



AB104 Adult Education Consortium Block Grant YEAR-TO-DATE EXPENDITURES AND PROGRESS REPORT

(74B) Monrovia USD (Citrus)

Grant Agreement No: 16-328-29 Total Grant Award: \$4,097,268

(2016-2017 2nd quarter has been certified on 2017-08-01 17:02:00.0)

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PLEASE REPORT CUMULATIVE EXPENSES FOR ALL COMPLETED QUARTERS

| Object of Expenditure Reporting Categories | 2016-2017 1st QUARTER | | | 2016-2017 2nd QUARTER | | | 2016-2017 3rd QUARTER | | | 2016-2017 4th QUARTER | | | |
|--|---|----------------|----------------|-----------------------|----------------|----------------|-----------------------|----------|----------|-----------------------|----------|----------|----------|
| | Revised Budget <small>(approved on 01/30/17)</small> | Budget | Exp. | Bal. | Budget | Exp. | Bal. | Budget | Exp. | Bal. | Budget | Exp. | Bal. |
| 1000 Instructional Salaries | 768939 | 768939 | 291185 | 477754 | 768939 | 768939 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2000 Noninstructional Salaries | 123654 | 123654 | 35195 | 88459 | 123654 | 123654 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3000 Employee Benefits | 208379 | 208379 | 78586 | 129793 | 208379 | 208379 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4000 Supplies and Materials | 54500 | 54500 | 49911 | 4589 | 54500 | 54500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5000 Other Operating Exp. & Svs. | 45364 | 45364 | 35410 | 9954 | 45364 | 45364 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6000 Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7000 Other Outgo | 2816859 | 2816859 | 1119854 | 1697005 | 2816859 | 2173439 | 643420 | 0 | 0 | 0 | 0 | 0 | 0 |
| Direct Expenditures | 4017695 | 4017695 | 1610141 | 2407554 | 4017695 | 3374275 | 643420 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Indirect Expenditures* | 79573 | 79573 | 0 | 79573 | 79573 | 79573 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Expenditures | 4097268 | 4097268 | 1610141 | 2487127 | 4097268 | 3453848 | 643420 | 0 | 0 | 0 | 0 | 0 | 0 |

| Object of Expenditure Reporting Categories | 2016-2017 5th QUARTER | | | 2016-2017 6th QUARTER | | | 2016-2017 7th QUARTER | | | 2016-2017 8th QUARTER | | |
|--|-----------------------|----------|----------|-----------------------|----------|----------|-----------------------|----------|----------|-----------------------|----------|----------|
| | Budget | Exp. | Bal. | Budget | Exp. | Bal. | Budget | Exp. | Bal. | Budget | Exp. | Bal. |
| 1000 Instructional Salaries | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2000 Noninstructional Salaries | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3000 Employee Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4000 Supplies and Materials | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5000 Other Operating Exp. & Svs. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6000 Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7000 Other Outgo | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Direct Expenditures | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Indirect Expenditures* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Expenditures | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Progress Report (Check one and complete sections I-III)

- Activities are being conducted as planned.
- Activities are not being conducted as planned.

(Total expenditure **84.3** %)

(2nd Quarter at least 44% of total allocation expended)

Expenditures meet guideline

I. Summary of activities conducted during the quarter (Limited to 8000 characters)

In Y2 of the CCAEC Three Year Plan, the consortium utilized AEBG funds to make substantial progress in completing the activities outlined in the 2016-17 Annual Plan.

Members addressed gaps in services in the face of increased costs of providing those services. K-12 member institutions faced increased costs in providing AEBG programs for a couple of reasons. All K-12 districts awarded employee salary increases after years of holding salary schedules constant as a result of the 2008 Great Recession. Also, K-12 districts faced increased pension contributions for employees. These two factors meant that just to maintain the same level of services for AEBG programs as they existed in 2015-16, K-12 members would need 5-10% more in funding. And yet AEBG revenue to members remained unchanged for 2016-17. Adept budgeting and planning at the institutional level and subcontracted Allocation funds from Citrus helped address this shortfall and maintain the same level of program services.

Additionally, the 2016-17 Plan listed a number of activities that increased program services and the consortium completed nearly all of those activities. The consortium created an additional HiSET testing center, expanded services at the Azusa career center, expanded the Monrovia auto program offerings, expanded course offerings at different times across the consortium, and allowed Claremont to hire a part-time ESL coordinator.

Consortium efforts at seamless transitions in ESL programs have created cultures where ESL student progress is the norm. The existence of Language Proficiency Objectives focused instruction. Institutions saw increases in students who "graduated" from ESL 6 and moved into bridge, ABE or HiSET courses.

The CCAEC Regional Assessment Plan has been revised, and the new plan has mostly been implemented. Citrus is now not implementing CASAS testing for its AEBG students. But AEBG funds were leveraged to help Claremont successfully become a WIOA Title II institution. Thus, all Claremont ESL, ABE and ASE students will be pre- and post-tested as called for by the Regional Assessment Plan. Throughout 2016-17, Monrovia used AEBG funds to better assess all incoming students with both the TABE and CASAS. Azusa and Glendora as Title II schools use CASAS and Azusa utilizes the TABE.

Data gathering efforts were a significant consortium focus for the year. Member institutions have demonstrated flexibility as AEBG data gathering requirements have changed during the 2016-17 year. Though Data Accounting and Reporting funds were earmarked for those efforts, AEBG funds were utilized by Citrus College to complete 2015-16's submission which required significant manual processes.

Counselors from K-12 and Citrus College met to improve pathways for students to transition to post-secondary institutions through the CCAEC Counselor Pathways for Success meetings. K-12 faculty received significant professional development in 2016-17 due to AEBG funding. All institutions used training-the-trainer model as faculty attended numerous conferences that were previously cost prohibitive. Also, Monrovia provided significant training in Google Classroom to create an online presence for ESL and CTE programs and expand the reach of these classrooms.

II. Reasons for lack of progress towards attainment of program improvements (Limited to 8000 characters)

The consortium believes it is progressing in improving programs. Despite increased costs, no services were cut. Most activities called for in the 2016-17 Annual Plan were completed. Consortium K-12 members provided significant help to each other to facilitate meeting new WIOA requirements and the new state mandated data integration to TOPSpro Enterprise.

Consortium members will be collaborating to analyze TE data consortium-wide to analyze value that programs add to students.

III. Reasons for expenditures falling below guideline (Limited to 8000 characters)

Expenditures are well over guidelines.

IV. Provide an explanation for major budget changes. (Limited to 8000 characters)

No budget changes occurred. This is primarily because the majority of expenditures are in Object Code 7000.

Monrovia as the fiscal agent, does not feel comfortable with such a large amount of expenditures being unaccounted for in Object Code 7000. Thus, it is keeping each member's expenditures by Object Code and an aggregation of those as a consortium.