

CAEP Consortium Fiscal Reporting 61 Sonoma County Adult Education Consortium

2018-19 Fiscal Year

Certification

Certified By

Nancy Miller

Director of Regional Adult Education 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

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Petaluma Joint Union High	Submitted	Submitted	Submitted	Submitted
Sonoma Co. Office of Education	Submitted	Submitted	Submitted	Submitted
Sonoma County CCD	Submitted	Submitted	Submitted	Submitted

Petaluma Joint Union High

Petaluma Joint 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	\$98,952	\$0	100%	\$883,924	11.19%	\$784,972
2000 - Non-Instructional Salaries	\$41,840	\$0	100%	\$212,633	19.68%	\$170,793
3000 - Employee Benefits	\$55,887	\$0	100%	\$307,516	18.17%	\$251,629
4000 - Supplies and Materials	\$13,818	\$0	100%	\$77,834	17.75%	\$64,016
5000 - Other Operating Expenses and Services	\$11,742	\$0	100%	\$97,003	12.1%	\$85,261
6000 - Capital Outlay	\$0	\$0	100%	\$47,558	0%	\$47,558
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$11,111	\$0	100%	\$76,051	14.61%	\$64,940
Totals	\$233,350	\$0	100%	\$1,702,519	13.71%	\$1,469,169

Summary of Activities:

1000: (ESL)Three 1.0 FTE and five hourly ESL teachers, (Parent Education) one .5 FTE parent educator and one hourly parent educator, (ASE) one .4 FTE Program Manager and 12 hourly ASE teachers, (CTE) one .5 FTE computer teacher. Partial salaries for the district assistant superintendent overseeing Adult Ed and the two 1.0 FTE administrators (P and AP) were also paid during this quarter. 2000: One 1.0 FTE senior secretary, one 1.0 registrar, one 1.0 family mentor, one 1.0 FTE ECE Coordinator and 17 hourly child care assistants. 3000 (STRS, PERS, H&W and other benefits) for all employees. 4000 for all CAEP-approved programs: textbooks, office supplies for admin office and sites, fingerprinting, paper, copier purchases, Red Cross (CPR classes), wireless access points, computers, instructional software, etc... 5000: Conferences, service agreements, mileage, leases, repairs, bank fees, phone, postage, WASC costs, facilities use.

Status
Submitted

Petaluma Joint 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	\$250,502	\$0	100%	\$883,924	28.34%	\$633,422
2000 - Non-Instructional Salaries	\$125,445	\$0	100%	\$212,633	59%	\$87,188
3000 - Employee Benefits	\$139,741	\$0	100%	\$307,516	45.44%	\$167,775
4000 - Supplies and Materials	\$36,271	\$0	100%	\$77,834	46.6%	\$41,563
5000 - Other Operating Expenses and Services	\$195,843	\$0	100%	\$97,003	201.89%	 -\$98,840
6000 - Capital Outlay	\$0	\$0	100%	\$47,558	0%	\$47,558
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$37,390	\$0	100%	\$76,051	49.16%	\$38,661
Totals	\$785,192	\$0	100%	\$1,702,519	46.12%	\$917,327

Summary of Activities:

1000: (ESL)Three 1.0 FTE and five hourly ESL teachers, (Parent Education) one .5 FTE parent educator and one hourly parent educator, (ASE) one .4 FTE Program Manager and 12 hourly ASE teachers, (CTE) one .5 FTE computer teacher. Partial salaries for the district assistant superintendent overseeing Adult Ed and the two 1.0 FTE administrators (P and AP) were also paid during this quarter. 2000: One 1.0 FTE senior secretary, one 1.0 registrar, one 1.0 family mentor, one 1.0 FTE ECE Coordinator and 17 hourly child care assistants. 3000 (STRS, PERS, H&W and other benefits) for all employees. 4000 for all CAEP-approved programs: textbooks, office supplies for admin office and sites, fingerprinting, paper, copier purchases, Red Cross (CPR classes), wireless access points, computers, instructional software, etc... 5000: Conferences, service agreements, mileage, leases, repairs, bank fees, phone, postage, WASC costs, facilities use.

