

AGENDA
FINANCE & AUDIT COMMITTEE
CREC COUNCIL
Wednesday, April 12, 2017
11:30 – 12:30 pm
Hartford Club
46 Prospect Street
Hartford, CT. 06103

Call to order

New Business:

Discussion re: April 19 Council meeting

- Review Council Exhibits

Adjournment

Lunch will be served.

CREC
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Attachment A

Connecticut State Department of Education Addendum to Agreement for Child Nutrition Programs (ED-099) Healthy Food Certification Statement; 2017-18

Background

Section 10-215f of the Connecticut General Statutes (C.G.S.) requires that each local board of education or governing authority for all Connecticut public school districts participating in the National School Lunch Program (NSLP) must take action annually to certify whether all food items sold to students will or will not meet the CNS. This includes all public schools, regional educational service centers, the Connecticut Technical High School System, charter schools, interdistrict magnet schools, and endowed academies.

For school year 2017-18, the HFC period is July 1, 2017, through June 30, 2018. All public school districts participating in the NSLP must submit the Healthy Food Certification Statement – Addendum to Agreement for Child Nutrition Programs (ED-099) by July 1, 2017.

RECOMMENDED ACTION: Authorize the administration to execute the Connecticut State Department of Education Addendum to Agreement for Child Nutrition Programs (ED-099) Healthy Food Certification Statement; 2017-18, pending funding in the approved 2017-18 State of Connecticut Adjusted Biennial Budget, by:

1) Certifying that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2017, through June 30, 2018. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to, school stores, vending machines, school cafeterias, and any fundraising activities on school premises sponsored by the school or by non-school organizations and groups.

2) Allowing the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held.

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Attachment B

Academy of Aerospace & Engineering Elementary Magnet School: 2016 – 2017
Capital Projects Fund
Construction Division

CREC has identified a site at 460 Brook Street, Rocky Hill, Connecticut for construction of the permanent location of the Academy of Aerospace & Engineering Elementary School. CREC entered into a Purchase and Sale Agreement with the owner and has begun its due diligence review of the site.

The Commissioner of Administrative Services (CAS) requires CREC Council approval of sites that will be acquired for such use. We are seeking Council approval so that we can secure the State's approval of the site. This approval does not bind CREC to acquire the site. The purchase price, which was arrived at through an appraisal process in conformance with state regulations, is \$2,720,000 for 17 acres.

RECOMMENDED ACTION: Approve the prospective purchase of the property located at 460 Brook Street, Rocky Hill, Connecticut for the permanent location of the Academy of Aerospace & Engineering Elementary School.

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Attachment C

North Central Accreditation Facilitation Project/United Way: 2016-2017
(Revision)
Special Revenue Fund
Division of Teaching and Learning

The United Way of Connecticut, on behalf of the Office of Early Childhood Education, funds training opportunities, educational events and resources to members and to the general early childhood teacher community.

CREC is the grantee agency for the North Central Accreditation Facilitation Project (NC AFP). The intent of the regional projects is to provide support to programs seeking NAEYC Accreditation and reaccreditation. The project serves about 30 selected sites and provides onsite support, and offers training and study groups in cooperation with CREC Early Childhood Services to all programs serving young children. The NC AFP delivers training on the Early Learning Guidelines, Connecticut's document for caregivers of young children. The project is supported through grant funds from the Office of Early Childhood. CREC provides direct supervision of the NC AFP staff and maintains fiscal responsibility for the grant.

This revision of \$42,000 is due to receiving additional accreditation quality improvement contracts from districts.

Revenue:

United Way	\$160,000
Local Districts	<u>42,000</u>
	\$202,000

Staffing:

No action necessary

RECOMMENDED ACTION: Adopt a revised 2016-2017 North Central Accreditation Facilitation Project budget of \$202,000 with additional revenue as set forth above.

(Budget on Reverse)

North Central Accreditation Faciliation Project/United Way: 2016-2017 (Revision)
Special Revenue Fund #338
Division of Teaching and Learning

