

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

2020-21 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

Member Agency	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	\$10,392	\$9,725	106.86%	\$162,087	6.41%	\$151,695
2000 - Non-Instructional Salaries	\$27,698	\$26,062	106.28%	\$173,746	15.94%	\$146,048
3000 - Employee Benefits	\$11,476	\$10,983	104.49%	\$137,285	8.36%	\$125,809
4000 - Supplies and Materials	\$0	\$0	100%	\$5,120	0%	\$5,120
5000 - Other Operating Expenses and Services	\$2,200	\$750	293.45%	\$7,497	29.35%	\$5,297
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$51,766</b>	<b>\$47,520</b>	<b>108.94%</b>	<b>\$485,735</b>	<b>10.66%</b>	<b>\$433,969</b>

### Corrective Action Plan

The first quarter expenditures have fallen below target due to remote operations. Expenditures should meet forecast by next quarter.

### Summary of Activities:

Expenditures reflect academic and classified salaries to meet annual and three year objectives.

**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	\$48,115	\$64,835	74.21%	\$162,087	29.68%	\$113,972
2000 - Non-Instructional Salaries	\$69,735	\$69,498	100.34%	\$173,746	40.14%	\$104,011
3000 - Employee Benefits	\$49,788	\$54,914	90.67%	\$137,285	36.27%	\$87,497
4000 - Supplies and Materials	\$0	\$0	100%	\$5,120	0%	\$5,120
5000 - Other Operating Expenses and Services	\$2,204	\$2,999	73.5%	\$7,497	29.4%	\$5,293
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$169,842</b>	<b>\$192,246</b>	<b>88.35%</b>	<b>\$485,735</b>	<b>34.97%</b>	<b>\$315,893</b>

### Summary of Activities:

Expenditures reflect academic and classified salaries to meet annual and three year objectives, including but not limited to: registration in CDCP classes, outreach, data collection, supporting acceleration initiatives and exploration of new CDCP programs. Academic salaries funded, Noncredit Project Manager, Faculty Lead release time, stipends for faculty meetings regarding noncredit ESL and IET programs. Salaries and benefits of Noncredit registration staff for Noncredit Program Specialist, Noncredit Student Services Clerk, Noncredit Administrative Assistant II and Institutional Researcher.

**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**

Scott Silverman Ed.D., Dean, Noncredit & 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	\$80,966	\$105,357	76.85%	\$162,087	49.95%	\$81,121
2000 - Non-Instructional Salaries	\$106,275	\$112,935	94.1%	\$173,746	61.17%	\$67,471
3000 - Employee Benefits	\$85,442	\$89,235	95.75%	\$137,285	62.24%	\$51,843
4000 - Supplies and Materials	\$0	\$3,328	0%	\$5,120	0%	\$5,120
5000 - Other Operating Expenses and Services	\$3,394	\$4,873	69.65%	\$7,497	45.27%	\$4,103
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$276,077</b>	<b>\$315,728</b>	<b>87.44%</b>	<b>\$485,735</b>	<b>56.84%</b>	<b>\$209,658</b>

**Summary of Activities:**

Expenditures reflect academic and classified salaries to meet annual and three year objectives, including but not limited to: registration in CDCP classes, outreach, data collection, supporting acceleration initiatives and exploration of new CDCP programs. Academic salaries funded, Noncredit Project Manager, Faculty Lead release time, stipends for faculty meetings regarding noncredit ESL and IET programs. Salaries and benefits of Noncredit registration staff for Noncredit Program Specialist, Noncredit Student Services Clerk, Noncredit Administrative Assistant II and Institutional Researcher. Conferences attended by program faculty and staff to help Noncredit Initiatives.

