantly requiring the closure of several classes. As staff members resigned, positions were not backfilled.

**Status  
Submitted**

**Metropolitan Education District**

**Metropolitan Education District Q1 Report (7/1 - 9/30)**

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$277,571	\$295,025	94.08%	\$1,180,100	23.52%	\$902,529
2000 - Non-Instructional Salaries	\$159,660	\$150,000	106.44%	\$600,000	26.61%	\$440,340
3000 - Employee Benefits	\$177,396	\$152,500	116.33%	\$610,000	29.08%	\$432,604
4000 - Supplies and Materials	\$14,980	\$200,000	7.49%	\$800,000	1.87%	\$785,020
5000 - Other Operating Expenses and Services	\$31,887	\$0	100%	\$131,887	24.18%	\$100,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$53,079	\$32,703	162.31%	\$130,812	40.58%	\$77,733
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$714,573</b>	<b>\$830,228</b>	<b>86.07%</b>	<b>\$3,452,799</b>	<b>20.7%</b>	<b>\$2,738,226</b>

**Summary of Activities:**

SVAE continues to struggle with enrollment and investments that allow the program to deliver a distance learning model while ensuring safety from COVID-19 on campus for any in person assessments and resources.

**Status  
Submitted**

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**Metropolitan Education District Q2 Report (10/1 - 12/31)**

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$535,825	\$295,025	181.62%	\$1,180,100	45.41%	\$644,275
2000 - Non-Instructional Salaries	\$285,626	\$150,000	190.42%	\$600,000	47.6%	\$314,374
3000 - Employee Benefits	\$342,620	\$152,500	224.67%	\$610,000	56.17%	\$267,380
4000 - Supplies and Materials	\$31,276	\$200,000	15.64%	\$800,000	3.91%	\$768,724
5000 - Other Operating Expenses and Services	\$125,344	\$0	100%	\$131,887	95.04%	\$6,543
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$53,079	\$32,703	162.31%	\$130,812	40.58%	\$77,733
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$1,373,770</b>	<b>\$830,228</b>	<b>165.47%</b>	<b>\$3,452,799</b>	<b>39.79%</b>	<b>\$2,079,029</b>

**Summary of Activities:**

SVAE continues to struggle with enrollment and investments that allow the program to deliver a distance learning model while ensuring safety from COVID-19 on campus for any in person assessments and resources.

**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**

Alecia Kelley, Director of Programs & Student Support Service  
Drew Foerder, Principal

**Metropolitan Education District Q3 Report (1/1 - 3/31)**






Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$1,150,849	\$295,025	390.09%	\$1,180,100	97.52%	\$29,251
2000 - Non-Instructional Salaries	\$573,804	\$150,000	382.54%	\$600,000	95.63%	\$26,196
3000 - Employee Benefits	\$735,082	\$152,500	482.02%	\$610,000	120.51%	⤴ -\$125,082
4000 - Supplies and Materials	\$90,511	\$200,000	45.26%	\$800,000	11.31%	\$709,489
5000 - Other Operating Expenses and Services	\$216,359	\$0	100%	\$131,887	164.05%	⤴ -\$84,472
6000 - Capital Outlay	\$2,676	\$0	100%	\$0	100%	⤴ -\$2,676
7000 - Other Outgo	\$53,079	\$32,703	162.31%	\$130,812	40.58%	\$77,733
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$2,822,360</b>	<b>\$830,228</b>	<b>339.95%</b>	<b>\$3,452,799</b>	<b>81.74%</b>	<b>\$630,439</b>

**Summary of Activities:**

Silicon Valley Adult School uses CAEP funds to pay for salaries and benefits of regular classroom certificated staff who teach adult learners enrolled in the High School Diploma, High School Equivalency, and ESL. Certificated staff includes the Transition and ESL Program Specialists. Classified salaries and corresponding benefits and partial administrators' salaries come out of this fund. The allocations are also used to purchase books, supplies for program instruction and rental, leases, and repairs of equipment to sustain instructional programs.

