

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 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
Campbell Union High	Submitted	Submitted	Submitted	Submitted
East Side Union High	Submitted	Submitted	Submitted	Submitted
Metropolitan Education District	Submitted	Submitted	Submitted	Submitted
Milpitas Unified	Submitted	Submitted	Submitted	Submitted
San Jose-Evergreen CCD	Submitted	Submitted	Submitted	Submitted
Santa Clara Unified	Submitted	Submitted	Submitted	Submitted
West Valley-Mission CCD	Submitted	Submitted	Submitted	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
Totals	\$640,595	\$0	100%	\$4,606,033	13.91%	\$3,965,438

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	\$14,975	\$0	100%	\$624,943	2.4%	\$609,968
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
Totals	\$1,417,972	\$0	100%	\$4,606,033	30.79%	\$3,188,061

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	\$14,975	\$0	100%	\$624,943	2.4%	\$609,968
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
Totals	\$2,224,923	\$0	100%	\$4,606,033	48.3%	\$2,381,110

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	\$14,975	\$0	100%	\$624,943	2.4%	\$609,968
5000 - Other Operating Expenses and Services	\$202,874	\$0	100%	\$708,454	28.64%	\$505,580
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
Totals	\$3,250,505	\$45,000	7,223.34%	\$4,606,033	70.57%	\$1,355,528

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 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
Submitted**

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
Totals	\$1,103,417	\$1,262,726	87.38%	\$7,368,757	14.97%	\$6,265,340

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

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
Totals	\$3,009,489	\$3,290,693	91.45%	\$7,368,757	40.84%	\$4,359,268

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
Totals	\$4,618,880	\$5,343,968	86.43%	\$7,368,757	62.68%	\$2,749,877

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

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
Totals	\$6,308,597	\$7,368,757	85.61%	\$7,368,757	85.61%	\$1,060,160

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
Totals	\$714,573	\$830,228	86.07%	\$3,452,799	20.7%	\$2,738,226

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

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
Totals	\$1,373,770	\$830,228	165.47%	\$3,452,799	39.79%	\$2,079,029

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
Totals	\$2,822,360	\$830,228	339.95%	\$3,452,799	81.74%	\$630,439

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
Totals	\$3,442,133	\$830,228	414.6%	\$3,452,799	99.69%	\$10,666

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
Totals	\$250,929	\$167,062	150.2%	\$835,310	30.04%	\$584,381

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

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
Totals	\$434,626	\$417,655	104.06%	\$835,310	52.03%	\$400,684

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
Totals	\$728,158	\$626,483	116.23%	\$835,310	87.17%	\$107,152

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
Totals	\$835,310	\$835,310	100%	\$835,310	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:

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	\$58,000	118.65%	\$290,000	23.73%	\$221,181
2000 - Non-Instructional Salaries	\$189,066	\$114,000	165.85%	\$570,000	33.17%	\$380,934
3000 - Employee Benefits	\$132,048	\$86,000	153.54%	\$430,000	30.71%	\$297,952
4000 - Supplies and Materials	\$0	\$4,964	0%	\$24,819	0%	\$24,819
5000 - Other Operating Expenses and Services	\$4,024	\$48,717	8.26%	\$243,585	1.65%	\$239,561
6000 - Capital Outlay	\$0	\$100	0%	\$1,000	0%	\$1,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$15,594	0%	\$77,969	0%	\$77,969
Totals	\$393,957	\$327,375	120.34%	\$1,637,373	24.06%	\$1,243,416

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	\$116,000	118.83%	\$290,000	47.53%	\$152,157
2000 - Non-Instructional Salaries	\$280,319	\$228,000	122.95%	\$570,000	49.18%	\$289,681
3000 - Employee Benefits	\$205,345	\$172,000	119.39%	\$430,000	47.75%	\$224,655
4000 - Supplies and Materials	\$105	\$9,928	1.06%	\$24,819	0.42%	\$24,714
5000 - Other Operating Expenses and Services	\$12,519	\$97,434	12.85%	\$243,585	5.14%	\$231,066
6000 - Capital Outlay	\$0	\$200	0%	\$1,000	0%	\$1,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$31,806	\$31,188	101.98%	\$77,969	40.79%	\$46,163
Totals	\$667,937	\$654,749	102.01%	\$1,637,373	40.79%	\$969,436

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	\$174,000	115.49%	\$290,000	69.29%	\$89,046
2000 - Non-Instructional Salaries	\$421,462	\$342,000	123.23%	\$570,000	73.94%	\$148,538
3000 - Employee Benefits	\$310,198	\$258,000	120.23%	\$430,000	72.14%	\$119,802
4000 - Supplies and Materials	\$105	\$14,891	0.71%	\$24,819	0.42%	\$24,714
5000 - Other Operating Expenses and Services	\$12,519	\$146,151	8.57%	\$243,585	5.14%	\$231,066
6000 - Capital Outlay	\$0	\$400	0%	\$1,000	0%	\$1,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$31,807	\$46,781	67.99%	\$77,969	40.79%	\$46,162
Totals	\$977,045	\$982,224	99.47%	\$1,637,373	59.67%	\$660,328