**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	\$135,490	\$162,087	83.59%	\$162,087	83.59%	\$26,597
2000 - Non-Instructional Salaries	\$157,514	\$173,746	90.66%	\$173,746	90.66%	\$16,232
3000 - Employee Benefits	\$136,976	\$137,285	99.77%	\$137,285	99.77%	\$309
4000 - Supplies and Materials	\$1,120	\$5,120	21.88%	\$5,120	21.88%	\$4,000
5000 - Other Operating Expenses and Services	\$7,030	\$7,497	93.77%	\$7,497	93.77%	\$467
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$0	100%	\$0	100%	\$0
<b>Totals</b>	<b>\$438,130</b>	<b>\$485,735</b>	<b>90.2%</b>	<b>\$485,735</b>	<b>90.2%</b>	<b>\$47,605</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:

Expenditures reflect academic and classified salaries to meet annual and three year objectives, including but not limited to: registration in CDCP classes, outreach, data collection, supporting acceleration initiatives and exploration of new CDCP programs. Academic salaries funded, Noncredit Project Manager, Faculty Lead release time, stipends for faculty meetings regarding noncredit ESL and CE programs. Salaries and benefits of Noncredit registration staff for Noncredit Program Specialist, Noncredit Student Services Clerk, Noncredit Administrative Assistant II and Institutional Researcher. Conferences and professional development opportunities attended by program faculty and staff to help Noncredit Initiatives.

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	\$64,267	\$106,750	60.2%	\$427,000	15.05%	\$362,733
2000 - Non-Instructional Salaries	\$56,693	\$72,750	77.93%	\$291,000	19.48%	\$234,307
3000 - Employee Benefits	\$45,647	\$72,750	62.75%	\$291,000	15.69%	\$245,353
4000 - Supplies and Materials	\$5,884	\$18,829	31.25%	\$75,314	7.81%	\$69,430
5000 - Other Operating Expenses and Services	\$8,844	\$8,750	101.07%	\$35,000	25.27%	\$26,156
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$11,250	0%	\$44,998	0%	\$44,998
<b>Totals</b>	<b>\$181,335</b>	<b>\$291,078</b>	<b>62.3%</b>	<b>\$1,164,312</b>	<b>15.57%</b>	<b>\$982,977</b>

**Status**  
**Submitted**

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**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	\$118,358	\$106,750	110.87%	\$427,000	27.72%	\$308,642
2000 - Non-Instructional Salaries	\$94,317	\$72,750	129.65%	\$291,000	32.41%	\$196,683
3000 - Employee Benefits	\$76,413	\$72,750	105.04%	\$291,000	26.26%	\$214,587
4000 - Supplies and Materials	\$14,326	\$18,829	76.09%	\$75,314	19.02%	\$60,988
5000 - Other Operating Expenses and Services	\$9,000	\$8,750	102.86%	\$35,000	25.71%	\$26,000
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$11,250	0%	\$44,998	0%	\$44,998
<b>Totals</b>	<b>\$312,414</b>	<b>\$291,078</b>	<b>107.33%</b>	<b>\$1,164,312</b>	<b>26.83%</b>	<b>\$851,898</b>

### Corrective Action Plan

Expenditures are on target for the full fiscal year. summer months contain less expenditures for salary and other items. Indirect costs will be withdrawn at a later date within this fiscal year

### Summary of Activities:

SMMUSD AEC, in partnership with the SMC Noncredit Programs and in alignment with the SMRC for Adult Education Annual Plans, focused primarily on the following activities for Q2: Certificated salaries, Classified salaries and benefits in support of adult education program offerings in English as a Second Language, Citizenship, Adult Basic Education, High School Diploma and Test Preparation (GED & HiSET). Counseling workgroup Student Education Plan audit and follow-up student counseling sessions. Peer mentoring through Technology Learning Community (TLC) and Professional Learning (PLC) meetings focusing on EL Civics (Winter), WASC report/visit, APEX Learning, and TOPSpro reports. Participation in professional development by faculty and staff; CATESOL, CAEP Summit, CASAS Citizenship Forums, OTAN trainings, and WIOA Implementation Plan. Research, planning meetings, stakeholder engagement, collaboration in support of official report and participation in WASC Mid-Cycle Review visit.