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

Nancy Emanuele 7784633, Principal

Nancy Miller 5274720, Director of Regional Adult Education Programs

Petaluma Joint 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	\$392,188	\$0	100%	\$883,924	44.37%	\$491,736
2000 - Non-Instructional Salaries	\$193,641	\$0	100%	\$212,633	91.07%	\$18,992
3000 - Employee Benefits	\$213,013	\$0	100%	\$307,516	69.27%	\$94,503
4000 - Supplies and Materials	\$43,691	\$0	100%	\$77,834	56.13%	\$34,143
5000 - Other Operating Expenses and Services	\$216,462	\$0	100%	\$97,003	223.15%	 -\$119,459
6000 - Capital Outlay	\$0	\$0	100%	\$47,558	0%	\$47,558
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$52,950	\$0	100%	\$76,051	69.62%	\$23,101
Totals	\$1,111,945	\$0	100%	\$1,702,519	65.31%	\$590,574

Summary of Activities:

1000: (ESL) Three 1.0 FTE and five hourly ESL teachers, (Parent Education) one .5 FTE parent educator and one hourly parent educator, (ASE) one .4 FTE Program Manager and 12 hourly ASE teachers, (CTE) one .5 FTE computer teacher. Partial salaries for the district assistant superintendent overseeing Adult Ed and the two 1.0 FTE administrators (P and AP) were also paid during this quarter. 2000: One 1.0 FTE senior secretary, one 1.0 registrar, one 1.0 family mentor, one 1.0 FTE ECE Coordinator and 17 hourly child care assistants. 3000 (STRS, PERS, H&W and other benefits) for all employees. 4000 for all CAEP-approved programs: textbooks, office supplies for admin office and sites, fingerprinting, paper, copier purchases, Red Cross (CPR classes), wireless access points, computers, instructional software, etc... 5000: Conferences, service agreements, mileage, leases, repairs, bank fees, phone, postage, WASC costs, facilities use.

Status
Submitted

Petaluma Joint 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	\$572,846	\$0	100%	\$883,924	64.81%	\$311,078
2000 - Non-Instructional Salaries	\$283,227	\$0	100%	\$212,633	133.2%	⚠ -\$70,594
3000 - Employee Benefits	\$297,713	\$0	100%	\$307,516	96.81%	\$9,803
4000 - Supplies and Materials	\$43,811	\$0	100%	\$77,834	56.29%	\$34,023
5000 - Other Operating Expenses and Services	\$230,923	\$0	100%	\$97,003	238.06%	⚠ -\$133,920
6000 - Capital Outlay	\$0	\$0	100%	\$47,558	0%	\$47,558
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$71,114	\$0	100%	\$76,051	93.51%	\$4,937
Totals	\$1,499,634	\$0	100%	\$1,702,519	88.08%	\$202,885

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

Guidance: Yes

Summary of Activities:

1000: (ESL)Three 1.0 FTE and five hourly ESL teachers, (Parent Education) one .5 FTE parent educator and one hourly parent educator, (ASE) one .4 FTE Program Manager and 12 hourly ASE teachers, (CTE) one .5 FTE computer teacher. Partial salaries for the district assistant superintendent overseeing Adult Ed and the two 1.0 FTE administrators (P and AP) were also paid during this quarter. 2000: One 1.0 FTE senior secretary, one 1.0 registrar, one 1.0 family mentor, one 1.0 FTE ECE Coordinator and 17 hourly child care assistants. 3000 (STRS, PERS, H&W and other benefits) for all employees. 4000 for all CAEP-approved programs: textbooks, office supplies for admin office and sites, fingerprinting, paper, copier purchases, Red Cross (CPR classes), wireless access points, computers, instructional software, etc... 5000: Conferences, service agreements, mileage, leases, repairs, bank fees, phone, postage, WASC costs, facilities use.

