**Executive Summary**

*Please provide an Executive Summary of your Consortium’s implementation plan for the 2017 – 18 Program Year. In your summary, please be sure to provide a clear and concise description of your Consortium’s vision, accomplishments made during the prior Program Year, and its primary goals for the upcoming Program Year.****Response:****(500 words max.)*

**During the 2016/2017 Program Year, we ensured that both Monterey Adult School and Pacific Grove Adult School had the funding necessary to continue providing the services in English as a Second Language, High School Diploma/GED, and Adult with Disabilities programs that were implemented in previous years. During the 2016/2017 Program Year, both Monterey Adult School, Carmel Adult School, and Pacific Grove Adult School have continued to push to implement Career and Technical Education programs to help Adult Students obtain new and better career opportunities in our region. Monterey Adult School and Carmel Adult School worked with local hotels and resorts to provide ESL instruction to staff members in order to provide the employers with employees who can better serve their guests as well as to provide the employees with skills that will help them advance to higher positions with their current employer. In additon to bringing the MPUSD Certified Nursing Assistant Program under its umbrella, Monterey Adult School opened 2 satellite ESL programs to better meet the needs of students across our communities. Pacific Grove Adult School added ESL Parenting Education Classes at their district elementary schools in an effort to increase student academic achievement. Monterey Adult School has continued its development of Hospitality pathway courses by finalizing a design for a kitchen classroom to provide students with necessary skills for hospitality careers. Additionally, Monterey Adult School leadership began the work to engage local employers as part of the program design phase of the work. Pacific Grove Adult Education continued their partnership with the Local 234 International Brotherhood of Electrical Workers Union and the local Workforce Development Board to provide an on-site Apprenticeship Preparation program at Pacific Grove Adult School. Carmel Adult School previously did not provide ESL or High School Diploma courses at the Adult School, but they are now providing integrated level ESL courses at Captain Cooper Elementary School on Tuesday and Thursday evenings.**

**In the upcoming 2017/2018 Program Year, we will continue implementation of the courses described above. Our Consortium is also looking to build our program numbers in each of the Adult Education areas that we currently provide through advertising, setting up information booths throughout the community during events, building a consortium website, developing social media accounts for our consortium, increasing opportunities for consortium wide professional development for staff and faculty, and continuing to build positive relationships with all consortia members. It will be very important to continue to build ESL and High School Diploma/GED for Carmel Adult School during this year, but this may take time due to a new Superintendent starting July, 2017. Monterey Adult school will be exploring opening additional satellite ESL and HSD programs and will partner with local schools to deepen parent education efforts across the peninsula. 2017 will be a big year for MAS as they will be moving to a new campus. While the move will be better for students, the move will incur a large amount of new infrastructure costs. In addition, the Monterey Peninsula Adult Education Consortia Coordinator position job description will be updated to ensure that the position will work to serve all consortium members, which in turn will have a positive impact on the students we serve. MPC will implement certificate based classes in business and non-credit ESL at Pacific Grove Adult Education and Carmel Adult School to develop pathways to Career and Technical Education as well as pathways to College Associate’s Degrees and Transfer programs to community college. As MAS builds its culinary pathway, the vision is that this program will be be articulated with MPC to provide students with a clear pathway. Pacific Grove Adult Education will address the identified need for child care and provide these services beginning next year. PGAE has expanded its Adults with Disabilities program, partnering with Gateway Centers of Pacific Grove to provide classes to students with mild to severe disabilities. Classes will focus on basic skills, high school diploma, and career skills. MAS will also expand its Adults with Disabilities Program by moving from teaching only one computer class to actually taking over the Adult Transitons Program for MPUSD.**

**Fiscal Management**

*In your CFAD you answered the following questions: 1) How will the consortium be fiscally managing your block grant in 2017 - 18? 2) How are you rolling up grant expenditures report to the State? Your response is included below for reference.*

