

# CAEP Consortium Fiscal Reporting

## 63 South Bay Adult Education Consortium/Southwestern

2020-21 Fiscal Year

### Certification

**Certified By**

Crystal Robinson

Quarter 1 Status	Quarter 2 Status	Quarter 3 Status	Quarter 4 Status
Certified	Certified	Uncertified	Uncertified

### Fiscal Report Submittal Status

Member Agency	Quarter 1	Quarter 2	Quarter 3	Quarter 4
<a href="#">Coronado Unified</a>	Submitted	Submitted	Not Submitted	Not Submitted
<a href="#">Southwestern CCD</a>	Submitted	Submitted	Not Submitted	Not Submitted
<a href="#">Sweetwater Union High</a>	Submitted	Submitted	Not Submitted	Not 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	\$14,271	\$20,000	71.36%	\$100,000	14.27%	\$85,729
2000 - Non-Instructional Salaries	\$22,500	\$22,500	100%	\$90,000	25%	\$67,500
3000 - Employee Benefits	\$17,500	\$17,500	100%	\$70,000	25%	\$52,500
4000 - Supplies and Materials	\$4,489	\$8,750	51.3%	\$35,000	12.83%	\$30,511
5000 - Other Operating Expenses and Services	\$2,242	\$3,500	64.06%	\$35,000	6.41%	\$32,758
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,744	\$3,744	100.01%	\$14,974	25%	\$11,230
<b>Totals</b>	<b>\$64,746</b>	<b>\$75,994</b>	<b>85.2%</b>	<b>\$344,974</b>	<b>18.77%</b>	<b>\$280,228</b>

### Summary of Activities:

In Q1, CUSD Adult Ed continued to provide in all program areas, including ESL and CTE. All continued to be distance learning since Governor's shutdown began, with teachers and students meeting through tools such as Zoom. CUSD made progress in launching a few initiatives. CUSD began making a transition towards the development of ESL Pathways: ESL for Community, ESL for Employment, and ESL for Academics. This will allow us to contextualize and tailor the rigor of learning experiences according to interests and needs. Additionally, CUSD posted to hire a Board Certified Behavior Analyst to support our goal of offering a Registered Behavior Technician (RBT) program. We had a very qualified candidate pool and are excited to onboard and launch this program in quarter 2.

**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	\$19,308	\$40,000	48.27%	\$100,000	19.31%	\$80,692
2000 - Non-Instructional Salaries	\$46,817	\$45,000	104.04%	\$90,000	52.02%	\$43,183
3000 - Employee Benefits	\$30,191	\$35,000	86.26%	\$70,000	43.13%	\$39,809
4000 - Supplies and Materials	\$4,489	\$17,500	25.65%	\$35,000	12.83%	\$30,511
5000 - Other Operating Expenses and Services	\$2,242	\$5,250	42.7%	\$35,000	6.41%	\$32,758
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,744	\$7,487	50.01%	\$14,974	25%	\$11,230
<b>Totals</b>	<b>\$106,791</b>	<b>\$150,237</b>	<b>71.08%</b>	<b>\$344,974</b>	<b>30.96%</b>	<b>\$238,183</b>

### Summary of Activities:

In Q2, CUSD Adult Ed continued to provide in all program areas, including ESL and CTE. All continued to be distance learning since Governor's shutdown began, with teachers and students meeting through tools such as Zoom. CUSD made progress in launching a few initiatives. CUSD began making a transition towards the development of ESL Pathways: ESL for Community, ESL for Employment, and ESL for Academics. This will allow us to contextualize and tailor the rigor of learning experiences according to interests and needs. Additionally, CUSD posted to hire a Board Certified Behavior Analyst to support our goal of offering a Registered Behavior Technician (RBT) program. We had a very qualified candidate pool and are excited to onboard and launch this program in quarter 3.

**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

Dr. Megan Battle, Director of Learning

**Coronado 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	\$19,308	\$70,000	27.58%	\$100,000	19.31%	\$80,692
2000 - Non-Instructional Salaries	\$46,817	\$67,500	69.36%	\$90,000	52.02%	\$43,183
3000 - Employee Benefits	\$30,191	\$52,500	57.51%	\$70,000	43.13%	\$39,809
4000 - Supplies and Materials	\$4,489	\$26,250	17.1%	\$35,000	12.83%	\$30,511
5000 - Other Operating Expenses and Services	\$2,242	\$7,000	32.03%	\$35,000	6.41%	\$32,758
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,744	\$8,984	41.67%	\$14,974	25%	\$11,230
<b>Totals</b>	<b>\$106,791</b>	<b>\$232,234</b>	<b>45.98%</b>	<b>\$344,974</b>	<b>30.96%</b>	<b>\$238,183</b>