Status
Submitted

Sonoma Co. Office of Education

Sonoma Co. Office of Education 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	\$12,964	\$25,535	50.77%	\$77,378	16.75%	\$64,414
2000 - Non-Instructional Salaries	\$1,546	\$8,744	17.68%	\$34,977	4.42%	\$33,431
3000 - Employee Benefits	\$4,112	\$7,948	51.74%	\$26,492	15.52%	\$22,380
4000 - Supplies and Materials	\$4,944	\$16,579	29.82%	\$66,317	7.46%	\$61,373
5000 - Other Operating Expenses and Services	\$15,721	\$36,216	43.41%	\$120,720	13.02%	\$104,999
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$1,571	\$3,149	49.89%	\$12,596	12.47%	\$11,025
Totals	\$40,858	\$98,171	41.62%	\$338,480	12.07%	\$297,622

Corrective Action Plan

Classes started in late August, so expenditures lower in Quarter 1 than expected

Summary of Activities:

Held Construction training course in Sonoma Valley in conjunction with La Luz and SRJC

Status
Submitted

Sonoma Co. Office of Education 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	\$34,809	\$51,843	67.14%	\$77,378	44.99%	\$42,569
2000 - Non-Instructional Salaries	\$4,339	\$17,489	24.81%	\$34,977	12.41%	\$30,638
3000 - Employee Benefits	\$10,142	\$15,895	63.81%	\$26,492	38.28%	\$16,350
4000 - Supplies and Materials	\$6,728	\$39,790	16.91%	\$66,317	10.15%	\$59,589
5000 - Other Operating Expenses and Services	\$38,895	\$72,432	53.7%	\$120,720	32.22%	\$81,825
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,796	\$6,298	60.27%	\$12,596	30.14%	\$8,800
Totals	\$98,709	\$203,747	48.45%	\$338,480	29.16%	\$239,771

Corrective Action Plan

Hiring construction teachers has been a challenge due to the large demand for construction in our area from rebuilding efforts after 2017 wildfires. We continue to implement beginning construction classes and now are exploring adding some advanced level construction courses.

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

Stephen Jackson

Nancy Miller 5274720, Director of Regional Adult Education Programs

Jeanine Thibeau 5242630, Internal Fiscal Analyst

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$54,990	\$77,378	71.07%	\$77,378	71.07%	\$22,388
2000 - Non-Instructional Salaries	\$5,823	\$26,233	22.2%	\$34,977	16.65%	\$29,154
3000 - Employee Benefits	\$15,819	\$23,843	66.35%	\$26,492	59.71%	\$10,673
4000 - Supplies and Materials	\$10,419	\$59,685	17.46%	\$66,317	15.71%	\$55,898
5000 - Other Operating Expenses and Services	\$61,347	\$108,648	56.46%	\$120,720	50.82%	\$59,373
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,935	\$9,447	62.82%	\$12,596	47.12%	\$6,661
Totals	\$154,333	\$305,234	50.56%	\$338,480	45.6%	\$184,147

Corrective Action Plan

SCOE plans to offer additional construction courses in the 2019-20 fiscal year.

Summary of Activities:

Ran 2 computer classes and 6 construction classes

Status
Submitted

Sonoma Co. Office of Education 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	\$73,784	\$77,378	95.36%	\$77,378	95.36%	\$3,594
2000 - Non-Instructional Salaries	\$6,869	\$34,977	19.64%	\$34,977	19.64%	\$28,108
3000 - Employee Benefits	\$20,772	\$26,492	78.41%	\$26,492	78.41%	\$5,720
4000 - Supplies and Materials	\$17,839	\$66,317	26.9%	\$66,317	26.9%	\$48,478
5000 - Other Operating Expenses and Services	\$82,032	\$120,720	67.95%	\$120,720	67.95%	\$38,688
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,731	\$12,596	61.38%	\$12,596	61.38%	\$4,865
Totals	\$209,027	\$338,480	61.75%	\$338,480	61.75%	\$129,453

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

Guidance: Yes

Corrective Action Plan

SCOE will be adding an intermediate construction skills class linked to trade unions in 19/20.

