

# CAEP Consortium Fiscal Reporting 56 Santa Monica Regional Consortium for Adult Education

2018-19 Fiscal Year

## Certification

**Certified By**

Ashley Mejia

Project Manager, Co-director

Quarter 1 Status    Quarter 2 Status    Quarter 3 Status    Quarter 4 Status

Certified        Certified        Certified        Certified

I certify that our consortium did not exceed 5% of the total allocation in administrative costs: Yes

## Fiscal Report Submittal Status

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Santa Monica CCD</a>	Submitted	Submitted	Submitted	Submitted
<a href="#">Santa Monica-Malibu Unified</a>	Submitted	Submitted	Submitted	Submitted

## Santa Monica CCD

Santa Monica 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	\$14,047	\$0	100%	\$163,964	8.57%	\$149,917
2000 - Non-Instructional Salaries	\$28,936	\$0	100%	\$178,243	16.23%	\$149,307
3000 - Employee Benefits	\$10,655	\$0	100%	\$126,568	8.42%	\$115,913
4000 - Supplies and Materials	\$3,857	\$0	100%	\$10,411	37.05%	\$6,554
5000 - Other Operating Expenses and Services	\$9,786	\$0	100%	\$41,804	23.41%	\$32,018
6000 - Capital Outlay	\$9,627	\$0	100%	\$32,624	29.51%	\$22,997
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$76,908</b>	<b>\$0</b>	<b>100%</b>	<b>\$553,614</b>	<b>13.89%</b>	<b>\$476,706</b>

### Summary of Activities:

SMC Noncredit Programs, in partnership with the SMMUSD Adult Education Center and in alignment with the SMRC for Adult Education AEP Annual Plans, focused primarily on the following activities funded by the SMC 2018-19 AEP allocation for Q1: noncredit (adult education) professional development and travel, part-time faculty stipends to support curriculum enhancements to noncredit ESL, marketing to promote new noncredit Career Development College Preparation (CDCP) short-term vocational and workforce preparation programs, counseling supplies and materials, technology and equipment, salaries to fund employees assigned to noncredit (i.e., faculty leaders, research analyst, student services specialist, student services clerk, administrative assistant, student helpers, etc; note that AEP 18018 funded the majority of salaries).

**Status**  
**Submitted**

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### Santa Monica 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	\$52,483	\$0	100%	\$163,964	32.01%	\$111,481
2000 - Non-Instructional Salaries	\$64,292	\$0	100%	\$178,243	36.07%	\$113,951
3000 - Employee Benefits	\$38,190	\$0	100%	\$126,568	30.17%	\$88,378
4000 - Supplies and Materials	\$4,010	\$0	100%	\$10,411	38.52%	\$6,401
5000 - Other Operating Expenses and Services	\$16,359	\$0	100%	\$41,804	39.13%	\$25,445
6000 - Capital Outlay	\$11,163	\$0	100%	\$32,624	34.22%	\$21,461
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$186,497</b>	<b>\$0</b>	<b>100%</b>	<b>\$553,614</b>	<b>33.69%</b>	<b>\$367,117</b>

### Summary of Activities:

For 2018-19, the expenditures thus far include: professional development for faculty, administrators, and classified staff with a focus on noncredit CDCP; noncredit CDCP curriculum and program development; noncredit ESL instructional planning; salaries and benefits for noncredit instructional and non-instructional faculty, classified staff assigned to noncredit student support services and the administration office, project manager, research analyst, and faculty leaders; supplies and equipment to support the Noncredit Initiatives Administration Team; and, promotional as well as instructional materials to support the initial rollout of CCCC approved noncredit short-term vocational and workforce preparation programs.

**Status**  
**Submitted**

### Allocation Year Closeout: 2016-17

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

#### 2016-17 Reverted Funds:

\$0

#### 2016-17 Status

Closed

#### Submitting Authority

Dr. Dione Carter, Dean, Noncredit and External Programs

Ashley Mejia, Project Manager, Co-director

**Santa Monica 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	\$73,873	\$0	100%	\$163,964	45.05%	\$90,091
2000 - Non-Instructional Salaries	\$102,749	\$0	100%	\$178,243	57.65%	\$75,494
3000 - Employee Benefits	\$65,211	\$0	100%	\$126,568	51.52%	\$61,357
4000 - Supplies and Materials	\$6,354	\$0	100%	\$10,411	61.03%	\$4,057
5000 - Other Operating Expenses and Services	\$21,143	\$0	100%	\$41,804	50.58%	\$20,661
6000 - Capital Outlay	\$24,057	\$0	100%	\$32,624	73.74%	\$8,567
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$293,387</b>	<b>\$0</b>	<b>100%</b>	<b>\$553,614</b>	<b>52.99%</b>	<b>\$260,227</b>

**Summary of Activities:**

Q3 Summary of Activities - SMC Noncredit Programs remain committed to the ongoing development and implementation of noncredit CDCP courses and programs, in addition to noncredit student support services. Funds are/were allocated to: faculty stipends and release time for noncredit curriculum/program development and oversight of noncredit ESL; project management support; critical classified employee positions (Administrative Assistant II, Student Services Clerk, Research Analyst, etc.); academic and career counseling services; marketing of and equipment/technology for new noncredit CDCP courses/programs; pilot/first year implementation of new noncredit CDCP courses/programs to cover assigned instructors; collaborative activities/meetings with the SMMUSD AEC (i.e., noncredit and adult education curriculum alignment, consortium pathways folder, SMC Noncredit counselor visits to the AEC, counseling workshops, etc.); and, noncredit/adult education professional development.