**Status**  
**Submitted**

**Metropolitan Education District Q4 Report (4/1 - 6/30)**

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$1,315,448	\$295,025	445.88%	\$1,180,100	111.47%	 -\$135,348
2000 - Non-Instructional Salaries	\$713,114	\$150,000	475.41%	\$600,000	118.85%	 -\$113,114
3000 - Employee Benefits	\$919,235	\$152,500	602.78%	\$610,000	150.69%	 -\$309,235
4000 - Supplies and Materials	\$147,338	\$200,000	73.67%	\$800,000	18.42%	\$652,662
5000 - Other Operating Expenses and Services	\$291,243	\$0	100%	\$131,887	220.83%	 -\$159,356
6000 - Capital Outlay	\$2,676	\$0	100%	\$0	100%	 -\$2,676
7000 - Other Outgo	\$53,079	\$32,703	162.31%	\$130,812	40.58%	\$77,733
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$3,442,133</b>	<b>\$830,228</b>	<b>414.6%</b>	<b>\$3,452,799</b>	<b>99.69%</b>	<b>\$10,666</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:**

Silicon Valley Adult School uses CAEP funds to pay for salaries and benefits of regular classroom certificated staff who teach adult learners enrolled in the High School Diploma, High School Equivalency, and ESL. Certificated staff includes the Transition and ESL Program Specialists. Classified salaries and corresponding benefits and partial administrators' salaries come out of this fund. The allocations are also used to purchase books, updated technology, supplies for program instruction and rental, leases, and repairs of equipment to sustain instructional programs.

**Status**  
**Submitted**

**Milpitas Unified**

**Milpitas 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	\$157,898	\$100,015	157.87%	\$500,076	31.57%	\$342,178
2000 - Non-Instructional Salaries	\$24,424	\$16,000	152.65%	\$80,000	30.53%	\$55,576
3000 - Employee Benefits	\$60,695	\$40,288	150.65%	\$201,442	30.13%	\$140,747
4000 - Supplies and Materials	\$149	\$689	21.62%	\$3,446	4.32%	\$3,297
5000 - Other Operating Expenses and Services	\$936	\$2,250	41.59%	\$11,252	8.32%	\$10,316
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$6,827	\$7,819	87.32%	\$39,094	17.46%	\$32,267
<b>Totals</b>	<b>\$250,929</b>	<b>\$167,062</b>	<b>150.2%</b>	<b>\$835,310</b>	<b>30.04%</b>	<b>\$584,381</b>

### Summary of Activities:

The CAEP expenditures for the first quarter align with the budget for all the categories listed. This includes salaries for certificated and classified staff, providing services in the ESL, CTE, ABE, HSE, and transition areas. Since March of 2020 after going into SIP, all faculty started teaching remotely and MAE embraced the EducateEveryWhere MUSD remote teaching and learning campaign. In the fall of 2020, staff school-wide has taken PD from CASAS, CALPRO, OTAN, and TAP to engage in best remote teaching practices. One of our main goals in Q1 was to support learners who didn't have access to technology. We created a Chromebook loaner system and spent quality office hours onboarding students to learning remotely. Our classified staff has done an amazing and creative job in pivoting traditional intake doing it in the parking lot and in small groups in safe environments. MAE's transition specialist has reached out to all learners navigating their way to college and the workforce.

**Status**  
**Submitted**

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### Milpitas 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	\$279,489	\$250,038	111.78%	\$500,076	55.89%	\$220,587
2000 - Non-Instructional Salaries	\$39,604	\$40,000	99.01%	\$80,000	49.51%	\$40,396
3000 - Employee Benefits	\$99,776	\$100,721	99.06%	\$201,442	49.53%	\$101,666
4000 - Supplies and Materials	\$204	\$1,723	11.84%	\$3,446	5.92%	\$3,242
5000 - Other Operating Expenses and Services	\$1,203	\$5,626	21.38%	\$11,252	10.69%	\$10,049
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$14,350	\$19,547	73.41%	\$39,094	36.71%	\$24,744
<b>Totals</b>	<b>\$434,626</b>	<b>\$417,655</b>	<b>104.06%</b>	<b>\$835,310</b>	<b>52.03%</b>	<b>\$400,684</b>