Summary of Activities:

Held 6 construction classes and 2 computer classes.

**Status
Submitted**

Sonoma County CCD

Sonoma County 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	\$42,341	\$128,750	32.89%	\$515,000	8.22%	\$472,659
2000 - Non-Instructional Salaries	\$61,923	\$125,000	49.54%	\$500,000	12.38%	\$438,077
3000 - Employee Benefits	\$44,305	\$56,250	78.76%	\$225,000	19.69%	\$180,695
4000 - Supplies and Materials	\$4,189	\$46,731	8.96%	\$186,925	2.24%	\$182,736
5000 - Other Operating Expenses and Services	\$7,779	\$50,000	15.56%	\$200,000	3.89%	\$192,221
6000 - Capital Outlay	\$3,326	\$37,500	8.87%	\$150,000	2.22%	\$146,674
7000 - Other Outgo	\$4,504	\$4,504	100%	\$4,504	100%	\$0
Indirect Costs	\$0	\$18,500	0%	\$74,000	0%	\$74,000
Totals	\$168,367	\$467,235	36.03%	\$1,855,429	9.07%	\$1,687,062

Corrective Action Plan

We will be hiring an additional .50 testing technician to oversee proctoring of CASAS tests in non-credit ESL evening courses. Ended providing courses for incarcerated population.

Summary of Activities:

Implemented new non-credit certificate programs in five offsite locations. Outreach Specialists conducted Registration and Orientation events for each of the twenty-two sections. Designed certification informational flyers and progress reports that were used when OS conducted the student update record activities at the end of the course. Had end of year celebration for certificate completion, student of the year, and attendance awards. Awarded twenty-six certificates in first semester. Increased number of section offerings for second semester, as growth is limited because of fire funding stability. Worked on partnership with Habitat for Humanity for new construction courses and certificates.

Status

Submitted

Sonoma County 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	\$108,369	\$257,500	42.09%	\$515,000	21.04%	\$406,631
2000 - Non-Instructional Salaries	\$116,974	\$250,000	46.79%	\$500,000	23.39%	\$383,026
3000 - Employee Benefits	\$84,622	\$112,500	75.22%	\$225,000	37.61%	\$140,378
4000 - Supplies and Materials	\$7,846	\$93,463	8.39%	\$186,925	4.2%	\$179,079
5000 - Other Operating Expenses and Services	\$19,111	\$100,000	19.11%	\$200,000	9.56%	\$180,889
6000 - Capital Outlay	\$39,026	\$75,000	52.03%	\$150,000	26.02%	\$110,974
7000 - Other Outgo	\$4,504	\$4,504	100%	\$4,504	100%	\$0
Indirect Costs	\$24,517	\$37,000	66.26%	\$74,000	33.13%	\$49,483
Totals	\$404,969	\$929,967	43.55%	\$1,855,429	21.83%	\$1,450,460

Corrective Action Plan

Santa Rosa Junior College and the Sonoma County Adult Education Consortium plan to hire a full time Outreach Specialist to replace an employee who resigned at the end of September. We will also increase a 10 month position to 12 months to assist with data and accountability collection and integrity for our Adults with Disabilities programs. In addition, we will be purchasing computer labs for two classrooms at the Southwest Center and for a classroom at the Healdsburg Community Center. We are expanding the number of computer classes offered to the public, so need additional designated classroom space to conduct the programs. We plan to add more sections to our spring schedule than allocated by the District and are using the talents of our instructors to help design curriculum, lesson plans and bilingual textbooks.

Summary of Activities:

Implemented new non-credit certificate programs in five offsite locations. Outreach Specialists conducted Registration and Orientation events for each of the twenty-two sections. Designed certification informational flyers and progress reports that were used when OS conducted the student update record activities at the end of the course. Had end of year celebration for certificate completion, student of the year, and attendance awards. Awarded twenty-six certificates in first semester. Increased number of section offerings for second semester, as growth is limited because of fire funding stability. Worked on partnership with Habitat for Humanity for new construction courses and certificates.