Over the past year, consortium members have struggled with various governance and communication issues. These challenges have been related to the different governance and decision making processes of school district members and the community college. School district members experienced challenges in receiving timely reimbursement of consortium funds along with a lack of program collaboration. As a result, consortium members opted to submit a request to switch to a direct funding model from CDE. Consortium members are hopeful that the new model will facilitate better service to the needs of adult education in our region. The school district members continue, however, to express a belief that the governance model detailed in the original state statute may not be conducive to serving the adult education needs of our region. Each Adult School will report their expenditures from their Grant allotment to the AB104 Coordinator. The Coordinator will work with the Fiscal Departments at each site to ensure that budgets are updated regularly monthly. The AB104 Coordinator will update, manage, and report AB104 Grant spending to the state. The Coordinator will consistently work with each Adult School site to ensure all members are consistent and up to date on grant spending and available funds. Site Budgets will be reviewed at monthly steering committee meetings and any changes to site plans for allowable expenditures will be discussed and approved by a committee quorum.

Does your Consortium have updates or changes to its approach to Fiscal Management to report? If so, click Yes and enter them in the textbox below. Otherwise, click No. Yes No

***Changes:****(200 words max.)*

**Due to the time required for reimbursements using our 2016/2017 Reimbursement Model for non-“MOE” funds, we have chosen direct funding for each of our Adult School sites to receive their budget allocations. The Coordinator of Adult Education will continue to work with each of the Adult Schools to ensure that we are following our Annual Plan and that our consortium will be up to date on expenditures and remaining budgets for each year’s grant. This will help quicken the process of implementation of our Annual Plan for each Adult School Provider.**

**Stakeholder Engagement**

*In the table below, please list your Consortium’s Partner Agencies. These may include, but are not limited to, state, county workforce and / or educational agencies, community based organizations, corrections, advocacy and / or special interest groups, proprietary schools, charter schools, among others. Values may be entered directly into the table below. All changes are saved automatically.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [**Partner Name**](https://aebg.knack.com/portal#field_1578%7Cdesc) | [**Partner Type**](https://aebg.knack.com/portal#field_1579%7Casc) | [**Core Services**](https://aebg.knack.com/portal#field_1580%7Casc) | **Add** | **Delete** |
|  Local 234 International Brotherhood of Electrical Workers | Union |  Pre-Apprenticeship program | [Add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/edit-partners/579a869ece18d238252ec242) | [delete](https://aebg.knack.com/portal) |
|  United Way | Organization | Child Care Services | [Add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/edit-partners/579a869ece18d238252ec245) | [delete](https://aebg.knack.com/portal) |
|  Gateway Centers | Organization | Adults with Disabilities | [Add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/edit-partners/579a869ece18d238252ec23f) | [delete](https://aebg.knack.com/portal) |
| Workforce Development Board | Public Agency | One-Stop, Career Pathway and Apprenticeship programs. | [Add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/edit-partners/579a869fce18d238252ec248) | [delete](https://aebg.knack.com/portal) |
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*Briefly describe a promising practice that has emerged as a result of your collaboration with one or more of the partners identified above.*

***Response:****(200 words max.)*

**This year our Consortium will continue working with the Local 234 International Brotherhood of Electrical Workers at Pacific Grove Adult to provide a Pre-Apprenticeship program for students interested in all construction trades. Our consortium will also be partnering with United Way to provide child care services to our students. This has been an identified barrier to students seeking job skills and ESL/HSD classes. MPAEC will partner with Gateway Centers to provide classes for Adults with Disabilities. We will continue to build partnerships with the Monterey County Hospitality Association as well as Brandman University to provide classes in Contextualized ESL classes as well as classes for all careers in hospitality.**

**Levels and Types of Services**

*Please provide a description of your Consortium’s success expanding levels and types of programs within your region, as well as key challenges faced and / or overcome during the 2015 – 16 Program Year.*

***Successes:****(200 words max.)*

**During the 2016/2017 Program Year, we developed a great deal of teamwork and identity as a Consortium working together. We maintained our previous programs and are looking to begin development of Career and Technical Education programs at Monterey Adult School and Pacific Grove Adult School as well as expanded ESL services. Carmel Adult School began implementation of ESL classes at Captain Cooper elementary on Tuesday and Thursday evenings in the Big Sur area. The Monterey Peninsula Consortium looks to continue to grow based on the needs of our Adult Students and based on the groundwork that was laid out during the 2016/2017 Program Year.**