**Summary of Activities:**

The CAEP expenditures for the second quarter align with the budget for all the categories listed. This includes salaries for certificated and classified staff, providing services in the ESL, CTE, ABE, HSE, and transition areas. We continue to implement best practices for teaching and learning remotely. Our certificated and classified staff have done an amazing job as we continue to embrace the MAE the EducateEveryWhere MUSD remote teaching and learning campaign. At the beginning of 2021, our staff school-wide has taken PD from CASAS, CALPRO, OTAN, and TAP to engage in best remote teaching practices. All teachers are certified to implement remote CASAS testing. We also continue to work on breaking the barriers of inequity and support learners who don't have access to technology. Our classified staff and transition specialist are doing an amazing job in providing excellent customer service to all learners reaching out to them in different modalities.

**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**

Milpitas Unified School District Giuliana Brahim, Principal

**Milpitas 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	\$460,590	\$375,057	122.81%	\$500,076	92.1%	\$39,486
2000 - Non-Instructional Salaries	\$70,640	\$60,000	117.73%	\$80,000	88.3%	\$9,360
3000 - Employee Benefits	\$163,605	\$151,082	108.29%	\$201,442	81.22%	\$37,837
4000 - Supplies and Materials	\$1,321	\$2,585	51.11%	\$3,446	38.33%	\$2,125
5000 - Other Operating Expenses and Services	\$2,032	\$8,439	24.08%	\$11,252	18.06%	\$9,220
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$29,970	\$29,321	102.22%	\$39,094	76.66%	\$9,124
<b>Totals</b>	<b>\$728,158</b>	<b>\$626,483</b>	<b>116.23%</b>	<b>\$835,310</b>	<b>87.17%</b>	<b>\$107,152</b>

**Summary of Activities:**

Milpitas Adult School uses CAEP funds to pay for salaries and benefits of regular classroom certificated staff who teach adult learners enrolled in the High School Diploma, High School Equivalency, and ESL. Certificated staff includes the Transition and ESL Program Specialists. Classified salaries and corresponding benefits and partial administrators' salaries come out of this fund. The allocations are also used to purchase books, supplies for program instruction and rental, leases, and repairs of equipment to sustain instructional programs.

**Status  
Submitted**

**Milpitas 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	\$522,696	\$500,076	104.52%	\$500,076	104.52%	⤴ -\$22,620
2000 - Non-Instructional Salaries	\$91,891	\$80,000	114.86%	\$80,000	114.86%	⤴ -\$11,891
3000 - Employee Benefits	\$177,186	\$201,442	87.96%	\$201,442	87.96%	\$24,256
4000 - Supplies and Materials	\$1,488	\$3,446	43.18%	\$3,446	43.18%	\$1,958
5000 - Other Operating Expenses and Services	\$7,702	\$11,252	68.45%	\$11,252	68.45%	\$3,550
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$34,347	\$39,094	87.86%	\$39,094	87.86%	\$4,747
<b>Totals</b>	<b>\$835,310</b>	<b>\$835,310</b>	<b>100%</b>	<b>\$835,310</b>	<b>100%</b>	<b>\$0</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:**

The CAEP expenses in the 1000 and 2000 categories increased due to a 4% retroactive raise given to all certificated, classified staff in Milpitas Unified School District. Throughout the school year, Milpitas Adult School uses CAEP funds to pay for salaries and benefits of regular classroom certificated staff who teach adult learners enrolled in the High School Diploma, High School Equivalency, and ESL. Certificated staff includes the Transition and ESL Program Specialists. Classified salaries and corresponding benefits and partial administrators' salaries. The allocations are also used to purchase books, supplies for program instruction and rental, leases, and repairs of equipment to sustain instructional programs.

