

Agreement 21-7015 A1

Exhibit B – Attachment 2
CDSS/Chabot-Las Positas Community College District

Budget Summary and Narrative
Fiscal Year 2022/23
July 1, 2022- June 30, 2023

Personnel

Program Director	\$172,300.00
Assistant Director	\$128,997.00
Program Analyst	\$ 92,736.00
Accountant Technician (8 months)	\$ 63,290.00
Accountant I (4 months possible position)	\$ 16,600.00
Benefits	\$189,569.20
Consultants	\$ 31,500.00
Subtotal-Personnel	\$694,992.20

Other Operating Expenses

Postage	\$ 3,800.00
General Supplies	\$ 5,200.00
Printing/Copying	\$ 3,000.00
Travel	\$ 15,000.00
Computer Support	\$ 117,216.00
Office Equipment	\$ 9,896.36
Subtotal-Other Operating Expenses	\$154,112.36

Total ADMINISTRATION	\$849,104.56
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LOCAL ASSISTANCE

Collaborative Leadership Institutes, Instruction & Training	\$ 265,407.83
Materials, Supplies, and Printing/Copying	\$18,207.15
Stipends & Honorariums	\$1,829,040.55
June 2022 Supplemental June Invoice	\$ 204,167.66
Selection Committee	\$120,000.00
Innovation Grant	\$10,000.00
Total LOCAL ASSISTANCE	\$2,446,823.19
TOTAL EXPENDITURES	\$3,295,927.75
Indirect Costs/Overhead (10%)	\$ 366,214.19
GRAND TOTAL	\$3,662,141.94

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ADMINISTRATION

PERSONNEL

Program Director (1.0 FTE): The Program Director oversees the program to assure its smooth operation, supervising the staff. The Director is the face of the program and holds the following scope of work:

1. Establish, maintain, supervise, and update fiscal systems for the program area; oversee preparation of financial reports and annual documents for funders;
2. Approve monthly invoices submitted to the California Department of Social Services; authorize all payments;
3. Formulate annual funding proposals;
4. Oversee the preparation, processing, and monitoring of complex contracts in a multi-grant environment;
5. Represent the Mentor Program at public forums, conferences, meetings, hearings, and related events; represent the Mentor Program at legislative hearings including to provide public testimony;
6. Develop and produce a variety of program and presentation materials; develop handbooks and guidebooks; write articles for publication; prepare press releases;
7. Initiate collaborations with other programs and agencies to enhance implementation of Mentor Program objectives; maintain positive, proactive relationships with other District/College units as well as funding agencies to ensure full grant compliance and process efficiency;
8. Participate and serve on a variety of committees and task forces including the various advisory committees on child development, quality improvement committees, and other committees;
9. Maintain ongoing communications with program participants, colleges, the field, and other interested parties;
10. Explain, justify, and defend programs, policies, and activities; negotiate and resolve sensitive and controversial issues;
11. Approve all program-related course outlines;
12. Select, train, motivate, and evaluate assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public policy and early childhood education; incorporate new developments as appropriate;
13. Performs related duties as required

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Assistant Director (1.0 FTE):

The Assistant Director works closely with the Director in the planning, organizing, managing, and directing the California Early Childhood Mentor Program's operations and activities; assist in developing policies and procedures; performs a full range of general administrative responsibilities to include:

1. In coordination with the Director, prepare, process, and monitor complex contracts; provide support and technical assistance to College Coordinators and other program participants in a multi-grant environment; works closely with the director to analyze and interpret local, state, and federal legislation and regulations for policy and financial impact on the Mentor Program; may lead or assist the director in evaluate and strengthen existing and proposed Mentor Program policies and procedures;
2. Creates, designs, and develops various resources related to the California Early Childhood Mentor Program; develops various handbooks and guidebooks; creates and develops program and presentation materials; Plans and organize trainings in a variety of venues and modules; assess needs; identify and develop workshop, seminar, and conference schedules, topics, and presenters; plan agenda, content, and speakers of interest to all levels of program participants; coordinate with facility staff to plan all aspects of meeting logistics, engage appropriate trainers for conferences, manager's meetings, and practitioners;
3. Approve monthly invoices submitted to the Childcare and Development Division of the California Department of Social Services (CDSS); authorize payments as necessary; and collaborate with them on meeting content; Participate in formulating funding proposals;
4. In coordination with the Director, represent the Mentor Program at public forums, conferences, meetings, hearings, and related events; represent the Mentor Program at legislative hearings and provide public testimony as appropriate;
5. Maintain ongoing communications with program participants, colleges, the field, and other interested parties;
6. Explain, justify, and defend program's policies and activities; negotiate and resolve sensitive and controversial issues;
7. In coordination with the Director, select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures;

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8. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of public policy and early childhood education; incorporate new developments as appropriate;
- 9 Perform related duties as required.

