

CAEP Consortium Fiscal Reporting 61 Sonoma County Adult Education Consortium

2019-20 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	\$55,126	\$0	100%	\$594,665	9.27%	\$539,539
2000 - Non-Instructional Salaries	\$41,240	\$0	100%	\$300,000	13.75%	\$258,760
3000 - Employee Benefits	\$42,592	\$0	100%	\$305,000	13.96%	\$262,408
4000 - Supplies and Materials	\$10,233	\$0	100%	\$65,000	15.74%	\$54,767
5000 - Other Operating Expenses and Services	\$13,271	\$0	100%	\$240,923	5.51%	\$227,652
6000 - Capital Outlay	\$6,450	\$0	100%	\$10,000	64.5%	\$3,550
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$16,125	\$0	100%	\$72,500	22.24%	\$56,375
Totals	\$185,037	\$0	100%	\$1,588,088	11.65%	\$1,403,051

Summary of Activities:

Program costs for this quarter were in alignment with budget narratives with regard to instructional salaries, non-instructional salaries, employee benefits for certificated and classified employees, instructional materials, operating expenses and services and indirect costs.

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	\$202,838	\$0	100%	\$594,665	34.11%	\$391,827
2000 - Non-Instructional Salaries	\$109,510	\$0	100%	\$300,000	36.5%	\$190,490
3000 - Employee Benefits	\$112,105	\$0	100%	\$305,000	36.76%	\$192,895
4000 - Supplies and Materials	\$38,136	\$0	100%	\$65,000	58.67%	\$26,864
5000 - Other Operating Expenses and Services	\$20,245	\$0	100%	\$240,923	8.4%	\$220,678
6000 - Capital Outlay	\$6,450	\$0	100%	\$10,000	64.5%	\$3,550
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$32,250	\$0	100%	\$72,500	44.48%	\$40,250
Totals	\$521,534	\$0	100%	\$1,588,088	32.84%	\$1,066,554

Summary of Activities:

Petaluma Adult School continues to serve students in the approved CAEP program areas. We have established a new site for ASE service in Windsor - this program is growing, and we had three graduates who participated in our graduation ceremony this week (40+ grads in all for Fall 2019). We have also added a morning ESL level 4 class as well as a HSD/HSE class with childcare (Spanish and English HISET prep as well). Attendance and student outcomes continue to grow each year.

**Status
Submitted**

Allocation Year Closeout: 2017-18

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

2017-18 Reverted Funds:

\$0

2017-18 Status

Closed

Submitting Authority

Nancy Emanuele 7784633, Principal

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	\$303,140	\$0	100%	\$594,665	50.98%	\$291,525
2000 - Non-Instructional Salaries	\$171,418	\$0	100%	\$300,000	57.14%	\$128,582
3000 - Employee Benefits	\$172,458	\$0	100%	\$305,000	56.54%	\$132,542
4000 - Supplies and Materials	\$42,447	\$0	100%	\$65,000	65.3%	\$22,553
5000 - Other Operating Expenses and Services	\$29,894	\$0	100%	\$240,923	12.41%	\$211,029
6000 - Capital Outlay	\$6,450	\$0	100%	\$10,000	64.5%	\$3,550
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$32,250	\$0	100%	\$72,500	44.48%	\$40,250
Totals	\$758,057	\$0	100%	\$1,588,088	47.73%	\$830,031

Summary of Activities:

For Q3, Petaluma Adult School continued to offer a full complement of classes in ASE, ESL-Citizenship, Parent Education (Helping Children Succeed in School), computers and some staff support for services provided to students through our family resource center. In mid March, after the extended spring break and planning for shift to DL , all classes for the last week of March through the end of the school year are offered via distance learning. It is evident that I, the principal, was far too conservative in my planning and spending for this fiscal year. We had a large increase this year in certificated pay rates and prep time as well as an increase in classified pay rates. I am in the process of thoughtfully spending CAEP funds to prepare for more distance learning and blended learning for summer and in future.