**Status  
Submitted**

**San Jose-Evergreen CCD**

**San Jose-Evergreen 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	\$68,819	\$40,235	171.04%	\$201,173	34.21%	\$132,354
2000 - Non-Instructional Salaries	\$189,066	\$105,271	179.6%	\$526,357	35.92%	\$337,291
3000 - Employee Benefits	\$132,048	\$84,300	156.64%	\$421,498	31.33%	\$289,450
4000 - Supplies and Materials	\$0	\$600	0%	\$3,000	0%	\$3,000
5000 - Other Operating Expenses and Services	\$4,024	\$81,600	4.93%	\$407,999	0.99%	\$403,975
6000 - Capital Outlay	\$0	\$100	0%	\$1,000	0%	\$1,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$15,269	0%	\$76,346	0%	\$76,346
<b>Totals</b>	<b>\$393,957</b>	<b>\$327,375</b>	<b>120.34%</b>	<b>\$1,637,373</b>	<b>24.06%</b>	<b>\$1,243,416</b>

### Summary of Activities:

Consistent with SBCAE 3 year regional plan and 1920-21 annual plan, Evergreen College and San Jose City College continue to offer necessary instruction and support services to Adult Learners. To address some of the life challenges, Transition Specialists are using all community resources to assist students with referrals for life needs. Faculty continue to participate in the Consortium activities to address the curricular gaps to create smooth transitions for post-secondary education. The Research Analyst is conducting data study sessions to keep all members informed about students' progress as well as to encourage data driven decisions. The SJECCD consistently providing leadership for the Consortium in the capacity of Co-Chair.

**Status  
Submitted**

### San Jose-Evergreen 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	\$137,843	\$80,469	171.3%	\$201,173	68.52%	\$63,330
2000 - Non-Instructional Salaries	\$280,319	\$210,543	133.14%	\$526,357	53.26%	\$246,038
3000 - Employee Benefits	\$205,345	\$168,599	121.79%	\$421,498	48.72%	\$216,153
4000 - Supplies and Materials	\$105	\$1,200	8.75%	\$3,000	3.5%	\$2,895
5000 - Other Operating Expenses and Services	\$12,519	\$163,200	7.67%	\$407,999	3.07%	\$395,480
6000 - Capital Outlay	\$0	\$200	0%	\$1,000	0%	\$1,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$31,806	\$30,538	104.15%	\$76,346	41.66%	\$44,540
<b>Totals</b>	<b>\$667,937</b>	<b>\$654,749</b>	<b>102.01%</b>	<b>\$1,637,373</b>	<b>40.79%</b>	<b>\$969,436</b>

**Summary of Activities:**

The SJCC have an ongoing career engagement open to all Adult Basic and Secondary education, ESL and CTE students with classroom presentations, Your Future Friday workshops, and bi-annual job fairs. The Workforce Division is currently developing non-credit and ESL Career Education courses for heating ventilation air conditioning, machine technology, and laser technology. EVC offered to support ESAE students on digital literacy in multiple languages in Open Computer Lab. A professional development initiative was also planned for an early February launch for a collaboration between ESAE and EVC transition specialists and EVC support staff and counselors, through a private contractor. The professional development includes design of a ‘Transition to College’ series of workshops designed to increase access to college for AE students. The CEM continue to support Consortium wide activities including Consortium leadership, research, data study sessions, consortium administrative support.

**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**

Jonathan Camacho CMA, Business Supervisor  
Kishan Vujjeni, Dean of College Transitions & Extension Programs  
Deanna Herrera, Interim, Controller

### San Jose-Evergreen 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	\$200,954	\$120,704	166.49%	\$201,173	99.89%	\$219
2000 - Non-Instructional Salaries	\$421,462	\$315,814	133.45%	\$526,357	80.07%	\$104,895
3000 - Employee Benefits	\$310,198	\$252,899	122.66%	\$421,498	73.59%	\$111,300
4000 - Supplies and Materials	\$105	\$1,800	5.83%	\$3,000	3.5%	\$2,895
5000 - Other Operating Expenses and Services	\$12,519	\$244,799	5.11%	\$407,999	3.07%	\$395,480
6000 - Capital Outlay	\$0	\$400	0%	\$1,000	0%	\$1,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$31,807	\$45,808	69.44%	\$76,346	41.66%	\$44,539
<b>Totals</b>	<b>\$977,045</b>	<b>\$982,224</b>	<b>99.47%</b>	<b>\$1,637,373</b>	<b>59.67%</b>	<b>\$660,328</b>

#### Summary of Activities:

The SJCC continue to engage faculty for developing non-credit and ESL Career Education courses to bridge students into programs in the area of heating ventilation air conditioning, machine technology, and laser technology. The EVC and ESAE faculty, administrators and transition specialists continue to engage to find ways and means to provide opportunities in the area of contextualized learning, dual enrollments and co-location of classes. Both SJCC and EVC had committed to develop more choices of bridge programs for adult learners. The CEM continue to support Consortium wide activities including Consortium leadership, research, data study sessions, consortium administrative support.

