

CAEP Consortium Fiscal Reporting 63 South Bay Adult Education Consortium/Southwestern

2018-19 Fiscal Year

Certification

Certified By

Crystal Robinson

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
Coronado Unified	Submitted	Submitted	Submitted	Submitted
Southwestern CCD	Submitted	Submitted	Submitted	Submitted
Sweetwater Union High	Submitted	Submitted	Submitted	Submitted

Coronado Unified

Coronado 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	\$11,513	\$18,363	62.7%	\$122,423	9.4%	\$110,910
2000 - Non-Instructional Salaries	\$6,171	\$10,500	58.77%	\$70,000	8.82%	\$63,829
3000 - Employee Benefits	\$4,986	\$10,275	48.53%	\$68,500	7.28%	\$63,514
4000 - Supplies and Materials	\$52	\$16,200	0.32%	\$108,000	0.05%	\$107,948
5000 - Other Operating Expenses and Services	\$0	\$5,625	0%	\$37,500	0%	\$37,500
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$1,500	0%	\$10,000	0%	\$10,000
Totals	\$22,722	\$62,463	36.38%	\$416,423	5.46%	\$393,701

Corrective Action Plan

We are in the process of expanding our ESL and CTE courses. We took out some CTE courses that there was not enough demand in the market place. We opened two new ESL classes outside of the School District and we will be expanding even more. Our goal is to provide ESL, Citizenship and Office work and Child development for the 18-19 school year.

Summary of Activities:

We opened two new ESL classes outside of the School District and we will be expanding more.

Status
Submitted

Coronado 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	\$22,547	\$55,090	40.93%	\$122,423	18.42%	\$99,876
2000 - Non-Instructional Salaries	\$19,159	\$31,500	60.82%	\$70,000	27.37%	\$50,841
3000 - Employee Benefits	\$16,981	\$30,825	55.09%	\$68,500	24.79%	\$51,519
4000 - Supplies and Materials	\$2,981	\$32,400	9.2%	\$108,000	2.76%	\$105,019
5000 - Other Operating Expenses and Services	\$7,218	\$11,250	64.16%	\$37,500	19.25%	\$30,282
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$4,000	0%	\$10,000	0%	\$10,000
Totals	\$68,886	\$165,065	41.73%	\$416,423	16.54%	\$347,537

Corrective Action Plan

We are currently working on adding more classes and staff to the program.

Summary of Activities:

This year we offered two extra ESL classes. We added a conversation class on Fridays from 8:30 to 11:30 am and also a grammar class on Tuesdays and Thursdays from 9:00 to 12:00 noon. Also we are currently offering an Office Automation, graphic design and a citizenship class as well

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. Megan Battle, Director of Learning

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Overall Budget	Budget Remaining
1000 - Instructional Salaries	\$56,356	\$91,817	61.38%	\$122,423	46.03%	\$66,067
2000 - Non-Instructional Salaries	\$45,616	\$52,500	86.89%	\$70,000	65.17%	\$24,384
3000 - Employee Benefits	\$41,596	\$51,375	80.97%	\$68,500	60.72%	\$26,904
4000 - Supplies and Materials	\$83,003	\$81,000	102.47%	\$108,000	76.85%	\$24,997
5000 - Other Operating Expenses and Services	\$14,937	\$28,125	53.11%	\$37,500	39.83%	\$22,563
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$7,500	0%	\$10,000	0%	\$10,000
Totals	\$241,508	\$312,317	77.33%	\$416,423	58%	\$174,915

Corrective Action Plan

We are in the process of adding a child development class to our CTE program.

Summary of Activities:

This quarter we were able to bring more instructors to our program. We opened an office automation class and we are in the process of opening a child development class.

Status
Submitted

Coronado 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	\$58,459	\$122,423	47.75%	\$122,423	47.75%	\$63,964
2000 - Non-Instructional Salaries	\$45,616	\$70,000	65.17%	\$70,000	65.17%	\$24,384
3000 - Employee Benefits	\$41,596	\$68,500	60.72%	\$68,500	60.72%	\$26,904
4000 - Supplies and Materials	\$83,003	\$108,000	76.85%	\$108,000	76.85%	\$24,997
5000 - Other Operating Expenses and Services	\$14,937	\$37,500	39.83%	\$37,500	39.83%	\$22,563
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,706	\$10,000	57.06%	\$10,000	57.06%	\$4,294
Totals	\$249,317	\$416,423	59.87%	\$416,423	59.87%	\$167,106

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

Guidance: Yes

Corrective Action Plan

We are in the process of adding a child development class to our CTE program.

Summary of Activities:

ESL program was offered in a summer session with great success.