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	\$438,040	\$0	100%	\$594,665	73.66%	\$156,625
2000 - Non-Instructional Salaries	\$275,958	\$0	100%	\$300,000	91.99%	\$24,042
3000 - Employee Benefits	\$260,861	\$0	100%	\$305,000	85.53%	\$44,139
4000 - Supplies and Materials	\$60,059	\$0	100%	\$65,000	92.4%	\$4,941
5000 - Other Operating Expenses and Services	\$57,995	\$0	100%	\$240,923	24.07%	\$182,928
6000 - Capital Outlay	\$6,450	\$0	100%	\$10,000	64.5%	\$3,550
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$54,645	\$0	100%	\$72,500	75.37%	\$17,855
Totals	\$1,154,008	\$0	100%	\$1,588,088	72.67%	\$434,080

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 funds were used through Petaluma Adult School, in conjunction with our consortium as a whole to offer classes in ABE/ASE, ESL/El Civics, K12 Success, Short-term CTE and Pre-Apprenticeship in Petaluma, Windsor, Santa Rosa and Sonoma throughout Sonoma County. All expenses from Instructional Salaries, Non-Instructional Salaries, Employee Benefits, Supplies and Materials, Other Operating Expenses and Services, Capital Outlay and Indirect Costs supported classes and services for adults in the defined areas of CAEP.

**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	\$19,923	\$19,482	102.26%	\$88,556	22.5%	\$68,633
2000 - Non-Instructional Salaries	\$1,044	\$1,131	92.35%	\$16,150	6.46%	\$15,106
3000 - Employee Benefits	\$5,607	\$5,621	99.76%	\$26,765	20.95%	\$21,158
4000 - Supplies and Materials	\$8,678	\$8,748	99.19%	\$58,323	14.88%	\$49,645
5000 - Other Operating Expenses and Services	\$16,683	\$17,203	96.98%	\$132,327	12.61%	\$115,644
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$2,077	\$2,116	98.17%	\$12,445	16.69%	\$10,368
Totals	\$54,012	\$54,300	99.47%	\$334,566	16.14%	\$280,554

Summary of Activities:

Program costs for this quarter were in alignment with budget narratives with regard to instructional salaries, non-instructional salaries, employee benefits for certificated and classified employees, instructional materials, operating expenses and services and indirect costs.

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	\$39,892	\$38,965	102.38%	\$88,556	45.05%	\$48,664
2000 - Non-Instructional Salaries	\$2,549	\$1,615	157.83%	\$16,150	15.78%	\$13,601
3000 - Employee Benefits	\$11,543	\$11,241	102.68%	\$26,765	43.13%	\$15,222
4000 - Supplies and Materials	\$10,677	\$17,497	61.02%	\$58,323	18.31%	\$47,646
5000 - Other Operating Expenses and Services	\$45,784	\$39,698	115.33%	\$132,327	34.6%	\$86,543
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$4,418	\$4,231	104.41%	\$12,445	35.5%	\$8,027
Totals	\$114,863	\$113,247	101.43%	\$334,566	34.33%	\$219,703

Summary of Activities:

Program costs for this quarter were in alignment with budget narratives with regard to instructional salaries, non-instructional salaries, employee benefits for certificated and classified employees, instructional materials, operating expenses and services and indirect costs.

**Status
Submitted**

Allocation Year Closeout: 2017-18

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

2017-18 Reverted Funds:

\$0

2017-18 Status

Closed

Submitting Authority

Jeanine Thibeau 5242630, Internal Fiscal Analyst

Georgia Ioakimedes, Director

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$63,416	\$58,447	108.5%	\$88,556	71.61%	\$25,140
2000 - Non-Instructional Salaries	\$4,299	\$8,075	53.24%	\$16,150	26.62%	\$11,851
3000 - Employee Benefits	\$18,250	\$16,862	108.23%	\$26,765	68.19%	\$8,515
4000 - Supplies and Materials	\$12,861	\$37,910	33.93%	\$58,323	22.05%	\$45,462
5000 - Other Operating Expenses and Services	\$65,757	\$79,396	82.82%	\$132,327	49.69%	\$66,570
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$6,583	\$7,467	88.16%	\$12,445	52.9%	\$5,862
Totals	\$171,166	\$208,157	82.23%	\$334,566	51.16%	\$163,400

Summary of Activities:

Program costs for this quarter were in alignment with budget narratives with regard to instructional salaries, non-instructional salaries, employee benefits for certificated and classified employees, instructional materials, operating expenses and services and indirect costs.