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

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	\$177,537	\$106,750	166.31%	\$427,000	41.58%	\$249,463
2000 - Non-Instructional Salaries	\$141,475	\$72,750	194.47%	\$291,000	48.62%	\$149,525
3000 - Employee Benefits	\$114,620	\$72,750	157.55%	\$291,000	39.39%	\$176,380
4000 - Supplies and Materials	\$21,490	\$18,829	114.14%	\$75,314	28.53%	\$53,824
5000 - Other Operating Expenses and Services	\$9,976	\$8,750	114.01%	\$35,000	28.5%	\$25,024
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$28,559	\$11,250	253.87%	\$44,998	63.47%	\$16,439
<b>Totals</b>	<b>\$493,657</b>	<b>\$291,078</b>	<b>169.6%</b>	<b>\$1,164,312</b>	<b>42.4%</b>	<b>\$670,655</b>

**Corrective Action Plan**

Due to the COVID-19 pandemic, our spend down plan fell short of our target. Our goal is to work toward the target with the in-person protocols that are in place.

**Summary of Activities:**

SMMUSD AEC, in partnership with the SMC Noncredit Programs and in alignment with the SMRC for Adult Education Annual Plans, focused primarily on the following activities for Q3: Certificated salaries, Classified salaries and benefits in support of adult education program offerings in English as a Second Language, Citizenship, Adult Basic Education, High School Diploma and Test Preparation (GED & HiSET). Counseling workgroup Student Education Plan audit and follow-up student counseling sessions continued. Peer mentoring through Technology Learning Community (TLC) and Professional Learning (PLC) meetings focusing on EL Civics (Spring), student assessment and TOPSpro reports. Participation in professional development by faculty and staff; Edgenuity, Burlington English, Student Engagement, and OTAN trainings. Research and program planning meetings in support of stakeholder engagement, student education plans and student goals.

**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	\$236,715	\$106,750	221.75%	\$427,000	55.44%	\$190,285
2000 - Non-Instructional Salaries	\$188,633	\$72,750	259.29%	\$291,000	64.82%	\$102,367
3000 - Employee Benefits	\$152,827	\$72,750	210.07%	\$291,000	52.52%	\$138,173
4000 - Supplies and Materials	\$28,653	\$18,829	152.18%	\$75,314	38.04%	\$46,661
5000 - Other Operating Expenses and Services	\$13,302	\$8,750	152.02%	\$35,000	38.01%	\$21,698
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$38,078	\$11,250	338.49%	\$44,998	84.62%	\$6,920
<b>Totals</b>	<b>\$658,208</b>	<b>\$291,078</b>	<b>226.13%</b>	<b>\$1,164,312</b>	<b>56.53%</b>	<b>\$506,104</b>

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

Guidance: Yes

### Corrective Action Plan

Due to the COVID-19 pandemic, our spend down plan fell short of our target. Our goal is to work toward the target with the in-person protocols that are in place. We will continue our distance learning model in addition to our in-person programming. Additionally, we will be hiring a marketing consultant to support targeted outreach. We believe these activities will increase our spending in support of our objectives.

### Summary of Activities:

SMMUSD AEC, in partnership with the SMC Noncredit Programs and in alignment with the SMRC for Adult Education Annual Plans, focused primarily on the following activities for Q4: Certificated salaries, Classified salaries and benefits in support of adult education program offerings in English as a Second Language, Citizenship, Adult Basic Education, High School Diploma and Test Preparation (GED & HiSET). Finalized purchase Chromebook purchase for student use. Participation in research, planning and training in the new curriculum selection for ESL and Citizenship classes. BurlingtonEnglish online learning system selected, submitted for board approval and board approved. Planning and coordination of course offerings for the new summer 2021 session in the areas of Adult Basic Education and Adult Secondary Education. Follow-up planning meetings in support of stakeholder engagement, student education plans and student

**Status**  
**Submitted**



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