Status
Submitted

Southwestern CCD

Southwestern 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	\$29,371	\$57,000	51.53%	\$380,000	7.73%	\$350,629
2000 - Non-Instructional Salaries	\$30,982	\$39,873	77.7%	\$265,821	11.66%	\$234,839
3000 - Employee Benefits	\$17,685	\$22,500	78.6%	\$150,000	11.79%	\$132,315
4000 - Supplies and Materials	\$129	\$11,250	1.15%	\$75,000	0.17%	\$74,871
5000 - Other Operating Expenses and Services	\$23,779	\$15,000	158.53%	\$100,000	23.78%	\$76,221
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$0	\$5,825	0%	\$38,833	0%	\$38,833
Totals	\$101,946	\$151,448	67.31%	\$1,009,654	10.1%	\$907,708

Corrective Action Plan

The delay in purchasing a number of major expenditures including a mobile computer lab and student ID machine have contributed to expenditures falling below the Q1 target. Equipment has been identified and encumbered and will be included in Q2 expenditures addressing this issue. In addition, a delay in recruitment and hiring of new staff has also contributed to a spending shortfall in Q1. New positions have been identified and recruitment is in progress for Q2 hiring. Finally, delayed expenditures driven by the extended time to complete a marketing plan which will drive branding and design of print collateral and promotional materials to support increased enrollment and seamless transitions will be completed in Q2, but were planned for Q1.

Summary of Activities:

In alignment with the consortium plan, SWC AEP funds in Q1 provided for the maintenance of established activities, along with a number of new efforts highlighted here. Eighteen SWC faculty from a variety of disciplines were provided professional development training: Reading Apprenticeship 101. They are using the knowledge and skills gained to bring new approaches to their 2018-19 teaching delivery, with an emphasis on student success through raising reading skills across the district curricula. New noncredit curriculum development included six courses in Reading, two CE courses in Disaster/Emergency Community Response, and two courses in college prep for the behavioral sciences. Research was conducted to assess the nature, types and sources of information available to K-12 parents/guardians to help with their students' success. That information is being used by a cross-district and community partner committee developing a pilot project for spring 2019 implementation.

**Status
Submitted**

Southwestern 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	\$61,348	\$114,000	53.81%	\$380,000	16.14%	\$318,652
2000 - Non-Instructional Salaries	\$79,191	\$79,746	99.3%	\$265,821	29.79%	\$186,630
3000 - Employee Benefits	\$42,505	\$45,000	94.46%	\$150,000	28.34%	\$107,495
4000 - Supplies and Materials	\$129	\$22,500	0.57%	\$75,000	0.17%	\$74,871
5000 - Other Operating Expenses and Services	\$52,867	\$30,000	176.22%	\$100,000	52.87%	\$47,133
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$6,443	\$11,650	55.31%	\$38,833	16.59%	\$32,390
Totals	\$242,483	\$302,896	80.05%	\$1,009,654	24.02%	\$767,171

Corrective Action Plan

Southwestern College has a number of pending expenditures. The delay in purchasing a number of major expenditures including a mobile computer lab and student ID machine have contributed to expenditures falling below the Q2 target. Equipment has been identified and encumbered and will be included in Q3 expenditures addressing this issue. In addition, a delay in recruitment and hiring of new staff has also contributed to a spending shortfall in Q2. New positions have been identified and recruitment is in progress for Q3 hiring. Finally, delayed expenditures driven by the extended time to complete a marketing plan which will drive branding and design of print collateral and promotional materials to support increased enrollment and seamless transitions continue to be a challenge and will be completed in Q3, but were planned for Q1 and Q2.

Summary of Activities:

As part of the consortium plan, SWC AEP funds in Q2 provided for the maintenance of established activities, along with a number of new efforts listed here. SWC administrators, faculty and staff participated in an array of plan related activities including: 1. Consortium-wide retreat for review of progress to date and structuring work for next AEP three-year plan; 2. Cross-district faculty work groups collaborating to address planning across program goals for next AEP three-year plan; 3. Discussion and planning for development of new noncredit optical technician and electrician trainee CDCP programs; 4. The K-12 success committee established dates and identified content for implementation of the spring 2019 pilot project, and; 5. Participation in professional development and technical trainings including: data management, JSPAC, a consortia retreat, Human Centered Design, Super Region events, and counselor conferences.