Program Analyst (1.0 FTE):

The Program Analyst prepares, updates, and maintains data and supports reporting for the program. Responsibilities include:

1. Maintain records concerning project, program, and/or grant activities; process incoming and outgoing documents; prepare and track various documents; prepare reports and briefings on status, progress, changes, and related items related to scope, schedule, and budget.
2. Manage data and information used in assigned areas including administering assigned databases; enter and modify data; generate reports; analyze user needs and modify database structure and or format in response to user needs; train staff on use of database systems; prepare database documentation.
3. Enter and maintain a variety of data and information into various systems; oversee and participate in the establishment and maintenance of a variety of complex, interrelated filing systems; establish and maintain files for information, records, and reports.
4. Prepare administrative, operational, and financial reports including the preparation of conclusions, recommendations, and forecasts based on data summaries and other findings; consult with District staff and outside agencies to obtain information.
5. Participate in the administration of the Mentor Program office; plan and oversee daily activities of the office; assist in training and providing work direction to assigned staff; prepare and update office procedural manuals; represent Mentor Program Office on assigned committees.
6. Develops, sends, and maintains website, social media and creates templates for communication.
7. Perform related duties as required.

Account Technician (1.0 FTE, 8 months):

The account technician performs technical paraprofessional accounting work of above-average difficulty in the maintenance of a wide variety of general and specialized financial records and documents. The scope of work includes:

1. Assemble, tabulate, check and file financial other necessary data and process a variety of documents involved in financial transactions; maintain financial

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- records such as journals, ledgers, record of stores, equipment and perpetual inventory, and budgetary appropriation accounts.
2. Prepare and post bills for payment, monthly trial balances, bank reconciliations, financial statements, and sales tax reports; close and reopen books of account.
 3. Collect and receive monies within the area of assignment; deposit funds in appropriate accounts; maintain revolving cash fund and prepare related bank reconciliations
 4. Prepare billing for accounts receivable, following up on collection items; compare purchase orders against invoices; check requisitions against available funds; make and verify extensions; assign codes and numbers to accounts, vendors, and clients according to procedures.
 5. Review items related to accounts receivable; resolve invoicing, purchase order and other financial documentation questions or problems with affected vendors
 6. Prepare and type financial and statistical reports; maintain registers and general and detailed ledger journals for District funds; maintain accounting records for categorical funds.
 7. Receive, code, and verify financial and other documents for accuracy and adherence to legal and procedural requirements; enter and update records manually and electronically; prepare records for data processing routines.
 8. Receive and verify expenses claimed for travel purposes; log expenses into the appropriate program in preparation for reimbursement.
 9. Utilize general software packages and applications to access District host computers and/or other databases; enter and extract information and data, compile and distribute information to appropriate organizational units and prepare various computerized reports and spreadsheets.
 10. Review, analyze and approve transactions processed by others for accuracy, appropriateness, and proper allocation.

Accountant I (1.0 FTE, Possible Position, 4 months):

The Accountant Technician scope of work may not be sufficient to meet the fiscal requirements of the CECMP program. In previous years, personnel held an accountant degree. Once the current Accountant Technician completes the probationary period of 8 months, we seek to reclassify the position. The current staff member meets the requirements of this role. Should the Board approve, the following is a descriptor of the scope of work:

1. Reconcile District bank and cash accounts; prepare budget transfers and journal vouchers and make adjusting and closing entries.

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2. Reconcile District general ledger with County Office of Education records; research outstanding items and inform County of needed corrections.
3. Maintain, reconcile, and balance subsidiary ledgers with general ledger; prepare recurring and special journal vouchers; assist in data entry of journal vouchers and budget transfers.
4. Reconcile cash and prepare County and District journals to record cash; prepare disbursement requests to transfer cash from District account to County.
5. Prepare County deposit checks received; log in checks and provide proper accounts; code and prepare journal entries to record deposits.
6. Prepare payroll and reconcile direct deposit/tax journals, general fund payroll, and other funds.
7. Prepare, code, and reconcile District journal entries for tax apportionments, quarterly interest, payroll taxes, STRS and PERS estimates and payments and various other payroll deductions
8. Research, analyze, and verify accounts and prepare special financial and statistical reports as required.
9. Assist in fiscal year-end closing of the District records and prepare related reports including annual financial statements.
10. Assist in the collection of bad debts related to student loans and fees and returned checks.
11. Assist in the review of financial reports prepared by other departments.
13. Perform related duties as required

Benefits:

These include Health and Welfare, PERS, FICA, Medicare, WCI, SUI, and “consolidated benefits.” They have been calculated per Chabot College’s benefits calculator based on salary at a rate of 40%

Consultants:

Consultants shall be paid at a rate of no more than \$50.00 per hour and not to exceed total funds available.