**Status**  
**Submitted**

**Santa Monica 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	\$153,766	\$0	100%	\$163,964	93.78%	\$10,198
2000 - Non-Instructional Salaries	\$157,676	\$0	100%	\$178,243	88.46%	\$20,567
3000 - Employee Benefits	\$115,091	\$0	100%	\$126,568	90.93%	\$11,477
4000 - Supplies and Materials	\$9,914	\$0	100%	\$10,411	95.23%	\$497
5000 - Other Operating Expenses and Services	\$30,042	\$0	100%	\$41,804	71.86%	\$11,762
6000 - Capital Outlay	\$24,057	\$0	100%	\$32,624	73.74%	\$8,567
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$490,546</b>	<b>\$0</b>	<b>100%</b>	<b>\$553,614</b>	<b>88.61%</b>	<b>\$63,068</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:

Faculty stipends and release time in support of noncredit to credit and/or career exploration and curriculum as well as program development, including but not limited to: noncredit counseling, noncredit ESL, and noncredit CDCP course and certificate development. Instructional Salaries include the Project Manager position. The Project Manager supports the Dean of Noncredit & External Programs in overseeing all noncredit initiatives and grant-related funds, reports, plans, activities, and facilitation of adult education consortium activities, events, and meetings. Budget transfer was made into object 1453 on 7/25/2019 for \$19,000 in order to cover counselor's salary; \$1,556 of this transfer was then transferred to cover deficits in student worker budget and instructional supplies. Classified salaries to fund full-time and part-time noncredit classified staff assigned to support noncredit administrators, registration, enrollment, assessments, orientation, counseling, follow-up, planning,

**Status**  
**Submitted**

## Santa Monica-Malibu Unified

Santa Monica-Malibu 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	\$14,193	\$88,667	16.01%	\$354,669	4%	\$340,476
2000 - Non-Instructional Salaries	\$24,702	\$59,975	41.19%	\$239,900	10.3%	\$215,198
3000 - Employee Benefits	\$11,585	\$46,439	24.95%	\$185,755	6.24%	\$174,170
4000 - Supplies and Materials	\$8,983	\$24,459	36.73%	\$97,837	9.18%	\$88,854
5000 - Other Operating Expenses and Services	\$10,449	\$8,750	119.42%	\$35,000	29.85%	\$24,551
6000 - Capital Outlay	\$0	\$1,250	0%	\$5,000	0%	\$5,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$10,058	0%	\$40,232	0%	\$40,232
<b>Totals</b>	<b>\$69,912</b>	<b>\$239,598</b>	<b>29.18%</b>	<b>\$958,393</b>	<b>7.29%</b>	<b>\$888,481</b>

### Corrective Action Plan

Creation of corrective action plan to identify and address deficits in delivery of services versus planned objectives (Actions and activities planned vs. original objectives outlined in annual plan). Reviewed by admin. team quarterly for efficacy. For example, action steps are in development to address "Student Acceleration," in order to align and address student acceleration goals by applying and attaining "A through G" certification of Adult Secondary Education courses by June 2019.

### Summary of Activities:

AEC Site wide, Professional Learning Community (PLC) & Technology Learning Community (TLC) area of focus: Applications, PLC Meetings EL Civics Fall 2017 - Community Resources--Education Interact with Education Institution - Including schools for children & schools or agencies with programs for adult learners. Assessment included SMPL Library Application (Beginning Low to Adv. Levels) CASAS E-testing implementation, ESL text books include online companion, participated in CASAS Field Testing for GOALS Listening Series on 11/16/18 and 11/17/18. Fall EL Civics assessment digital literacy option to send an email to assess for Intermediate & Advanced level students (Task 3). GED Assessment online, GED Proctor certification annually TLC Meeting, COABE 2018 Virtual Conf. (Cert Staff), Side by Side eText Training for ESL & Citizenship Faculty (offered 2x) AEC AEP Professional Dev/Conference Participation Request Form update

**Status**  
**Submitted**

### Santa Monica-Malibu 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	\$99,810	\$88,667	112.57%	\$354,669	28.14%	\$254,859
2000 - Non-Instructional Salaries	\$80,745	\$59,975	134.63%	\$239,900	33.66%	\$159,155
3000 - Employee Benefits	\$66,591	\$46,439	143.4%	\$185,755	35.85%	\$119,164
4000 - Supplies and Materials	\$13,235	\$24,459	54.11%	\$97,837	13.53%	\$84,602
5000 - Other Operating Expenses and Services	\$17,046	\$8,750	194.81%	\$35,000	48.7%	\$17,954
6000 - Capital Outlay	\$0	\$1,250	0%	\$5,000	0%	\$5,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$10,058	0%	\$40,232	0%	\$40,232
<b>Totals</b>	<b>\$277,427</b>	<b>\$239,598</b>	<b>115.79%</b>	<b>\$958,393</b>	<b>28.95%</b>	<b>\$680,966</b>