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	\$288,753	\$290,000	99.57%	\$290,000	99.57%	\$1,247
2000 - Non-Instructional Salaries	\$562,644	\$570,000	98.71%	\$570,000	98.71%	\$7,356
3000 - Employee Benefits	\$428,597	\$430,000	99.67%	\$430,000	99.67%	\$1,403
4000 - Supplies and Materials	\$1,177	\$24,819	4.74%	\$24,819	4.74%	\$23,642
5000 - Other Operating Expenses and Services	\$91,459	\$243,585	37.55%	\$243,585	37.55%	\$152,126
6000 - Capital Outlay	\$0	\$1,000	0%	\$1,000	0%	\$1,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$66,864	\$77,969	85.76%	\$77,969	85.76%	\$11,105
Totals	\$1,439,494	\$1,637,373	87.91%	\$1,637,373	87.91%	\$197,879

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

Guidance: Yes

Summary of Activities:

At SJCC certificated portion of the funds were used for faculty coordination and curriculum development. Non-instructional salaries were used to build non-credit handbook , books, supplies, professional training, open houses, marketing and outreach, and recruitment. At EVC, the Adult Education funds were spent to cover ½ salaries for three employees; purchasing textbooks, workbooks, and supplies for noncredit students. A consultant was hired to work with the adult education teams from EVC and East Side Adult Education in order to determine how best to collaborate between institutions and to support students. Some of the funds were used to pay for faculty participation in the SBCAE faculty workgroups. Both SJCC and EVC had committed to develop more choices of bridge programs for adult learners. The Center for Economic Mobility of SJECCD continue to support Consortium wide activities including Consortium leadership, research, data study sessions, consortium administrative support.

**Status
Submitted**

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
Totals	\$360,094	\$364,973	98.66%	\$2,022,134	17.81%	\$1,662,040

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

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
Totals	\$730,193	\$894,810	81.6%	\$2,022,134	36.11%	\$1,291,941

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
Totals	\$1,173,067	\$1,493,652	78.54%	\$2,022,134	58.01%	\$849,067

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
Totals	\$1,834,701	\$2,022,134	90.73%	\$2,022,134	90.73%	\$187,433

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	\$17,677	0.45%	\$70,709	0.11%	\$70,629
5000 - Other Operating Expenses and Services	\$2,700	\$3,693	73.11%	\$14,772	18.28%	\$12,072
6000 - Capital Outlay	\$0	\$62	0%	\$247	0%	\$247
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$6,838	0%	\$27,353	0%	\$27,353
Totals	\$117,319	\$164,144	71.47%	\$669,068	17.53%	\$551,749

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 SBCEA Charter.

**Status
Submitted**

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	\$35,355	0.23%	\$70,709	0.11%	\$70,629
5000 - Other Operating Expenses and Services	\$5,295	\$7,386	71.69%	\$14,772	35.84%	\$9,477
6000 - Capital Outlay	\$0	\$124	0%	\$247	0%	\$247
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$13,677	0%	\$27,353	0%	\$27,353
Totals	\$224,416	\$334,534	67.08%	\$669,068	33.54%	\$444,652

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	\$53,032	0.79%	\$70,709	0.59%	\$70,291
5000 - Other Operating Expenses and Services	\$12,405	\$11,079	111.97%	\$14,772	83.98%	\$2,367
6000 - Capital Outlay	\$247	\$185	133.33%	\$247	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$20,515	0%	\$27,353	0%	\$27,353
Totals	\$335,626	\$501,801	66.88%	\$669,068	50.16%	\$333,442

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	\$38,789	\$62,454	62.11%	\$62,454	62.11%	\$23,665
2000 - Non-Instructional Salaries	\$263,279	\$333,445	78.96%	\$333,445	78.96%	\$70,166
3000 - Employee Benefits	\$130,867	\$160,088	81.75%	\$160,088	81.75%	\$29,221
4000 - Supplies and Materials	\$418	\$70,709	0.59%	\$70,709	0.59%	\$70,291
5000 - Other Operating Expenses and Services	\$14,772	\$14,772	100%	\$14,772	100%	\$0
6000 - Capital Outlay	\$247	\$247	100%	\$247	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$27,353	0%	\$27,353	0%	\$27,353
Totals	\$448,372	\$669,068	67.01%	\$669,068	67.01%	\$220,696

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

Guidance: Yes

Summary of Activities:

Non-credit classes were offered in ESL, short-term vocational, students with disabilities, workforce preparation, basic skills (math) and citizenship for Spring 2021 to support students transitions into credit programs and the workforce. CAEP funds provided transition support, funding two 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 SBCEA Charter.

**Status
Submitted**



California
Community
Colleges