***Challenges:****(200 words max.)*

**There were challenges in terms of getting the AB104 funding to the Adult School sites through the Fiscal Agent model. This was a new process for Monterey Peninsula College as well as all the districts, so there were many obstacles that we confronted and slowed down our progress. For this reason, our consortium decided on direct funding for the 2017-2018 year.**

**Regional Needs**

*Please provide a description of your Consortium’s success providing training and educational services to address the needs of adult learners within your region. Please also identify key challenges faced and / or overcome during the 2015 – 16 Program Year. Please also include descriptions of changes in the needs of your region, as appropriate.*

***Successes:****(200 words max.)*

**Our Consortium has continued to provide ESL, High School Diploma/GED, and Adults with Disabilities to the Adult Students in our region. Being a major tourist area, many of our students work in entry level positions at the hotels, resorts, and restaurants in the area. We are continuing to develop programs to help our students advance in the fields of hospitality, culinary arts, building maintenance, and customer service. We will continue to build on these areas in the upcoming year and develop more solid transitions from ESL and High School Diploma to Career and Technical Education towards careers by providing entry level courses to these programs at the Adult School sites with the idea that students will choose to continue their education past their entry level certificates by transitioning to Monterey Peninsula College.**

***Challenges:****(200 words max.)*

**Our Consortium has a very diverse population of Adult Education students in our region. We have immigrant students who may have little to no formal education, and we also have ESL students who have college degrees from their home countries who have moved here with their spouses who work at one of the many language schools in our region. We want to ensure that we focus on the students who are most at need, but we also want to make sure that we help those students with college education transition into at-need careers related to their fields of study.**

**Section 4: Consortium Action Plan Review and Update**

**Regional Assessment Plan Updates**

*Provide a description of your AEBG Regional Assessment Plan, i.e., how students will be appraised, placed, assessed, etc. into the regional adult system as they progress, and as they move among the various schools.*

***Response:****(200 words max.)*

**Adult Education students are placed based on their CASAS scores into the correct ESL level or into the correct level of study to begin in the High School Diploma courses at the Adult Education sites. Students will be progress tested after they reach the required hours of study at each Adult Site using the CASAS test to determine if they have made a gain in levels. Monterey Peninsula College uses its own Assessment Test to determine what level students will be placed into ESL courses or into Basic Skills courses to help prepare them for their studies in college. With the new rules about use of the CASAS and TOPS Enterprise system by the state for all members, the AB104 coordinator will work with all sites to ensure that our data is aligned and that Adult Education students can make smooth transitions into Monterey Peninsula College programs after finishing their courses at the Adult Schools.**

*What tools and vendors will you be using for these activities? Responses may be entered directly into the table below. All changes are saved automatically.*

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| [**Name**](https://aebg.knack.com/portal#field_1573%7Cdesc) | [**Vendor**](https://aebg.knack.com/portal#field_1574%7Casc) | [**Core Services**](https://aebg.knack.com/portal#field_1576%7Casc) | [**Participating Members**](https://aebg.knack.com/portal#field_1590%7Casc) | **Add** | **Delete** |
|  CASAS |   |   |   | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/assessment-placement-tools/579a869bce18d238252ec230) | [delete](https://aebg.knack.com/portal) |
|  TOPSPRO |   |   |   | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/assessment-placement-tools/579a869cce18d238252ec233) | [delete](https://aebg.knack.com/portal) |
|  Community Pro Suite |   |   |   | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/assessment-placement-tools/579a869cce18d238252ec236) | [delete](https://aebg.knack.com/portal) |
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**Student Data Tracking**

*Describe how you will track student enrollment, demographics, and performance. What system(s) will you be using? How will you collect the data from the student / classroom level? How will this system enable you to meet the targeted program outcomes?****Response:****(200 words max.)*