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	\$75,074	\$88,556	84.78%	\$88,556	84.78%	\$13,482
2000 - Non-Instructional Salaries	\$4,366	\$16,150	27.03%	\$16,150	27.03%	\$11,784
3000 - Employee Benefits	\$21,909	\$26,765	81.86%	\$26,765	81.86%	\$4,856
4000 - Supplies and Materials	\$13,237	\$58,323	22.7%	\$58,323	22.7%	\$45,086
5000 - Other Operating Expenses and Services	\$75,216	\$132,327	56.84%	\$132,327	56.84%	\$57,111
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$7,592	\$12,445	61%	\$12,445	61%	\$4,853
Totals	\$197,394	\$334,566	59%	\$334,566	59%	\$137,172

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

Guidance: Yes

Corrective Action Plan

Expenses were less than anticipated due to the Shelter in Place order in response to the COVID19 Pandemic.

Summary of Activities:

Program costs for this quarter were in spent according to plan narratives in the area of instructional salaries, non-instructional salaries, employee benefits for certificated and classified employees, instructional materials, operating expenses and services and indirect costs.

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	\$43,496	\$77,636	56.03%	\$388,182	11.21%	\$344,686
2000 - Non-Instructional Salaries	\$99,945	\$172,383	57.98%	\$783,561	12.76%	\$683,616
3000 - Employee Benefits	\$63,713	\$107,132	59.47%	\$486,963	13.08%	\$423,250
4000 - Supplies and Materials	\$5,826	\$6,069	95.99%	\$24,277	24%	\$18,451
5000 - Other Operating Expenses and Services	\$13,672	\$17,493	78.16%	\$69,972	19.54%	\$56,300
6000 - Capital Outlay	\$23,572	\$15,754	149.63%	\$78,769	29.93%	\$55,197
7000 - Other Outgo	\$1,250	\$4,561	27.41%	\$18,244	6.85%	\$16,994
Indirect Costs	\$0	\$14,800	0%	\$74,000	0%	\$74,000
Totals	\$251,474	\$415,829	60.48%	\$1,923,968	13.07%	\$1,672,494

Corrective Action Plan

Indirect Costs will be charged in Quarter two and Quarter four. Instructional and non-instructional salaries and benefits will increase when the department is fully staffed.

Summary of Activities:

The Adult Education Department continues to support all Consortium service providers and SRJC departments serving students in the seven CAEP areas. Major projects include the expansion of Career Education to include Home Child Care Provider licensing program, three new levels of computer basics focusing on Google Applications, development of four additional certificates in Construction and two in business-related services, and the launch of Virtual Classroom to expand our service area. In addition, the Outreach Specialists started the Student Ambassador program for the Consortium, where seven AE students are being trained in civics leadership and advocacy.

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	\$125,840	\$155,273	81.04%	\$388,182	32.42%	\$262,342
2000 - Non-Instructional Salaries	\$200,132	\$344,767	58.05%	\$783,561	25.54%	\$583,429
3000 - Employee Benefits	\$140,613	\$214,264	65.63%	\$486,963	28.88%	\$346,350
4000 - Supplies and Materials	\$15,017	\$12,139	123.71%	\$24,277	61.86%	\$9,260
5000 - Other Operating Expenses and Services	\$25,870	\$34,986	73.94%	\$69,972	36.97%	\$44,102
6000 - Capital Outlay	\$23,572	\$31,508	74.81%	\$78,769	29.93%	\$55,197
7000 - Other Outgo	\$1,282	\$9,122	14.05%	\$18,244	7.03%	\$16,962
Indirect Costs	\$21,202	\$29,600	71.63%	\$74,000	28.65%	\$52,798
Totals	\$553,528	\$831,657	66.56%	\$1,923,968	28.77%	\$1,370,440

Corrective Action Plan

The SRJC Adult Education Department is in the process of purchasing office and classroom furniture. We expected this expense to occur in December 2019, but the furniture did not arrive until January 2020.

Summary of Activities:

The Adult Education staff continues to provide support in recruitment, retention and recognition of all students served through the Sonoma County Consortium. The Outreach Specialists have focused on retention and certificate completion for students in the short term career education courses. Through December 2019 over 100 students have earned a non credit career certificate through SRJC. We have also focused on the use of social media platforms to recruit new students into all areas of Adult Education programming.

