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On Friday, June 5, 2020 at 4:57 p.m., Janeth Manjarrez confirmed by email to all NOCRC Executive Committee, Cc'ing NOCRC Executive Committee Voting Members and Denise Levy, that the "CAEP 2019-2020 revised budget was approved with a unanimous "yes" vote with one budgetary question that was addressed.

**I. Approval of revised CAEP budget (2019-2020) per program area: NOCRC Workgroups**

a. Basic Skills/High School Diploma

**VOTING ACTION ITEM – APPROVED BY EMAIL VOTE JUNE 5, 2020**

1. 2019-2020 revised budget allocation:

- a. original: \$705,160
- b. revised: \$626,729

b. Career Technical Education/Workforce Development

**VOTING ACTION ITEM – APPROVED BY EMAIL VOTE JUNE 5, 2020**

1. 2019-2020 revised budget allocation

- a. original: \$1,849,405
- b. revised: \$1,283,893

c. Disability Support Services

**VOTING ACTION ITEM – APPROVED BY EMAIL VOTE JUNE 5, 2020**

1. 2019-2020 revised budget allocation

- a. original: \$997,805
- b. revised: \$981,005

d. English as a Second Language

**VOTING ACTION ITEMS – APPROVED BY EMAIL VOTE JUNE 5, 2020**

1. 2019-2020 revised budget allocation

- a. original: \$914,413
- b. revised: \$780,995

2. Furniture purchase for the ESL Learning and Assessment Center:

\$71,144.25 (amount is included in the ESL 2019-2020 revised budget allocation)

e. K-12 Student Success

**VOTING ACTION ITEMS – APPROVED BY EMAIL VOTE JUNE 5, 2020**

1. 2019-2020 revised budget allocation

- a. original: \$1,163,803
- b. revised: \$861,957

f. Project Lead-NOCRC/CAEP Office

**VOTING ACTION ITEM – APPROVED BY EMAIL VOTE JUNE 5, 2020**

I. 2019-2020 revised budget allocation

- a. original: \$2,606,005
- b. revised: \$1,666,374

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**From:** Janeth Manjarrez  
**Sent:** Friday, June 5, 2020 4:57 PM  
**To:** NOCRC Executive Committee  
**Cc:** NOCRC Executive Committee Voting Members; Denise A. Levy  
**Subject:** CAEP 2019-2020 Revised Budget Voting Results  
**Importance:** High

Good afternoon NOCRC members,

**Great news: The CAEP 2019-2020 revised budget was approved. It was a unanimous “yes” vote with one budgetary question that was addressed.**

Thank you to our voting members for reviewing and approving the budget and to the rest of the workgroup members for providing the necessary budgetary information and explanation to the NOCRC operations team.

You all rock!

This email will be used for fiscal affairs to revised CAEP 2019-2020 budget and continue to process invoices and requisitions accordingly. **Lastly, we ask our non-NOCE funded members to please expedite their invoice submission so that we can close the books as accurately as possible.**

Please let me know if you have any questions.

Have a great weekend 😊

**Janeth Manjarrez**

**Director, CAEP**

California Adult Education Program

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**From:** Janeth Manjarrez  
**Sent:** Thursday, June 4, 2020 8:52 PM  
**To:** Hernandez, Carlos <[hernandez\\_c@auhsd.us](mailto:hernandez_c@auhsd.us)>  
**Subject:** RE: ACTION REQUIRED: CAEP 2019-2020 Revised and Final Budget for NOCRC FOR A VOTE

Hi Carlos,

That is correct, as the budget gets approved, we can submit the MOU for the \$255,439.45 for the annual extension to secure your funds. We had estimated the difference and encumbered it for the 2019-2020 budget. Based on our last budget meeting with you and Araceli, you stated that AUHSD would bill us for the community school coordinators since hiring up to June and other related expenses so that we can turn it into actuals. Still, I have not received anything, nor do I have the AUHSD fiscal contact person to follow-up as requested. Please help us or give me the contact person so I can follow up directly.

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Now, we can put the difference of \$65,439.45 that AUHSD will hopefully bill us by tomorrow. However, we need to include the original amount in the line item so our district can process the MOU with the \$255, 439.45 to showcase that the original amount was that and not the \$65, 439.45. I hope this helps. Let me know if you need further clarification.

Now, this process is on hold until the 2019-2020 budget is approved. Once approved, we can submit the annual extension of the funds, redo the MOU for the yearly extension since it was approved from the CAEP one-time funds.

Let me know if you need anything else.

Have a good night,

**Janeth Manjarrez**

**Director, CAEP**

California Adult Education Program

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**From:** Hernandez, Carlos

**Sent:** Thursday, June 4, 2020 5:02 PM

**To:** Janeth Manjarrez

**Subject:** Re: ACTION REQUIRED: CAEP 2019-2020 Revised and Final Budget for NOCRC FOR A VOTE

Hi Janeth.

Question:

Under the K-12 Workgroup Sheet, it states:

**AUHSD MOU (-\$190,000 moving to 20-21 budget from original amount of \$255,439.45)**

If this is the case, wouldn't the budget in Column F under " Revised Budget as of 6/3/20" State what actually was encumbered/Spent? In other words, the difference between \$255,439.45 and \$190,000?

Please clarify. Thank you.

*Carlos J. Hernandez*

**Director, Curriculum & Instruction**

**Anaheim Union High School District**

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**From:** Janeth Manjarrez

**Sent:** Wednesday, June 3, 2020 5:59 PM

**To:** NOCRC Executive Committee Voting Members

**Subject:** ACTION REQUIRED: CAEP 2019-2020 Revised and Final Budget for NOCRC FOR A VOTE

**Importance:** High

Good afternoon Executive Committee Voting Members,

All of our NOCRC workgroups have completed their additional review of the CAEP 2019-2020 budget revisions, and all have reached consensus on their respective budgets. Attached, you will find the final version of the CAEP 19-20 budgets for your review as you make your decision to vote on approval. Please keep in mind that most of the expenses have been spent and we have this month to close the books.

**Please submit your vote by 11:00 pm this Friday, June 5th. Please use the following statements to submit your vote;**

1. I vote "Yes" to approve the revised CAEP 2019-2020 budget for NOCRC
2. I vote "No" to approve the revised CAEP 2019-2020 budget for NOCRC
3. I abstain my vote for the revised CAEP 2019-2020 budget for NOCRC

If you have any questions, comments, or concerns, please reply to this email, and I will forward your message to the appropriate member, making sure to include you. The voting results and list of questions or comments will be shared with the rest of the consortium members.

Thank you again for your patience and attention.

Have a good day,

**Janeth Manjarrez**

**Director, CAEP**

California Adult Education Program