### Summary of Activities:

Q2 Summary of Activities · SMMUSD Adult Education Center, in partnership with the SMC Noncredit Programs and in alignment with the SMRC for Adult Education AEP Annual Plans, focused primarily on the following activities funded by the SMC 2018-19 AEP allocation for Q2: Professional Learning Community (PLC) Meeting: Focus – EL Civics & Applications, WorkSource ESL referral received via phone, Faculty lead organized/calendared/finalized AEC/SMC shared PD (Tech Share Day), adult education professional development and travel, part-time faculty stipends to support curriculum enhancements to noncredit ESL, marketing to promote new noncredit Career Development College Preparation (CDCP) Community Pro Referrals (ongoing) Community Pro Onboarding training, Initial A-G request for application submitted, salaries to fund employees assigned to noncredit (i.e., faculty leaders, research lead teacher, Administrative assistant). These represent our updated totals for quarter 2.

**Status**  
**Submitted**

### Allocation Year Closeout: 2016-17

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

**2016-17 Reverted Funds:**

\$0

**2016-17 Status**

Closed

**Submitting Authority**

Anthony Fuller  
Dr. Devon Smith

### Santa Monica-Malibu 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	\$165,464	\$88,667	186.61%	\$354,669	46.65%	\$189,205
2000 - Non-Instructional Salaries	\$118,762	\$59,975	198.02%	\$239,900	49.5%	\$121,138
3000 - Employee Benefits	\$107,822	\$46,439	232.18%	\$185,755	58.05%	\$77,933
4000 - Supplies and Materials	\$22,350	\$24,459	91.38%	\$97,837	22.84%	\$75,487
5000 - Other Operating Expenses and Services	\$23,908	\$8,750	273.23%	\$35,000	68.31%	\$11,092
6000 - Capital Outlay	\$0	\$1,250	0%	\$5,000	0%	\$5,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$10,058	0%	\$40,232	0%	\$40,232
<b>Totals</b>	<b>\$438,306</b>	<b>\$239,598</b>	<b>182.93%</b>	<b>\$958,393</b>	<b>45.73%</b>	<b>\$520,087</b>

#### Summary of Activities:

Q3 Summary of Activities · SMMUSD AEC, in partnership with the SMC Noncredit Programs and in alignment with the SMRC for Adult Education AEP Annual Plans, focused primarily on the following activities funded by the SMC 2018-19 AEP allocation for Q3: Technology Learning Community (TLC) Meeting: focus on technology (Remind App, National Geo Learning English App, planning for upcoming community partners event, Faculty participated in AEC/SMC shared PD (Tech Share Day), ongoing adult education professional development and travel; in support of curriculum development ESL staff collaborated on textbook selection and adoption, marketing to promote new and existing programs through PeachJar- an electronic flyer distribution program, Initial A-G request for application accepted, salaries to fund employees assigned to (i.e., faculty leaders, research lead teacher, Administrative assistant). These represent our updated totals for quarter 3.

**Status**  
**Submitted**

### Santa Monica-Malibu 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	\$232,514	\$88,667	262.23%	\$354,669	65.56%	\$122,155
2000 - Non-Instructional Salaries	\$157,216	\$59,975	262.14%	\$239,900	65.53%	\$82,684
3000 - Employee Benefits	\$149,242	\$46,439	321.37%	\$185,755	80.34%	\$36,513
4000 - Supplies and Materials	\$28,581	\$24,459	116.85%	\$97,837	29.21%	\$69,256
5000 - Other Operating Expenses and Services	\$26,180	\$8,750	299.2%	\$35,000	74.8%	\$8,820
6000 - Capital Outlay	\$0	\$1,250	0%	\$5,000	0%	\$5,000
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$29,924	\$10,058	297.51%	\$40,232	74.38%	\$10,308
<b>Totals</b>	<b>\$623,657</b>	<b>\$239,598</b>	<b>260.29%</b>	<b>\$958,393</b>	<b>65.07%</b>	<b>\$334,736</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:

SMMUSD AEC, in partnership with the SMC Noncredit Programs and in alignment with the SMRC for Adult Education AEP Annual Plans, focused primarily on the following activities funded by the 2018-19 CAEP allocation for Q4: Technology Learning Community (TLC) meeting with a focus on Google Drive and Google Classroom, Professional Learning Community (PLC) Meeting with a focus on EL Civics and review of Performance/Persistence rates, ongoing adult education professional development and travel; in support of curriculum development ESL faculty continued to collaborate on textbook selection and adoption, A-G research and program planning, salaries to fund employees assigned to (i.e., faculty leaders, research lead teacher, Administrative assistant). Collaborated with consortia partners to engage community stakeholders in a "partnership breakfast" with the goal of strengthening existing partnership pathways and recruiting new relationships.

**Status**  
**Submitted**



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