Status
Submitted

Allocation Year Closeout: 2017-18

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

2017-18 Reverted Funds:

\$0

2017-18 Status

Closed

Submitting Authority

Nancy Miller 5274720, Director of Regional Adult Education Programs
Jamie Longnecker, Coordinator, Workforce Development

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	\$188,270	\$232,909	80.83%	\$388,182	48.5%	\$199,912
2000 - Non-Instructional Salaries	\$298,165	\$517,150	57.66%	\$783,561	38.05%	\$485,396
3000 - Employee Benefits	\$207,499	\$321,396	64.56%	\$486,963	42.61%	\$279,464
4000 - Supplies and Materials	\$20,070	\$18,208	110.23%	\$24,277	82.67%	\$4,207
5000 - Other Operating Expenses and Services	\$48,343	\$52,479	92.12%	\$69,972	69.09%	\$21,629
6000 - Capital Outlay	\$33,980	\$47,261	71.9%	\$78,769	43.14%	\$44,789
7000 - Other Outgo	\$4,218	\$13,683	30.83%	\$18,244	23.12%	\$14,026
Indirect Costs	\$32,031	\$44,400	72.14%	\$74,000	43.29%	\$41,969
Totals	\$832,576	\$1,247,486	66.74%	\$1,923,968	43.27%	\$1,091,392

Corrective Action Plan

The Santa Rosa Junior College spent less in the 2000 and 3000 category than expected because we had budgeted for a full-time testing technician, and we were only utilizing a part-time temporary employee to back fill some of the hours during the hiring process. The full time technician will start in August 2020, so we expect that our expenditures in these categories will increase. Additionally, we did not have the demand for child care services at all locations, as we have had in the past, so funding in the other outgo category decreased as well. We will move this funding into either the 4000 or 5000 area to purchase technology for student use while we are in a remote learning environment.

Summary of Activities:

During the third quarter of the year, SRJC increased the number of sections devoted to developing skills for computers in the workplace. We purchased an additional computer lab to deploy at one of our partner district learning hubs and focused on developing curriculum for the construction certificates and the third level computer certificate, which focuses on the use of Google Suite. We also expanded our use of social media to communicate with our students and community during the month of March to let students know that we would be continuing the programs in an online format. Our College/Program really focused on instructor training and collaboration to serve students in an online platform

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	\$248,791	\$310,546	80.11%	\$388,182	64.09%	\$139,391
2000 - Non-Instructional Salaries	\$397,320	\$689,534	57.62%	\$783,561	50.71%	\$386,241
3000 - Employee Benefits	\$274,555	\$428,527	64.07%	\$486,963	56.38%	\$212,408
4000 - Supplies and Materials	\$22,680	\$24,277	93.42%	\$24,277	93.42%	\$1,597
5000 - Other Operating Expenses and Services	\$65,709	\$69,972	93.91%	\$69,972	93.91%	\$4,263
6000 - Capital Outlay	\$33,980	\$63,015	53.92%	\$78,769	43.14%	\$44,789
7000 - Other Outgo	\$6,473	\$18,244	35.48%	\$18,244	35.48%	\$11,771
Indirect Costs	\$41,993	\$59,200	70.93%	\$74,000	56.75%	\$32,007
Totals	\$1,091,501	\$1,663,315	65.62%	\$1,923,968	56.73%	\$832,467

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

Guidance: Yes

Corrective Action Plan

The Santa Rosa Junior College Adult Education Department is growing. We will hire an additional full time testing technician in the 2020/21 program year, and we hired additional temporary classified staff to assist with technology troubleshooting for instructors and students. We will be acquiring additional technology for our student technology loan program, and will be paying instructors to transition curriculum to the distance education (Canvas platform) standard software for California Community Colleges, as well as train and support instructors who are new to Canvas.

Summary of Activities:

The Adult Education Department increased offerings in 2019/20 to forty sections of short-term career training. This area trended upward in enrollment after the Covid-19 shut down required classes to be offered in a distance learning format. In other areas, such as NC ESL and HSE, there was a noticeable drop off in student participation. This prompted the consortium to look at professional development activities to support instructors in the process of transitioning curriculum to an online format and to familiarize faculty and staff with new software platforms that support Adult Learners and participants for whom English is not their primary language.

Status
Submitted



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