**Status**  
**Unsubmitted**

**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	\$19,308	\$100,000	19.31%	\$100,000	19.31%	\$80,692
2000 - Non-Instructional Salaries	\$46,817	\$90,000	52.02%	\$90,000	52.02%	\$43,183
3000 - Employee Benefits	\$30,191	\$70,000	43.13%	\$70,000	43.13%	\$39,809
4000 - Supplies and Materials	\$4,489	\$35,000	12.83%	\$35,000	12.83%	\$30,511
5000 - Other Operating Expenses and Services	\$2,242	\$8,750	25.62%	\$35,000	6.41%	\$32,758
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$3,744	\$11,231	33.34%	\$14,974	25%	\$11,230
<b>Totals</b>	<b>\$106,791</b>	<b>\$314,981</b>	<b>33.9%</b>	<b>\$344,974</b>	<b>30.96%</b>	<b>\$238,183</b>

**Status**  
**Unsubmitted**

### 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	\$51,077	\$48,140	106.1%	\$481,400	10.61%	\$430,323
2000 - Non-Instructional Salaries	\$46,342	\$30,547	151.71%	\$305,470	15.17%	\$259,128
3000 - Employee Benefits	\$33,418	\$18,921	176.62%	\$189,206	17.66%	\$155,788
4000 - Supplies and Materials	\$0	\$4,168	0%	\$41,682	0%	\$41,682
5000 - Other Operating Expenses and Services	\$650	\$15,592	4.17%	\$155,915	0.42%	\$155,265
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$5,259	\$4,698	111.94%	\$46,979	11.19%	\$41,720
<b>Totals</b>	<b>\$136,746</b>	<b>\$122,065</b>	<b>112.03%</b>	<b>\$1,220,652</b>	<b>11.2%</b>	<b>\$1,083,906</b>

### Corrective Action Plan

Due to COVID-19, there has been a delay in planned expenditures related to conferences, training and travel, which has contributed to expenditures falling below the Q1 target. Alternative professional development plans are in place to expend funds by Q3. A delay in expenditures for supplies and materials is a result of campus closures that also contributed to a spending shortfall in Q1; purchases will take place by Q3. Finally, changes in instructional modality have affected schedule production, the design of print collateral and promotional materials to support increased enrollment and seamless transitions will be completed in Q2.

### Summary of Activities:

In Q1, SWC CAEP addressed joint efforts in the local consortium plan and specific areas of responsibility identified for the college. This included continued efforts to address student access and noncredit faculty training for online course delivery during COVID-19. All district operations remained remote, with information that this will continue through the Spring of 2021. Faculty participated in district-wide efforts to create DE addenda for submittal to the CCCC by end of Fall 2020 per stipulation to be able to offer CAEP courses in Spring 2021, and beyond, during COVID 19 closure. Faculty created a series of student onboarding videos and website information that will be reviewed, evaluated and improved in Q2. Preliminary work was also completed to prepare for noncredit progress indicator policy adoption in fall 2020, as well as inclusion in credit pathways efforts and course/program mapping to the credit curriculum.

**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	\$67,512	\$144,420	46.75%	\$481,400	14.02%	\$413,888
2000 - Non-Instructional Salaries	\$116,152	\$91,641	126.75%	\$305,470	38.02%	\$189,318
3000 - Employee Benefits	\$67,753	\$56,762	119.36%	\$189,206	35.81%	\$121,453
4000 - Supplies and Materials	\$7,221	\$12,505	57.75%	\$41,682	17.32%	\$34,461
5000 - Other Operating Expenses and Services	\$830	\$46,775	1.77%	\$155,915	0.53%	\$155,085
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$10,378	\$14,094	73.64%	\$46,979	22.09%	\$36,601
<b>Totals</b>	<b>\$269,846</b>	<b>\$366,196</b>	<b>73.69%</b>	<b>\$1,220,652</b>	<b>22.11%</b>	<b>\$950,806</b>

### Corrective Action Plan

Due to COVID-19, there has been a delay in planned expenditures related to conferences, training and travel, which has contributed to expenditures falling below the Q2 target. Alternative professional development plans are in place to expend funds by Q3. A delay in expenditures for supplies and materials, as a result of campus closures has also contributed to a spending shortfall in Q2; purchases will take place in Q3 and Q4. Finally, changes in instructional modality have affected schedule production, the design of print collateral and promotional materials to support increased enrollment and seamless transitions will be completed in Q3 and Q4.