**Each Adult School site will develop and use student intake forms that align with the demographics that the state is looking to track, including employment. At Monterey Peninsula College, we will look into possible ways to ensure that we are collecting the demographics that the state would like to see, but the intake forms that are in place will need to continue to be used at the college. Teachers and staff will report on student progress based on coursework as well as CASAS progress testing at the Adult School sites. We also have joined the Bay Area Community College Consortium to pool our money in order to develop the best possible opportunity to track student data in our region. In addition to this, we will be rolling out a new Adult Education Consortium website, social media, and advertising. Using this data, we hope to see improved numbers in enrollment, progress testing, graduation, and employment.**

*List the systems used for student data tracking. Responses may be entered directly into the table below. All changes are saved automatically.*

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|  CASAS |   |   |   | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/student-data-tracking/579a8697ce18d238252ec21e) | [delete](https://aebg.knack.com/portal) |
|  TOPSPRO |   |   |   | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/student-data-tracking/579a8699ce18d238252ec224) | [delete](https://aebg.knack.com/portal) |
|  Community Pro Suite |   |   |   | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/student-data-tracking/579a8699ce18d238252ec227) | [delete](https://aebg.knack.com/portal) |
|  Adult Ed Advertising and Media | TBC Communications |   |   | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/student-data-tracking/579a8698ce18d238252ec221) | [delete](https://aebg.knack.com/portal) |

**2015 – 16 Annual Plan Review and Update**

*Considering the activities proposed and / or implemented this year, please evaluate your Consortium’s effectiveness meeting the following student outcomes identified in AB104:*

* *(A) Improved literacy skills*
* *(B) Completion of high school diplomas or their recognized equivalents*
* *(C) Completion of postsecondary certificates, degrees, or training programs*
* *(D) Placement into jobs*
* *(E) Improved wages*

 *In your responses, please include a description of your progress toward implementation of your 15 - 16 strategies. Please also be sure to highlight key successes, challenges, and any new strategies proposed as a result of lessons learned during the 15 – 16 program year.*

Objective 3: Integration and Seamless Transition

*Activities and plans to align regional academic and career pathways leading to employment and student transition into postsecondary education and / or the workforce.****Response:****(200 words max.)*

**Our Consortium has been working together to ensure that we are providing career pathways that will best benefit the students at each of our locations while ensuring that we are not duplicating services as well. In order to ensure that all of our students can participate in any of our programs, we have invested in bus passes to give to students who may be in need of transportation so that their goals will not be blocked due to lack of resources. We are working together to determine what criteria will be required for enrollment in our career pathways for both ESL and High School Diploma students. We will continue to work with Monterey Peninsula College because they provide a number of postsecondary certificates for career pathways. This will help ensure that our Adult Education students have the opportunities necessary to find in-demand careers in our region.**

**Objective 3 Activities**

*Activities and plans to align regional academic and career pathways leading to employment and student transition into postsecondary education and / or the workforce.****Response:****(200 words max.)*

Our consortium will begin to provide the Hospitality and Culinary courses that were in development last year as well as continue to provide the Electrician Pre-Apprenticeship program. We will begin providing CTE entry level courses in Business Skills on-site at Pacific Grove and Carmel Adult Schools with the intention of students transitioning to more in-depth pathways in CTE-Business at MPC.

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|  Hospitality/Culinary Courses |  2017/2018 | Monterey Adult | Students will obtain certification to obtain work in the Hospitality Industry. |  Tracking Student Employment | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/add-activities/579a86a0ce18d238252ec24e) | [delete](https://aebg.knack.com/portal) |
|  Electrician Pre-Apprenticeship Program | 2017/2018 | Pacific Grove Adult | Students will obtain the skills necessary to become an Electrician Apprentice | Tracking Student Employment | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/add-activities/579a86a0ce18d238252ec250) | [delete](https://aebg.knack.com/portal) |
|  Adult Education Student Annual Colloquium | 2017/2018 | All | Students will learn about the opportunities present at Monterey Peninsula College once they are ready to transition after Adult School | Tracking Student Enrollment in CTE and Higher Education Pathways | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/add-activities/579a86a0ce18d238252ec252) | [delete](https://aebg.knack.com/portal) |
|  Entry Level CTE on Adult Sites – Business | 2017/2018 | Pacific Grove, Carmel Adult, MPC | Students will have access to entry level CTE courses for Business Skill at the Adult Site with the intention that they may choose to continue their education with a pathway to MPC |  Tracking Student EmploymentAnd transitions to MPC | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/add-activities/579a86a0ce18d238252ec254) | [delete](https://aebg.knack.com/portal) |
| CNA Program | 2017/2018 |  Monterey Adult |  Students will obtain the skills necessary to obtain employment as a Certified Nurse Assistant |  Tracking Student Employment |  |  |