**Status  
Submitted**

### San Jose-Evergreen 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	\$200,954	\$201,173	99.89%	\$201,173	99.89%	\$219
2000 - Non-Instructional Salaries	\$421,462	\$526,357	80.07%	\$526,357	80.07%	\$104,895
3000 - Employee Benefits	\$310,198	\$421,498	73.59%	\$421,498	73.59%	\$111,300
4000 - Supplies and Materials	\$105	\$3,000	3.5%	\$3,000	3.5%	\$2,895
5000 - Other Operating Expenses and Services	\$12,519	\$407,999	3.07%	\$407,999	3.07%	\$395,480
6000 - Capital Outlay	\$0	\$1,000	0%	\$1,000	0%	\$1,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$31,807	\$76,346	41.66%	\$76,346	41.66%	\$44,539
<b>Totals</b>	<b>\$977,045</b>	<b>\$1,637,373</b>	<b>59.67%</b>	<b>\$1,637,373</b>	<b>59.67%</b>	<b>\$660,328</b>

**Status**  
**Unsubmitted**

## Santa Clara Unified

Santa Clara 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	\$175,571	\$150,714	116.49%	\$793,231	22.13%	\$617,660
2000 - Non-Instructional Salaries	\$96,030	\$122,803	78.2%	\$491,212	19.55%	\$395,182
3000 - Employee Benefits	\$84,874	\$73,730	115.11%	\$388,054	21.87%	\$303,180
4000 - Supplies and Materials	\$833	\$0	100%	\$140,721	0.59%	\$139,888
5000 - Other Operating Expenses and Services	\$2,786	\$0	100%	\$138,011	2.02%	\$135,225
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$17,726	0%	\$70,905	0%	\$70,905
<b>Totals</b>	<b>\$360,094</b>	<b>\$364,973</b>	<b>98.66%</b>	<b>\$2,022,134</b>	<b>17.81%</b>	<b>\$1,662,040</b>

### Summary of Activities:

CAEP funds are primarily used to pay for credentialed and classified salaries and benefits to provide instruction and support for students enrolled in High School Diploma, High School Equivalency, ESL, Career and Technical Education programs including Medical Assistant and Eye Care Technician, Adults with Disabilities and K12 Student Support. Credentialed staff include Instructors, Transition Specialists, Program Specialists; classified salaries include administrative support, including registration, attendance, and TE reporting. SCUSD CAEP funds also support learning disabilities services for SBCAE.

**Status**  
**Submitted**

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### Santa Clara 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	\$344,414	\$364,886	94.39%	\$793,231	43.42%	\$448,817
2000 - Non-Instructional Salaries	\$196,738	\$245,606	80.1%	\$491,212	40.05%	\$294,474
3000 - Employee Benefits	\$165,896	\$178,505	92.94%	\$388,054	42.75%	\$222,158
4000 - Supplies and Materials	\$4,631	\$70,361	6.58%	\$140,721	3.29%	\$136,090
5000 - Other Operating Expenses and Services	\$4,038	\$0	100%	\$138,011	2.93%	\$133,973
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$14,476	\$35,453	40.83%	\$70,905	20.42%	\$56,429
<b>Totals</b>	<b>\$730,193</b>	<b>\$894,810</b>	<b>81.6%</b>	<b>\$2,022,134</b>	<b>36.11%</b>	<b>\$1,291,941</b>

**Summary of Activities:**

CAEP funds are primarily used to pay for credentialed and classified salaries and benefits to provide instruction and support for students enrolled in High School Diploma, High School Equivalency, ESL, Career and Technical Education programs including Medical Assistant and Eye Care Technician, Adults with Disabilities and K12 Student Support. Credentialed staff include Instructors, Transition Specialists, Program Specialists; classified salaries include administrative support, including registration, attendance, and TE reporting. SCUSD CAEP funds also support learning disabilities services for SBCAE.