	<u>6/15/2016</u>	<u>Inc./ (Dec.)</u>	<u>4/19/2017</u>	
<u>Salaries</u>				
		\$119,720		\$119,720
123 Support Staff (0.21)	\$7,128		\$7,128	
129 Other Non-Certified (1.55)	112,592		112,592	
<u>Benefits</u>		18,233		18,233
21010 Health Insurance	2,310		2,310	
220 FICA	9,159		9,159	
250 Unemployment Comp.	778		778	
260 Workers' Comp.	1,556		1,556	
270 Retirement Benefits	4,430		4,430	
<u>Professional/Tech Services</u>		8,896		49,516
311 CREC Supervision	3,810	\$463	4,273	
312 CREC Support	3,810	463	4,273	
315 Management Services		2,310	2,310	
320 Professional Education Consultant	1,000	37,384	38,384	
322 External Staff Development	250		250	
32210 CREC Staff Development	26		26	
<u>Property Services</u>		3,500		3,500
441 Operating Facility/Rent Internal	3,500		3,500	
<u>Other Services</u>		6,954		6,954
522 Liability Insurance	304		304	
531 Postage	300		300	
532 Telephone	1,500		1,500	
550 Printing	100		100	
551 Copying	1,500		1,500	
581 Travel	2,000		2,000	
591 Workshop Expenses	1,250		1,250	
<u>Supplies</u>		1,897		3,277
611 Instructional Supplies	1,200	1,380	2,580	
616 Office Supplies	697		697	
<u>Property</u>		500		500
735 Equipment < \$1,000	500		500	
<u>Other Objects</u>		300		300
810 Dues & Fees	300		300	
 Total	 \$160,000	 \$42,000	 \$202,000	

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Attachment D

Montessori Training Center Northeast: 2016-2017 (Revision)
Enterprise Fund
Division of Teaching and Learning

The Montessori Training Center Northeast (MTCNE) provides individuals with the opportunity to become AMI (Association Montessori Internationale) certified teachers. The Training Center promotes education through the scientific discoveries of child development based on Dr. Maria Montessori's theories. MTCNE is located on the Colt Campus in Hartford.

The MTCNE partners with the University of Hartford for both Primary and Elementary Training Courses. Students in these programs are eligible to work towards a Masters of Education Degree with a concentration in Montessori Education. AMI Elementary and Primary Training will continue this summer, an academic course for AMI Elementary Training will continue at our satellite location in New Haven next school year; and a new Primary Academic Course will begin at MTCNE in September. All courses offer preparation for the CT State Certification, Unique Endorsement #110 Montessori.

The Training Center also provides other trainings, workshops and consultation services for the Montessori community throughout the Northeast as well as nationally.

This revision of \$260,000 is mainly due to the collaboration between MTCNE and the University of Hartford on a start-up grant for the development of the Montessori Bachelor's Degree. In addition, MTCNE is offering a new Assistants to Infancy course at a New York City satellite location and a Primary course at a Boston Area satellite location, and is increasing Montessori consultation services.

Revenue:

Tuition and Other	\$514,570
Start-up Grant	<u>210,000</u>
	\$724,570

Staffing:

No action necessary

RECOMMENDED ACTION: Adopt a revised 2016-2017 Montessori Training Center of New England Program budget of \$724,570 with additional revenue as set forth above.

(Budget on Reverse)

Montessori Training Center Northeast: 2016- 2017 (Revision)
Enterprise Fund #701
Division of Teaching and Learning

	<u>6/15/2017</u>	<u>Inc./(Dec.)</u>	<u>4/19/2017</u>
<u>Salaries</u>			
	\$258,007		\$336,007
121 Non-Certified Administrative (1.00)	\$120,000		\$120,000
123 Support Staff (0.15)	6,684		6,684
129 Other Non-Certified (1.30)	97,573		97,573
139 Other Temporary	33,750	\$78,000	111,750
<u>Benefits</u>	60,015		66,015
210 Health Insurance	26,950		26,950
220 FICA	19,737	6,000	25,737
250 Unemployment Comp.	1,677		1,677
260 Workers' Comp.	3,354		3,354
270 Retirement Benefits	8,297		8,297
<u>Professional/Tech Services</u>	56,919		101,919
311 CREC Supervision	17,206		17,206
312 CREC Support	17,206		17,206
320 Professional Education Consultant	22,200	45,000	67,200
32210 CREC Staff Development	307		307
<u>Property Services</u>	13,000		123,000
44110 Operating Facility/Rent	12,000		12,000
442 Equipment Rental	1,000		1,000
450 Remodel/Renovation	-	110,000	110,000
<u>Other Services</u>	33,678		53,678
522 Liability Insurance	858		858
531 Postage	320		320
540 Advertising	-	5,000	5,000
550 Printing	1,600	2,000	3,600
551 Copying	1,300		1,300
581 Travel	25,400	13,000	38,400
591 Workshop Expense	4,200		4,200
<u>Supplies</u>	21,401		22,401
611 Instructional Supplies	20,000	1,000	21,000
616 Office Supplies	1,401		1,401
<u>Other Objects</u>	21,550		21,550
810 Dues & Fees	21,550		21,550
Total	\$464,570	\$260,000	\$724,570