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

Nancy Miller 5274720, Director of Regional Adult Education Programs

Jessica Pardoe, ESL Department Chair

Sonoma County 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	\$168,077	\$386,250	43.52%	\$515,000	32.64%	\$346,923
2000 - Non-Instructional Salaries	\$199,123	\$375,000	53.1%	\$500,000	39.82%	\$300,877
3000 - Employee Benefits	\$141,008	\$168,750	83.56%	\$225,000	62.67%	\$83,992
4000 - Supplies and Materials	\$11,193	\$140,194	7.98%	\$186,925	5.99%	\$175,732
5000 - Other Operating Expenses and Services	\$25,551	\$150,000	17.03%	\$200,000	12.78%	\$174,449
6000 - Capital Outlay	\$77,546	\$112,500	68.93%	\$150,000	51.7%	\$72,454
7000 - Other Outgo	\$4,504	\$4,504	100%	\$4,504	100%	\$0
Indirect Costs	\$24,517	\$55,500	44.17%	\$74,000	33.13%	\$49,483
Totals	\$651,519	\$1,392,698	46.78%	\$1,855,429	35.11%	\$1,203,910

Corrective Action Plan

We prepared for the recruitment of a new Outreach Specialist in Quarter 2. The recruitment will open in Quarter 3, and the position will be hired in Quarter 4. The new administrative assistant 20% for Adults with Disabilities does not start until June 2019. We are also recruiting for the 50% testing technician position and have backfilled with a temporary employee until that recruitment is completed.

Summary of Activities:

We decreased the number of sections allocated to our workforce preparation program: Professional Success, from 12 sections to 8 sections due to lower enrollment and low participation. We focused this semester on streamlining systems that make it easier to capture student entry and update records. We also created new templates for the certificate progress reports that we use during the update record process and end of course registration for the next semester. This has increased our retention of students within sections, as they have a better understanding of course expectations, and completion of courses within certificate programs.

Status
Submitted

Sonoma County 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	\$234,816	\$515,000	45.6%	\$515,000	45.6%	\$280,184
2000 - Non-Instructional Salaries	\$268,936	\$500,000	53.79%	\$500,000	53.79%	\$231,064
3000 - Employee Benefits	\$192,264	\$225,000	85.45%	\$225,000	85.45%	\$32,736
4000 - Supplies and Materials	\$13,961	\$186,925	7.47%	\$186,925	7.47%	\$172,964
5000 - Other Operating Expenses and Services	\$45,961	\$200,000	22.98%	\$200,000	22.98%	\$154,039
6000 - Capital Outlay	\$112,742	\$150,000	75.16%	\$150,000	75.16%	\$37,258
7000 - Other Outgo	\$4,504	\$4,504	100%	\$4,504	100%	\$0
Indirect Costs	\$63,007	\$74,000	85.14%	\$74,000	85.14%	\$10,993
Totals	\$936,191	\$1,855,429	50.46%	\$1,855,429	50.46%	\$919,238

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

Corrective Action Plan

SRJC will continue to spend down the surplus created in the first two years of the grant. We plan to be fully staffed by the start of the school year and are supporting several new initiatives for the 2019-20 school year. We are launching virtual classroom, which will require the acquisition of classroom equipment to support the technology, and hiring of instructional assistants to navigate technology issues while the class is being conducted remotely. We are also launching a new Student Ambassador program to help with recruitment, outreach, connection, and building better programs through student input. We are also increasing the testing technician position from 50% to 100% to assist with additional testing requirements in applied mathematics courses and high school equivalency.

Summary of Activities:

We implemented two new certificates in spring 2019. We had 55 students complete certificates in financial literacy, basic computers, computers for the workplace, landscaping and construction. We implemented the online student entry and update records, and the certificate tracking system. We did community outreach for the new three year plan, and brought on several new industry and non-profit partners.

Status
Submitted



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