**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**

Christine Berdiansky, Program Administrator  
Carrie Casto, Principal, Adult Ed.

**Santa Clara 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	\$532,329	\$579,059	91.93%	\$793,231	67.11%	\$260,902
2000 - Non-Instructional Salaries	\$342,393	\$368,409	92.94%	\$491,212	69.7%	\$148,819
3000 - Employee Benefits	\$260,089	\$283,279	91.81%	\$388,054	67.02%	\$127,965
4000 - Supplies and Materials	\$5,102	\$140,721	3.63%	\$140,721	3.63%	\$135,619
5000 - Other Operating Expenses and Services	\$4,382	\$69,006	6.35%	\$138,011	3.18%	\$133,629
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$28,772	\$53,179	54.1%	\$70,905	40.58%	\$42,133
<b>Totals</b>	<b>\$1,173,067</b>	<b>\$1,493,652</b>	<b>78.54%</b>	<b>\$2,022,134</b>	<b>58.01%</b>	<b>\$849,067</b>

**Summary of Activities:**

CAEP funds are primarily used to pay for credentialed and classified salaries and benefits to provide instruction and support for students enrolled in High School Diploma, High School Equivalency, ESL, Career and Technical Education programs including Medical Assistant and Eye Care Technician, Adults with Disabilities and K12 Student Support. Credentialed staff include Instructors, Transition Specialists, Program Specialists; classified salaries include administrative support, including registration, attendance, and TE reporting.

**Status**  
**Submitted**

**Santa Clara 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	\$782,272	\$793,231	98.62%	\$793,231	98.62%	\$10,959
2000 - Non-Instructional Salaries	\$464,513	\$491,212	94.56%	\$491,212	94.56%	\$26,699
3000 - Employee Benefits	\$375,195	\$388,054	96.69%	\$388,054	96.69%	\$12,859
4000 - Supplies and Materials	\$133,347	\$140,721	94.76%	\$140,721	94.76%	\$7,374
5000 - Other Operating Expenses and Services	\$8,469	\$138,011	6.14%	\$138,011	6.14%	\$129,542
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$70,905	\$70,905	100%	\$70,905	100%	\$0
<b>Totals</b>	<b>\$1,834,701</b>	<b>\$2,022,134</b>	<b>90.73%</b>	<b>\$2,022,134</b>	<b>90.73%</b>	<b>\$187,433</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:**

CAEP funds are primarily used to pay for credentialed and classified salaries and benefits to provide instruction and support for students enrolled in High School Diploma, High School Equivalency, ESL, Career and Technical Education programs including Medical Assistant and Administrative Professional Training, Adults with Disabilities and K12 Student Support. Credentialed staff include Instructors, Transition Specialists, Program Specialists; classified salaries include administrative support, including registration, attendance, and TE reporting.

**Status  
Submitted**

**West Valley-Mission CCD**

**West Valley-Mission 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	\$8,113	\$12,491	64.95%	\$62,454	12.99%	\$54,341
2000 - Non-Instructional Salaries	\$72,654	\$83,361	87.16%	\$333,445	21.79%	\$260,791
3000 - Employee Benefits	\$33,772	\$40,022	84.38%	\$160,088	21.1%	\$126,316
4000 - Supplies and Materials	\$80	\$18,339	0.44%	\$73,354	0.11%	\$73,274
5000 - Other Operating Expenses and Services	\$2,700	\$3,094	87.28%	\$12,374	21.82%	\$9,674
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$6,838	0%	\$27,353	0%	\$27,353
<b>Totals</b>	<b>\$117,319</b>	<b>\$164,144</b>	<b>71.47%</b>	<b>\$669,068</b>	<b>17.53%</b>	<b>\$551,749</b>

### Summary of Activities:

Non-credit classes were offered in ESL, short-term vocational, and citizenship for Summer 2020 to support students transitions into credit programs and the workforce. Transition support is provided by 2 Transition Specialists, one at Mission College and the second at West Valley. Funds were utilized for support for work related to the consortia and partnerships with adult schools such as IET stipends, student supports, administration support. Overall, the expenditures are in line with Annual and 3 year plan and SBCE Charter.