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Attachment E

Supplemental Services: 2016-2017 (Revision)
Special Revenue
Division of Teaching & Learning

The Division of Teaching and Learning ("T&L") received a grant of \$300,000 titled "Blended Solutions" from SDE to address the goals of the Sheff Comprehensive Management Plan (CMP). The overall goal is to increase achievement for all children in the Greater Hartford region by creating positive school climate conducive to learning, access to rigorous curriculum and instruction, culturally responsive pedagogy, and highly effective teaching practices. This project will use a blended approach of online videos and web-based resources; embedded professional development; school visits and school partnerships.

T&L received a grant of \$60,000 titled "Open Choice Book Club" from the SDE to provide professional development related to culturally-responsive teaching to schools and districts that participate in the Hartford Region Open Choice Program.

T&L also received a \$791,205 grant titled "Educator Effectiveness" from the SDE via the RESC Alliance, to provide technical assistance and trainings to local education authorities (LEA) to support the SDE in the implementation of the educator evaluation system. This includes \$47,500, via the RESC Alliance, to implement the Teacher Education and Mentoring (TEAM) program in the CREC region. The program consists of professional development and support in five professional growth modules: classroom environment, planning, instruction, assessment and professional responsibility, which will provide support to new teachers who work under the initial educator certificate, the interim initial educator certificate, or the 90-day certificate.

This revision of \$54,090 is due to a grant of \$15,000 received from the Graustein Memorial Fund and \$39,090 from federal Title III funds.

Revenue:

SDE	\$399,090
SDE grant via RESC Alliance	791,205
Graustein Memorial Fund	<u>15,000</u>
	\$1,205,295

Staffing:

No action necessary

RECOMMENDED ACTION: Adopt a revised 2016-2017 Supplemental Services program budget for \$1,205,295 with additional revenue as set forth above.

(Budget on Reverse)

Supplemental Services 2016 - 2017 (Revision)
Special Revenue Fund #317 (#31702, 31703, 31704, 31708, 31713, 31721, 31722)
Division of Teaching and Learning

	<u>10/19/2016</u>	<u>Inc./ (Dec.)</u>	<u>4/19/2017</u>	
<u>Salaries</u>	\$378,847		\$380,117	
101 Certified Administrative (0.79)	\$111,295		\$111,295	
102 Other Certified (1.97)	209,966		209,966	
123 Support Staff (0.57)	24,689		24,689	
129 Other Non-Certified (0.27)	15,897		15,897	
139 Other Temporary	17,000	\$1,270	18,270	
<u>Benefits</u>	56,735		56,830	
210 Health Insurance	38,940		38,940	
220 FICA	9,060	95	9,155	
250 Unemployment Comp.	2,411		2,411	
260 Workers' Comp.	4,823		4,823	
270 Retirement Benefits	1,501		1,501	
<u>Professional/Tech Services</u>	48,193		53,363	
311 CREC Supervision	11,375		11,375	
312 CREC Support	11,375		11,375	
314 Computer Services	5,000		5,000	
320 Professional Education Consultant	20,000	5,170	25,170	
32210 CREC Staff Development	443		443	
<u>Other Services</u>	652,970		691,605	
522 Liability Insurance	2,113		2,113	
532 Telephone	500		500	
550 Printing	75		75	
551 Copying	4,200		4,200	
581 Travel	300		300	
591 Workshop Expenses	12,000		12,000	
592 Other Purchased Services *	633,782	38,635	672,417	
<u>Supplies</u>	14,460		23,380	
611 Instructional Supplies	12,000	8,785	20,785	
616 Office Supplies	2,460	135	2,595	
Total	\$1,151,205	\$54,090	\$1,205,295	

* Pass through to other organizations

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Attachment F

Special Services Support Team: 2016-2017 (Revision)
Special Revenue Fund
Division of Technical Assistance & Brokering Services

TABS provides a wide variety of consultation, technical assistance, and staff development services to educational organizations on special and general education initiatives such as Inclusion, paraprofessional training, Positive Behavior Intervention Supports, Scientific Research-Based Interventions, and leadership.

This revision of \$800,000 is primarily due to increased demand for products, technical assistance and professional development.

Revenue:
Provision of Services \$2,956,271

Staffing:
No action necessary

RECOMMENDED ACTION: Adopt a revised 2016-2017 Special Services Support Team program budget of \$2,956,271 with additional revenue as set forth above.