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OPERATING EXPENSES

Postage:

Includes:

- 1) Regular communications to the local program participants;
- 2) Mailing materials to those seeking program information;
- 3) Mailing of CDSS materials to program participants as requested;
- 4) Mailing conference/meeting materials for CECMP presentations/meetings to conference/meeting venues as needed;
- 5) Other mailings as needs arise. Where possible, all mailings will be done via email to minimize costs.

General Supplies:

Costs for office supplies and meeting materials. Meetings include:

- 1) Conference presentations, such as the CAEYC Annual Conference for
- 2) Other meetings as needs arise.
- 3) Fees for the program's website and use of other online communication platforms and resources.

Material, Supplies, and Printing/Copying

Reports, written communications, and program materials Items include:

- 1) Regular communications to the local programs
- 2) Materials for those seeking program information;
- 3) Printing of updated brochures and other outreach materials
- 4) Duplication of materials as needs arise.

Travel

This covers travel costs for program staff to attend institutes, meetings, state conferences and hearings, and conduct field visits to the colleges and collaboration meetings with programs. All Reimbursements shall be made at state rates according to state rules.

Computer Support:

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This amount covers computer and data costs related to Program reporting, fiscal management and upgrading the existing Mentor Program Access database calculated at \$117,216.00.

The increase in funding is due to upgrades as the programs have been running on in-house servers for many years. However, the servers are old, and it is time to move them to the Cloud, hosted by experts in secure, reliable, fast and 7x24 supported webhosting. The resultant system will be accessible by any computer or tablet connected to the Internet and it will be available 365 days a year, except for rare scheduled or unscheduled downtime. The scope of work includes:

1. Build a high-level MODEL that shows what the new system will do with reviews and revisions of the model as necessary.
2. Build a working PILOT that is a bare-bones version of the system. The pilot will require review, feedback, and a list of changes., as necessary.
3. Build a RELEASE version of the system that includes the changes agreed to above.
4. Release the system to the users.

The project is planned to be completed near the end of the first half of 2023. When complete, the Mentor Program will have a system that should serve it well for years, with virtually no manual intervention needed to run routine processes and less day-to-day reliance on the Computer Support contractors

During this upgrade, the Computer Support Personnel will continue to support the current reimbursement site and Access functionality as needed. It will also be necessary to implement a small set of minor upgrades that can't wait for the Cloud-based system. Funding for cloud transition is a one-time investment.

Program reporting will also continue and includes generating queries and tables for reports from which program staff write the Annual Report to CDSS; fiscal management includes ongoing interface with the program's reimbursement website's backend MS SQL Server, including monitoring and updating data tables; generating monthly vendor pay file to upload to the CLPCCD Banner database to generate stipend and reimbursement payments to Mentor Program participants; generating monthly summary reports to facilitate monthly invoicing to CDSS and ongoing interfacing with ITS at CLPCCD to ensure usability; and upgrading the existing Mentor Program Access database entails culling through hundreds of existing tables, queries and reports to determine which should be discarded and migrating the remaining

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objects to a MS SQL server. It also includes funding for computer services to maintain and enhance the online system and to gather, screen and process Mentor Program payment/reimbursement requests. This system communicates with the larger Mentor Program database via secure links.

Office Equipment:

This includes replacement computer parts, office furniture and office equipment as needed for four office staff and \$2500.00, for an annual service and maintenance agreement for office copier a new copier, that was planned as an expenditure for 2021-22, however was delayed in delivery.

LOCAL ASSISTANCE

COLLABORATIVE LEADERSHIP INSTITUTES, INSTRUCTION & TRAINING

Instruction:

The CDSS is aware that the California Community College system is transitioning back to in-person courses and will also offer some distance learning courses throughout the state for the 2022-23 academic year. If required, the contractor shall ensure each participating college complies with local public health policy regarding COVID-19.

Each participating single-college programs is allocated \$1,485.00 for Instruction, and each the regional programs is allocated \$2,632.00. Due to the uncertainty of the number of colleges who will participate in the program, due to Covid-19 and outreach, the sum of distribution will not exceed allowable expenses.