Objective 4: Gaps in Services

*Activities and plans to address gaps in programs and services within your region.****Response:****(200 words max.)*

**The Monterey Peninsula Adult Education Consortium will be implementing Career and Technical Education Pathways for our students in the fields of Hospitality, Business, and Electrician work during the 2017/2018 Program Year. We haven’t had clear career pathway transitions previously, so this year it will be important for us to start this process as soon as possible. There are number of students in our region that move due to employment in other areas. The Adult Education Coordinator will be working with each Adult School site as well as with local employers to help provide the best opportunities to our students to not only get them careers, but to help ensure that they can build a solid foundation for their families to stay in this area. Lastly, our consortium will continue to expand ESL and HSD offerings to better serve students across the peninsula.**

**Objective 4 Activities**

*Enter aligned activities planned for 2016 – 17 into the table below.*

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| [**Activity**](https://aebg.knack.com/portal#field_1128%7Casc) | [**Timeline**](https://aebg.knack.com/portal#field_1381%7Casc) | [**Members**](https://aebg.knack.com/portal#field_1292%7Casc) | [**Outcomes Expected**](https://aebg.knack.com/portal#field_1131%7Casc) | [**Method of Assessing Impact**](https://aebg.knack.com/portal#field_1132%7Casc) | **Add** | **Delete** |
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Objective 5: Acceleration

*Activities and plans to accelerate student progress toward academic and/or career goals.****Response:****(200 words max.)*

**Our Consortium previously implemented an ESL for Medical Assisting course in 2015-2016 at Pacific Grove Adult to help prepare ESL students for some of the Medical Terminology that they will encounter if they choose to pursue a career in this field. We will be looking to alter this course to help prepare students for coursework in more Medical fields since many of our ESL students have degrees from their home countries and are more interested in the field of nursing. We will also look at which site this course might best be suited to be housed at. Moreover, with MAS adding the district CNA course to its offerings, students across the peninsula will have another way to accelerate career growth in the medical arena. We will also look at dual-enrollment for advanced ESL and high-level Adult Secondary Education students in the Career Pathways that we will be implementing in the upcoming year so that students can work on their necessary academic education skills as well as career preparation.**

**Objective 5 Activities**

*Enter aligned activities planned for 2016 – 17 into the table below.*

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| [**Activity**](https://aebg.knack.com/portal#field_1128%7Casc) | [**Timeline**](https://aebg.knack.com/portal#field_1381%7Casc) | [**Members**](https://aebg.knack.com/portal#field_1292%7Casc) | [**Outcomes Expected**](https://aebg.knack.com/portal#field_1131%7Casc) | [**Method of Assessing Impact**](https://aebg.knack.com/portal#field_1132%7Casc) | **Add** | **Delete** |
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|  Transportation | 2017/2018 | All | More access to classes |   | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/add-activities/579a8696ce18d238252ec20c) | [delete](https://aebg.knack.com/portal) |
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Objective 6: Shared Professional Development

*Activities and plans to implement collaborative professional development strategies designed to foster program alignment and support ongoing assessment and improvement of student outcomes.****Response:****(200 words max.)*