(Budget on Reverse)

Special Services Support Team: 2016 - 2017 (Revision)
Special Revenue Fund #307 (#30700, 30701, 30703, 30706, 30708, 31712)
Division of Technical Assistance & Brokering Services

	4/20/2016	Inc./[Dec.]	4/19/2017
<u>Salaries</u>	\$1,461,132		\$1,554,132
101 Certified Administrative (1.00)	\$115,767		\$115,767
102 Other Certified (9.79)	900,663		900,663
123 Support Staff (1.50)	71,921		71,921
129 Other Non-Certified (2.30)	188,031		188,031
139 Other Temporary	184,750	\$93,000	277,750
<u>Benefits</u>	247,359		254,359
210 Health Insurance	160,490		160,490
220 FICA	48,758	7,000	55,758
250 Unemployment Comp.	9,498		9,498
260 Workers' Comp.	18,995		18,995
270 Retirement Benefits	9,618		9,618
<u>Professional/Tech Services</u>	272,693		972,693
311 CREC Supervision	80,034		80,034
312 CREC Support	80,034		80,034
314 Computer Services	2,500		2,500
320 Professional Education Consultant	49,000	700,000	749,000
322 External Staff Development	6,300		6,300
32210 CREC Staff Development	1,825		1,825
334 Stipends	53,000		53,000
<u>Property Services</u>	38,368		38,368
44110 Operating Facility/Rent Internal	38,368		38,368
<u>Other Services</u>	89,844		89,844
522 Liability Insurance	3,994		3,994
531 Postage	1,900		1,900
532 Telephone	900		900
550 Printing	2,250		2,250
551 Copying	2,600		2,600
581 Travel	60,000		60,000
591 Workshop Expenses	13,600		13,600
59101 Parent Workshop	100		100
592 Other Purchased Services	4,500		4,500
<u>Supplies</u>	34,325		34,325
611 Instructional Supplies	22,600		22,600
612 Food - Instructional Supplies	500		500
616 Office Supplies	6,300		6,300
641 Texts/Workbooks	200		200
643 Computer Software	4,725		4,725
<u>Property Services</u>	9,600		9,600
735 Equipment < \$1,000	9,600		9,600
<u>Other Objects</u>	2,950		2,950
810 Dues & Fees	2,950		2,950
Total	\$2,156,271	\$800,000	\$2,956,271

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Attachment G

Connecticut Technical High School System Related Services: 2016-2017
(Revision)
Special Revenue Fund
Division of Technical Assistance & Brokering Services

CREC has a contract with the Connecticut Technical High School System to provide a variety of related services and alternative education to students with special needs and adults in all 16 of Connecticut's Technical High Schools under a contract with the Connecticut State Department of Education. CREC provides psychologists, speech and language pathologists, tutors and teachers to students attending CTHSS.

This revision of \$225,258 is primarily due to increased demands for special education services.

Revenue:

State Contract	\$865,000
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Staffing:

No action necessary

RECOMMENDED ACTION: Adopt a revised 2016-2017 Connecticut Technical High School System Related Services program budget of \$865,000 with additional revenue as set forth above.

(Budget on Reverse)

Connecticut Technical High School System Related Services: 2016-2017 (Revision)
Special Revenue Fund # 31000
Division of Technical Assistance & Brokering Services

	<u>4/20/2016</u>	<u>Inc./ (Dec.)</u>	<u>4/19/2017</u>
<u>Salaries</u>	\$98,179		\$161,329
123 Support Staff (0.75)	\$34,803		\$34,803
129 Other Non-Certified (0.75)	63,376		63,376
139 Other Temporary		\$63,150	63,150
<u>Benefits</u>	29,558		34,426
210 Health Insurance	16,500		16,500
220 FICA	7,511	4,868	12,379
250 Unemployment Comp.	638		638
260 Workers' Comp.	1,276		1,276
270 Retirement Benefits	3,633		3,633
<u>Professional Tech Services</u>	500,143		640,683
311 CREC Supervision	23,694		23,694
312 CREC Support	23,694		23,694
314 Computer Services	1,267		1,267
320 Professional Education Consultant	450,000	140,540	590,540
322 External Staff Development	300		300
32210 CREC Staff Development	188		188
341 Clerical Services	1,000		1,000
<u>Property Service</u>	6,180		6,180
44110 Operating Facility/Rent	6,180		6,180
<u>Other Services</u>	3,682		15,682
522 Liability Insurance	1,182		1,182
531 Postage	100		100
532 Telephone	2,000		2,000
551 Copying	200		200
581 Travel	200		200
59101 Parent Workshops		12,000	12,000
<u>Supplies</u>	2,000		6,700
611 Instructional Supplies	1,000	4,000	5,000
616 Office Supplies	1,000	700	1,700
 Total	 \$639,742	 \$225,258	 \$865,000