To maximize full expenditure of funds within a related category the activities listed under the budget category of Collaborative Leadership Institutes, Instruction and Training that are not fully expended in a particular activity may be used by another activity within the Collaborative Leadership Institutes, Instruction and Training category.

MATERIALS, SUPPLIES, and PRINTING/COPYING

Materials for Mentors:

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Each participating college will receive an allotment based upon the number of participating colleges. Colleges will have flexibility to use the funding for this line item for materials, supplies and copying.

Materials, supplies and printing/copying are made available to offer local programs support in these areas. Funds permitting, the contractor shall ensure funds are applied to-materials and reproduction/copying. The contractor may charge expenditures in any of the categories herein to maximize efficiently the use the allocated funds.

STIPENDS & HONORARIUMS

The total stipend budget includes the stipends as follows:

Please note: Each individual college is given a specific amount for these Mentor Teacher stipends through their Letter of Agreement. It is up to the individual college to assign hours for each Mentor Teacher, which results in how many hours a Mentor works and their subsequent total amount of stipend. We will the amount awarded each Mentor Program based on the number of Mentor Teachers they had in their 2021-2022 LOAs.

Stipends for Classroom Mentors are prioritized to support the practicum course at each community college. If funds remain, the Mentor teachers will be available to assist their local Quality Counts programs and to support the workforce community.

Mentors are budgeted for stipends that include:

- 1) Mentoring of college practicum students (@ \$10/hr.). Once Mentors are selected, the faculty member from the college, university or high school Regional Occupations Program (ROP) early childhood department places students with Mentors where the students earn credit for practicum courses.
- 2) Post-Practicum Stipends @ \$500.00 each. A stipend requires a minimum of 25 hours of contact time between a Mentor and an employed teacher who is a former practicum student (@ \$20.00 hr.).
- 3) Individual Student Mentoring Contracts @ \$500.00 each. A stipend requires pairing a Mentor with an ECE student for 25 hours of non-course-based mentoring (@ \$20.00/hr.).
- 4) Mentoring Records @ \$25.00/hour for hourly, short-term mentoring services and virtual mentoring.

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- 5) Birth to Three/FCCH Mentoring Records @30.00 hour for hourly mentoring services for Infant/Toddler teachers and Family Child Care Home providers who request mentoring for quality improvement, career guidance and/or eventual enrollment in community college classes.
- 6) Multi-lingual mentoring to receive a \$5 incentive based upon mentoring type.
- 7) A Mentor Seminar Stipend a of \$250.00 is awarded for attending the monthly Mentor Seminar (@ \$13.89/hr.).

Stipends for Director Mentors:

The Director Mentors are managed by the individual or regional colleges. The sum below represents the total amount held aside to support Director Mentors, but the amount each Director Mentor will receive is based on the individual counties requests and needs for Director Mentors. This means that hours will be determined based upon requests and need with amounts being equally distributed as much as possible through a written request process to Coordinators. Director Mentors will be available to Quality Counts California and other programs to assist in supporting the early childhood workforce in each local community.

- 1) Director Mentor Stipends @\$600.00 each. A stipend requires a minimum of 20 hours of contact time between a Director Mentor and protégé director (@\$30.00hr.). Should the contract hours be less than 20, the hourly rate reverts to Director Mentoring Record \$25.00 per hour.
- 2) Director Mentoring Record @ \$25.00/hour for hourly, short-term mentoring services.
- 3) Birth to Three/FCCH Director Mentoring Records @ 30.00 hour for hourly mentoring services for Infant/Toddler teachers and Family Child Care Home providers who request mentoring for quality improvement, career guidance and/or eventual enrollment in community college classes.
- 4) Multi-lingual Director Mentoring to receive a \$5 incentive based upon mentoring type.

The Stipends and Honorariums are made available to offer local programs support in these areas. Funds permitting, the contractor shall ensure funds are applied to, Stipends:-

If funds remain in any stipend type, they may be used to increase the final allotment

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Selection Committee:

The Selection Committee is being fully reinstated across the state at the request of the Coordinators, to expand mentor capacity and to restore full program capabilities. The amount will cover colleges who support Spring or Fall mentor outreach and selection in 2022-23.

Local and Innovation Grants:

Local grants are provided to colleges upon CEMCP approval for funds to support additional Adult Supervision Mentoring course or other approved local needs or innovation projects to support succession planning and new mentor recruitment.

Indirect Costs:

Indirect costs shall be charged at a rate not to exceed 10%.

Grand Total \$3,662,141.94