**Status  
Submitted**

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### West Valley-Mission 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	\$20,993	\$31,227	67.23%	\$62,454	33.61%	\$41,461
2000 - Non-Instructional Salaries	\$134,940	\$166,723	80.94%	\$333,445	40.47%	\$198,505
3000 - Employee Benefits	\$63,108	\$80,044	78.84%	\$160,088	39.42%	\$96,980
4000 - Supplies and Materials	\$80	\$36,677	0.22%	\$73,354	0.11%	\$73,274
5000 - Other Operating Expenses and Services	\$5,295	\$6,187	85.58%	\$12,374	42.79%	\$7,079
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$13,677	0%	\$27,353	0%	\$27,353
<b>Totals</b>	<b>\$224,416</b>	<b>\$334,534</b>	<b>67.08%</b>	<b>\$669,068</b>	<b>33.54%</b>	<b>\$444,652</b>

**Summary of Activities:**

Non-credit classes were offered in ESL, short-term vocational, and citizenship for Fall 2020 to support students transitions into credit programs and the workforce. Transition support is provided by 2 Transition Specialists, one at Mission College and the second at West Valley. Funds were utilized for support for work related to the consortia and partnerships with adult schools such as IET stipends, student supports, administration support. Overall, the expenditures are in line with Annual and 3 year plan and SBCE Charter.

**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**

Valerie Jensen, Dean, Language Arts

Mr. Brad Weisberg 7414084, Dean, Career Programs and Workforce Development

Eric Grabiell, Director, School of Continuing Education

Aaron Tolbert Ph.D., Dean of Language Arts

**West Valley-Mission 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	\$30,844	\$46,841	65.85%	\$62,454	49.39%	\$31,610
2000 - Non-Instructional Salaries	\$195,222	\$250,084	78.06%	\$333,445	58.55%	\$138,223
3000 - Employee Benefits	\$96,490	\$120,066	80.36%	\$160,088	60.27%	\$63,598
4000 - Supplies and Materials	\$418	\$55,016	0.76%	\$73,354	0.57%	\$72,936
5000 - Other Operating Expenses and Services	\$12,405	\$9,281	133.67%	\$12,374	100.25%	⤴ -\$31
6000 - Capital Outlay	\$247	\$0	100%	\$0	100%	⤴ -\$247
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$20,515	0%	\$27,353	0%	\$27,353
<b>Totals</b>	<b>\$335,626</b>	<b>\$501,801</b>	<b>66.88%</b>	<b>\$669,068</b>	<b>50.16%</b>	<b>\$333,442</b>

**Summary of Activities:**

Non-credit classes were offered in ESL, short-term vocational, and citizenship for Fall 2020 to support students transitions into credit programs and the workforce. Transition support is provided by 2 Transition Specialists, one at Mission College and the second at West Valley. Funds were utilized for support for work related to the consortia and partnerships with adult schools such as IET stipends, participation in faculty workgroups, student supports, administration support, and the development of new noncredit courses and programs. Overall, the expenditures are in line with Annual and 3 year plan and SBCAE Charter.

**Status**  
**Submitted**

**West Valley-Mission 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	\$30,844	\$62,454	49.39%	\$62,454	49.39%	\$31,610
2000 - Non-Instructional Salaries	\$195,222	\$333,445	58.55%	\$333,445	58.55%	\$138,223
3000 - Employee Benefits	\$96,490	\$160,088	60.27%	\$160,088	60.27%	\$63,598
4000 - Supplies and Materials	\$418	\$73,354	0.57%	\$73,354	0.57%	\$72,936
5000 - Other Operating Expenses and Services	\$12,405	\$12,374	100.25%	\$12,374	100.25%	⌈ -\$31
6000 - Capital Outlay	\$247	\$0	100%	\$0	100%	⌈ -\$247
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$27,353	0%	\$27,353	0%	\$27,353
<b>Totals</b>	<b>\$335,626</b>	<b>\$669,068</b>	<b>50.16%</b>	<b>\$669,068</b>	<b>50.16%</b>	<b>\$333,442</b>

Status  
Unsubmitted



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