### Summary of Activities:

In Q2 SWC CAEP addressed joint efforts and SWC-specific activities outlined in the Consortium 1-year and 3-year plans. This included movement on the Progress Indicators pending approval in Q3. Highlighted activities for Q2 include: SWC led kick-off of a year-long consortium data and transition research project, created Drone Technologies and ESL CDCP certificate programs for CCCC approval, participated in more district-wide work related to SEAP, Pathways and transition, and participated in CAEP Summit, ACCE Conference, Counselor Conference, and remote teaching skills development. A local request process for hiring a permanent Noncredit/Transitions counselor position was completed with Q3 approval pending, and an application for Strong funds to leverage with CAEP curricular efforts was completed and pending Q3 approval. Student onboarding efforts were expanded with more individualized "intrusive" efforts for registration, enrollment and accessing of remote/fully DE instruction.

**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**

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	\$67,512	\$216,630	31.16%	\$481,400	14.02%	\$413,888
2000 - Non-Instructional Salaries	\$116,152	\$137,462	84.5%	\$305,470	38.02%	\$189,318
3000 - Employee Benefits	\$67,753	\$85,143	79.58%	\$189,206	35.81%	\$121,453
4000 - Supplies and Materials	\$7,221	\$18,757	38.5%	\$41,682	17.32%	\$34,461
5000 - Other Operating Expenses and Services	\$830	\$70,162	1.18%	\$155,915	0.53%	\$155,085
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$10,378	\$21,141	49.09%	\$46,979	22.09%	\$36,601
<b>Totals</b>	<b>\$269,846</b>	<b>\$549,293</b>	<b>49.13%</b>	<b>\$1,220,652</b>	<b>22.11%</b>	<b>\$950,806</b>

Status

Unsubmitted

**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	\$67,512	\$312,910	21.58%	\$481,400	14.02%	\$413,888
2000 - Non-Instructional Salaries	\$116,152	\$198,556	58.5%	\$305,470	38.02%	\$189,318
3000 - Employee Benefits	\$67,753	\$122,984	55.09%	\$189,206	35.81%	\$121,453
4000 - Supplies and Materials	\$7,221	\$27,093	26.65%	\$41,682	17.32%	\$34,461
5000 - Other Operating Expenses and Services	\$830	\$101,345	0.82%	\$155,915	0.53%	\$155,085
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$10,378	\$30,536	33.99%	\$46,979	22.09%	\$36,601
<b>Totals</b>	<b>\$269,846</b>	<b>\$793,424</b>	<b>34.01%</b>	<b>\$1,220,652</b>	<b>22.11%</b>	<b>\$950,806</b>

**Status**  
**Unsubmitted**

## 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	\$1,070,199	\$857,722	124.77%	\$5,718,146	18.72%	\$4,647,947
2000 - Non-Instructional Salaries	\$447,172	\$460,685	97.07%	\$3,071,230	14.56%	\$2,624,058
3000 - Employee Benefits	\$602,252	\$521,417	115.5%	\$3,476,113	17.33%	\$2,873,861
4000 - Supplies and Materials	\$89,738	\$570,259	15.74%	\$3,801,724	2.36%	\$3,711,986
5000 - Other Operating Expenses and Services	\$81,339	\$87,329	93.14%	\$1,746,580	4.66%	\$1,665,241
6000 - Capital Outlay	\$0	\$0	100%	\$285,619	0%	\$285,619
7000 - Other Outgo	\$0	\$141,862	0%	\$945,749	0%	\$945,749
Indirect Costs	\$0	\$131,849	0%	\$878,990	0%	\$878,990
<b>Totals</b>	<b>\$2,290,700</b>	<b>\$2,771,122</b>	<b>82.66%</b>	<b>\$19,924,151</b>	<b>11.5%</b>	<b>\$17,633,451</b>

### Corrective Action Plan

There is no internal concern that Sweetwater Adult Education will underspend in the 2020-2021 school year on the whole. We have budgeted large purchases, including student furniture and technology, staff technology, and classroom presentation technology. These purchases will take place in quarters 2 and 3, and will get the division on target for spending in 2020-2021. Hiring was somewhat delayed by the challenges of the pandemic, but following several posts/reposts we have recently added teachers to be fully staffed for 2020-2021.

### Summary of Activities:

In Q1, SUHSD Adult Ed continued to provide in all program areas, including ESL/Citizenship, ABE, HSS/HSE, and CTE. All continued to be distance learning since Governor's shutdown began, with teachers and students meeting through tools such as Microsoft Teams and Zoom. SUHSD embarked on 3 initiatives: 1. Providing tailored services for adults w/ disabilities through our Disabilities and Access Resource Ctr. With a partnership with the Depart of Rehab in place, there are now Workability II opportunities for students seeking employment. Added a program manager, instructor, and instructional assistant to support adults w/ disabilities in the ESL and academic programs. 2. Began providing ESL in Pathways: ESL for Community, ESL for Employment, and ESL for Academics. Allows us to contextualize and tailor the rigor of learning experiences according to interests and needs. 3. Focusing on improving our andragogical practices. Teachers are provided 30 min prof dev and 90 min collab weekly.