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

Minou Spradley, Vice President of Academic Affairs

Southwestern 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	\$249,341	\$171,000	145.81%	\$380,000	65.62%	\$130,659
2000 - Non-Instructional Salaries	\$160,900	\$119,619	134.51%	\$265,821	60.53%	\$104,921
3000 - Employee Benefits	\$113,384	\$67,500	167.98%	\$150,000	75.59%	\$36,616
4000 - Supplies and Materials	\$28,597	\$33,750	84.73%	\$75,000	38.13%	\$46,403
5000 - Other Operating Expenses and Services	\$93,140	\$45,000	206.98%	\$100,000	93.14%	\$6,860
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$19,143	\$17,475	109.55%	\$38,833	49.3%	\$19,690
Totals	\$664,505	\$454,344	146.26%	\$1,009,654	65.82%	\$345,149

Summary of Activities:

As part of the consortium plan, SWC CAEP funds in Q3 provided for the maintenance of established, on-going activities, along with new efforts highlighted here. SWC administrators, faculty and staff participated in an array of plan related activities including: 1. Cross-district faculty work group activities concluded in March with each group preparing recommendations for inclusion in the next Consortium three-year and 2019-20 plans; 2. Preliminary work on the plans was conducted by the cross-district Advisory Committee; 3. Ten noncredit courses for a 750 hour CDCP Electrician Trainee program were completed and are pending approval by the CCCCCO. Additionally, Noncredit CDCP courses and/or programs for Child Care Provider, Customer Service, ESL, Optical Technician, Reading, Soft Skills/Workforce Readiness are under development, with summer local approval anticipated. The College also identified under-reporting of expenditures in Q1 and Q2 which are now included in Q3.

Status
Submitted

Southwestern 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	\$318,992	\$228,000	139.91%	\$380,000	83.95%	\$61,008
2000 - Non-Instructional Salaries	\$207,241	\$159,493	129.94%	\$265,821	77.96%	\$58,580
3000 - Employee Benefits	\$145,257	\$90,000	161.4%	\$150,000	96.84%	\$4,743
4000 - Supplies and Materials	\$61,252	\$45,000	136.12%	\$75,000	81.67%	\$13,748
5000 - Other Operating Expenses and Services	\$96,599	\$60,000	161%	\$100,000	96.6%	\$3,401
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$19,143	\$23,300	82.16%	\$38,833	49.3%	\$19,690
Totals	\$848,484	\$605,792	140.06%	\$1,009,654	84.04%	\$161,170

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

Guidance: Yes

Summary of Activities:

Among the activities and accomplishments for 2018-19, the following highlights have been completed during Q4 and reflect work directed toward completion of the three and one-year plans, as well as preparatory work for the new three and one-year plans. SWC CAEP funds in Q4 provided for the maintenance of on-going activities related to noncredit curriculum and code alignment. Approval from the CCCC for new courses and programs in Child Care Provider, Customer Service, ESL, Optical Technician, Reading, and Soft Skills/Workforce Readiness are anticipated for spring 2020. Additional course/program development under K-12 Success is underway with the goal of having CCCC approved noncredit courses and a CDCP program available for parents/other adults alongside the district YES Academy youth program in summer 2020. In Q4 SWC also began preparing, and will be the lead member, for two pilot projects related to transitions and improved student tracking, data sharing and accountability.

**Status
Submitted**

Sweetwater Union High

Sweetwater 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	\$1,080,505	\$774,200	139.56%	\$5,161,334	20.93%	\$4,080,829
2000 - Non-Instructional Salaries	\$544,393	\$385,584	141.19%	\$2,570,557	21.18%	\$2,026,164
3000 - Employee Benefits	\$598,433	\$482,668	123.98%	\$3,217,784	18.6%	\$2,619,351
4000 - Supplies and Materials	\$61,623	\$98,316	62.68%	\$655,441	9.4%	\$593,818
5000 - Other Operating Expenses and Services	\$78,261	\$158,709	49.31%	\$1,058,058	7.4%	\$979,797
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$94,935	0%	\$632,897	0%	\$632,897
Indirect Costs	\$0	\$86,617	0%	\$577,445	0%	\$577,445
Totals	\$2,363,215	\$2,081,027	113.56%	\$13,873,516	17.03%	\$11,510,301

Summary of Activities:

At the consortium level, expenditures include consortium project director and administrative assistant, and travel/extra duty for consortium professional development. At the Division level, expenditures cover the salaries and benefits of more than 120 teachers, 4 administrators, 6 counselors, and supporting classified staff. Additional expenditures include the operating expenses and supplies to support the program. Sweetwater Adult serves over 8,000 students in an array of high-need areas: English as a Second Language, Citizenship, Adult Basic Education, High School Diploma/Equivalency, and Career and Technical Education. Professional development centered on promoting retention and completion, and improving internal consistency of curricular implementation. One directed staff release day was provided to accelerate transition to AEP alignment.