**This year we will be advocating for on-site Professional Developments to be attended by all members in our Colloquium. In the 2016/2017 year, we began providing Professional Development for CASAS and TOPS Pro for our faculty and staff, and we will continue to look at ways for us all to come together as a consortium to work together and address issues we all may be dealing with in the upcoming year. This way we will provide more opportunities to educate our teachers and staff in order to better serve our Adult Education students while using less resources from our AB104 Grant. This will also help build teamwork and morale amongst all members of the Monterey Peninsula Consortium by understanding that we are a cohesive group and not separate school sites. This will in turn help all participating faculty and staff that we are advocating what is in the best interest of all the students in our region.**

**Objective 6 Activities**

*Enter aligned activities planned for 2016 – 17 into the table below.*

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| [**Activity**](https://aebg.knack.com/portal#field_1128%7Casc) | [**Timeline**](https://aebg.knack.com/portal#field_1381%7Casc) | [**Members**](https://aebg.knack.com/portal#field_1292%7Casc) | [**Outcomes Expected**](https://aebg.knack.com/portal#field_1131%7Casc) | [**Method of Assessing Impact**](https://aebg.knack.com/portal#field_1132%7Casc) | **Add** | **Delete** |
|  Transportation between sites | 2017/2018 | All | More access to classes | Student numbers | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/add-activities/579a8695ce18d238252ec200) | [delete](https://aebg.knack.com/portal) |
|  Consortium Wide Professional Development | 2017/2018 | All | Better Training |   | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/add-activities/579a8695ce18d238252ec202) | [delete](https://aebg.knack.com/portal) |
|   |   |   |   |   | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/add-activities/579a8695ce18d238252ec204) | [delete](https://aebg.knack.com/portal) |
|   |   |   |   |   | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/add-activities/579a8695ce18d238252ec206) | [delete](https://aebg.knack.com/portal) |
|   |   |   |   |   |  |  |

Objective 7: Leveraging Resources

*Activities and plans to leverage resources to create or expand programs and services to adult learners in your region. Resources may include contributions from, or collaborations with, local Workforce Investment Boards (WIBs), industry employer groups, chambers of commerce, county libraries, etc.****Response:****(200 words max.)*

**Both Carmel Adult School and Monterey Adult School will continue working with local businesses in our region to provide on-site Contextualized ESL Courses for employees who may need English Education. These sites will help by providing the resources necessary for the classrooms and materials while we will be providing the instructors and curriculum. We believe that these partnerships will continue to build overtime as more and more people and businesses become aware of what our Consortium can provide our region. These on-site courses will also be an excellent way for friends, colleagues, and family of the participants to learn more about all that we provide in the area. MAS will continue to work with local employees, chambers of commerce, and business associations to effectively design a short term certificate based program in hospitality. In addition, our consortium is looking into providing transportation between all of our sites. This way students will be ensured access to all the programs that we offer.**

**Objective 7 Activities**

*Enter aligned activities planned for 2016 – 17 into the table below.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [**Activity**](https://aebg.knack.com/portal#field_1128%7Casc) | [**Timeline**](https://aebg.knack.com/portal#field_1381%7Casc) | [**Members**](https://aebg.knack.com/portal#field_1292%7Casc) | [**Partner Contributions**](https://aebg.knack.com/portal#field_1134%7Casc) | [**Partners**](https://aebg.knack.com/portal#field_1133%7Casc) | [**Outcomes Expected**](https://aebg.knack.com/portal#field_1131%7Casc) | [**Method of Assessing Impact**](https://aebg.knack.com/portal#field_1132%7Casc) | **Add** | **Delete** |
|   |   |   |   |   |   |   | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/add-activities/579a8692ce18d238252ec1f2) | [delete](https://aebg.knack.com/portal) |
|   |   |   |   |   |   |   | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/add-activities/579a8693ce18d238252ec1f4) | [delete](https://aebg.knack.com/portal) |
|   |   |   |   |   |   |   | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/add-activities/579a8694ce18d238252ec1f6) | [delete](https://aebg.knack.com/portal) |
|   |   |   |   |   |   |   | [add](https://aebg.knack.com/portal#reports/annual-plan/579a8691ce18d238252ec1f0/add-activities/579a8694ce18d238252ec1f8) | [delete](https://aebg.knack.com/portal) |
|   |   |   |   |   |   |   |  |  |