**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	\$2,205,145	\$2,287,258	96.41%	\$5,718,146	38.56%	\$3,513,001
2000 - Non-Instructional Salaries	\$886,000	\$1,228,492	72.12%	\$3,071,230	28.85%	\$2,185,230
3000 - Employee Benefits	\$1,226,496	\$1,390,445	88.21%	\$3,476,113	35.28%	\$2,249,617
4000 - Supplies and Materials	\$259,729	\$1,520,690	17.08%	\$3,801,724	6.83%	\$3,541,995
5000 - Other Operating Expenses and Services	\$227,674	\$523,974	43.45%	\$1,746,580	13.04%	\$1,518,906
6000 - Capital Outlay	\$0	\$42,843	0%	\$285,619	0%	\$285,619
7000 - Other Outgo	\$0	\$472,875	0%	\$945,749	0%	\$945,749
Indirect Costs	\$0	\$439,495	0%	\$878,990	0%	\$878,990
<b>Totals</b>	<b>\$4,805,044</b>	<b>\$7,906,072</b>	<b>60.78%</b>	<b>\$19,924,151</b>	<b>24.12%</b>	<b>\$15,119,107</b>

### Corrective Action Plan

There is no internal concern that Sweetwater Adult Education will underspend in the 2020-2021 school year on the whole. There are over 3.5 million dollars in large purchase orders on the March 8, 2021 School Board agenda, including student furniture and technology, staff technology, and classroom presentation technology. Hiring was somewhat delayed by the challenges of the pandemic, at the start of the year but we are now fully staffed for 2020-2021.

### Summary of Activities:

In Q2, SUHSD Adult Ed continued to provide classes in all program areas, including ESL/Citizenship, ABE, HSS/HSE, and CTE. All continued to be distance learning since Governor's shutdown began, with teachers and students meeting through tools such as Microsoft Teams and Zoom. SUHSD continued to make progress on our current 3 primary initiatives: 1. Providing tailored services for adults w/ disabilities through our Disabilities and Access Resource Center and our partnership with the Department of Rehabilitation 2. Providing ESL in Pathways: ESL for Community, ESL for Employment, and ESL for Academics. 3. Focusing on improving our andragogical practices. Teachers are provided 30 minutes of professional developments and 90 minutes of collaboration weekly.

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

Dr. Vernon Moore, Chief Compliance Officer

**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	\$2,205,145	\$3,716,795	59.33%	\$5,718,146	38.56%	\$3,513,001
2000 - Non-Instructional Salaries	\$886,000	\$1,996,300	44.38%	\$3,071,230	28.85%	\$2,185,230
3000 - Employee Benefits	\$1,226,496	\$2,259,473	54.28%	\$3,476,113	35.28%	\$2,249,617
4000 - Supplies and Materials	\$259,729	\$2,471,121	10.51%	\$3,801,724	6.83%	\$3,541,995
5000 - Other Operating Expenses and Services	\$227,674	\$1,222,606	18.62%	\$1,746,580	13.04%	\$1,518,906
6000 - Capital Outlay	\$0	\$142,810	0%	\$285,619	0%	\$285,619
7000 - Other Outgo	\$0	\$663,079	0%	\$945,749	0%	\$945,749
Indirect Costs	\$0	\$659,243	0%	\$878,990	0%	\$878,990
<b>Totals</b>	<b>\$4,805,044</b>	<b>\$13,131,425</b>	<b>36.59%</b>	<b>\$19,924,151</b>	<b>24.12%</b>	<b>\$15,119,107</b>

Status  
Unsubmitted

**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	\$2,205,145	\$5,718,146	38.56%	\$5,718,146	38.56%	\$3,513,001
2000 - Non-Instructional Salaries	\$886,000	\$3,071,230	28.85%	\$3,071,230	28.85%	\$2,185,230
3000 - Employee Benefits	\$1,226,496	\$3,476,113	35.28%	\$3,476,113	35.28%	\$2,249,617
4000 - Supplies and Materials	\$259,729	\$3,801,724	6.83%	\$3,801,724	6.83%	\$3,541,995
5000 - Other Operating Expenses and Services	\$227,674	\$1,746,580	13.04%	\$1,746,580	13.04%	\$1,518,906
6000 - Capital Outlay	\$0	\$285,619	0%	\$285,619	0%	\$285,619
7000 - Other Outgo	\$0	\$945,749	0%	\$945,749	0%	\$945,749
Indirect Costs	\$0	\$878,990	0%	\$878,990	0%	\$878,990
<b>Totals</b>	<b>\$4,805,044</b>	<b>\$19,924,151</b>	<b>24.12%</b>	<b>\$19,924,151</b>	<b>24.12%</b>	<b>\$15,119,107</b>

**Status**  
Unsubmitted



California  
Community  
Colleges



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