Status
Submitted

Sweetwater 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	\$2,691,864	\$1,548,400	173.85%	\$5,161,334	52.15%	\$2,469,470
2000 - Non-Instructional Salaries	\$1,234,579	\$771,167	160.09%	\$2,570,557	48.03%	\$1,335,978
3000 - Employee Benefits	\$1,474,373	\$965,335	152.73%	\$3,217,784	45.82%	\$1,743,411
4000 - Supplies and Materials	\$110,085	\$196,632	55.99%	\$655,441	16.8%	\$545,356
5000 - Other Operating Expenses and Services	\$267,980	\$317,417	84.43%	\$1,058,058	25.33%	\$790,078
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$2,888	\$189,869	1.52%	\$632,897	0.46%	\$630,009
Indirect Costs	\$0	\$173,234	0%	\$577,445	0%	\$577,445
Totals	\$5,781,769	\$4,162,055	138.92%	\$13,873,516	41.67%	\$8,091,747

Summary of Activities:

At the consortium level, expenditures include consortium project director and administrative assistant, and travel/extra duty for consortium professional development. Consortium workgroups began work on the 3 year strategic plan in Q2. At the Division level, expenditures cover the salaries and benefits of more than 120 teachers, 4 administrators, 6 counselors, and supporting classified staff. Additional expenditures include the operating expenses and supplies to support the program. Sweetwater Adult serves over 8,000 students in an array of high-need areas: English as a Second Language, Citizenship, Adult Basic Education, High School Diploma/Equivalency, and Career and Technical Education. Professional development centered on promoting retention and completion, and improving internal consistency of curricular implementation. One directed staff release day was provided to accelerate transition to AEP alignment.

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

Joe Fulcher, Assistant Superintendent for Equity, Culture, and Support Services

Sweetwater 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	\$3,631,264	\$2,322,600	156.34%	\$5,161,334	70.36%	\$1,530,070
2000 - Non-Instructional Salaries	\$1,787,749	\$1,156,751	154.55%	\$2,570,557	69.55%	\$782,808
3000 - Employee Benefits	\$2,065,317	\$1,448,003	142.63%	\$3,217,784	64.18%	\$1,152,467
4000 - Supplies and Materials	\$137,165	\$294,948	46.5%	\$655,441	20.93%	\$518,276
5000 - Other Operating Expenses and Services	\$337,017	\$476,126	70.78%	\$1,058,058	31.85%	\$721,041
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$10,003	\$284,804	3.51%	\$632,897	1.58%	\$622,894
Indirect Costs	\$0	\$259,850	0%	\$577,445	0%	\$577,445
Totals	\$7,968,515	\$6,243,082	127.64%	\$13,873,516	57.44%	\$5,905,001

Summary of Activities:

At the consortium level, expenditures include consortium project director and administrative assistant, and travel/extra duty for consortium professional development. Consortium workgroups completed work on the 3 year strategic plan logic models in Q3. At the Division level, expenditures cover the salaries and benefits of more than 65 teachers, 3 administrators, 4 counselors, and supporting classified staff. Additional expenditures include the operating expenses and supplies to support the program. Sweetwater Adult serves over 5,000 students in an array of high-need areas: English as a Second Language, Citizenship, Adult Basic Education, High School Diploma/Equivalency, and Career and Technical Education. Professional development centered on promoting retention and completion, and improving internal consistency of curricular implementation. One directed staff release day was provided to accelerate transition to AEP alignment.

Status
Submitted

Sweetwater 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	\$4,586,254	\$3,096,800	148.1%	\$5,161,334	88.86%	\$575,080
2000 - Non-Instructional Salaries	\$2,221,106	\$1,541,625	144.08%	\$2,570,557	86.41%	\$349,451
3000 - Employee Benefits	\$2,663,737	\$1,930,670	137.97%	\$3,217,784	82.78%	\$554,047
4000 - Supplies and Materials	\$199,047	\$393,265	50.61%	\$655,441	30.37%	\$456,394
5000 - Other Operating Expenses and Services	\$523,007	\$634,835	82.38%	\$1,058,058	49.43%	\$535,051
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$632,897	\$379,738	166.67%	\$632,897	100%	\$0
Indirect Costs	\$496,131	\$346,467	143.2%	\$577,445	85.92%	\$81,314
Totals	\$11,322,179	\$8,323,400	136.03%	\$13,873,516	81.61%	\$2,551,337

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 the consortium level, expenditures include consortium project director and administrative assistant, and travel/extra duty for consortium professional development. K12 Success pilot was rolled out in Q4, and 3 year strategic plan was finalized. At the Division level, expenditures cover the salaries and benefits of more than 65 teachers, 3 administrators, 4 counselors, and supporting classified staff. Additional expenditures include the operating expenses and supplies to support the program. Sweetwater Adult serves over 10,000 students in an array of high-need areas: English as a Second Language, Citizenship, Adult Basic Education, High School Diploma/Equivalency, and Career and Technical Education. Professional development centered on promoting retention and completion, and improving internal consistency of curricular implementation.

Status
Submitted



California
Community
Colleges



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