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Attachment H

REACT (Regional Educational Assessment Consultation Team): 2016-2017 (Revision)
Special Revenue Fund
Division of Technical Assistance and Brokering Services

REACT provides school districts with a variety of diagnostic, consultative, and special education related services including school psychologists, paraprofessionals, tutors, speech and language pathologists and assistants, parent trainers, bilingual assessment specialists, interim building and central office administrators and classroom teachers.

REACT also provides an energy specialist to staff United Illuminating's energy education service center.

Finally, REACT provides support to the Employee Assistance Program, which is a confidential counseling and referral service for school district employees and their families.

This revision of \$1,189,248 is primarily due to increased demand for special education services and related staffing such as speech and language pathologists, school psychologists, teachers and paraprofessionals

Revenue:

Provision of Services	\$3,000,000
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Staffing:

Create 14.00 paraprofessional positions

Create 2.00 support staff positions

RECOMMENDED ACTION:

(1) Adopt a revised 2016-2017 REACT program budget of \$3,000,000 with additional revenue as set forth above.

(2) Create 14.00 paraprofessional positions bringing the current roster to 23.00 ftes.

(3) Create 2.00 support staff positions bringing the current roster to 7.65 ftes.

(Budget on Reverse)

REACT (Regional Educational Assessment Consultation Team): 2016-2017 (Revision)
Special Revenue Fund # 31001
Division of Technical Assistance & Brokering Services

	4/20/2016	Inc./ (Dec.)	4/19/2017
<u>Salaries</u>	\$859,292		\$1,620,994
101 Certified Administrative (0.37)	\$59,023		\$59,023
122 Paraprofessional (23.00)	198,075	\$309,050	507,125
123 Support Staff (7.65)	199,446	53,652	253,098
129 Other Non-Certified (2.15)	152,748		152,748
139 Other Temporary	250,000	399,000	649,000
<u>Benefits</u>	288,062		550,608
210 Health Insurance	188,870	176,000	364,870
220 FICA	62,076	58,272	120,348
250 Unemployment Comp.	5,585	4,952	10,537
260 Workers' Comp.	11,171	9,902	21,073
270 Retirement Benefits	20,360	13,420	33,780
<u>Professional/Tech Services</u>	590,476		755,476
311 CREC Supervision	67,065		67,065
312 CREC Support	67,065		67,065
314 Computer Services	3,500		3,500
320 Professional Education Consultant	450,000	165,000	615,000
322 External Staff Development	700		700
32210 CREC Staff Development	2,146		2,146
<u>Property Services</u>	52,875		52,875
44110 Operating Facility/Rent Internal	52,875		52,875
<u>Other Services</u>	13,547		13,547
522 Liability Insurance	3,347		3,347
531 Postage	300		300
532 Telephone	1,600		1,600
540 Advertising	2,000		2,000
550 Printing	1,000		1,000
551 Copying	600		600
581 Travel	3,000		3,000
591 Workshop Expenses	700		700
592 Other Purchased Services	1,000		1,000
<u>Supplies</u>	6,000		6,000
611 Instructional Supplies	3,000		3,000
616 Office Supplies	3,000		3,000
<u>Other Objects</u>	500		500
810 Dues & Fees	500		500
Total	\$1,810,752	\$1,189,248	\$3,000,000

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Attachment I

Sheff Technical Services Agreement: 2016-2017 (Revision)
Special Revenue Fund
Division of Choice

The State Department of Education has contracted with CREC to implement and oversee various provisions of the 2008 settlement agreement of Sheff vs. O'Neill, as amended and extended in April 2013. As part of this year's contract, CREC will:

1. Participate in the implementation of major components of the Comprehensive Management Plan ("CMP");
2. Manage a regional transportation system for all interdistrict Sheff programs;
3. Develop, coordinate and implement a marketing, outreach and recruitment program for CREC magnet schools;
4. With the Hartford Public Schools and the State Department of Education, jointly operate a parent information, intake and support center to provide a single location of information and advice for parents and students interested in Sheff program opportunities;
5. Coordinate professional development opportunities for Choice programs.

This revision of \$45,160 is due to an increase in transportation funding as well as additional funding for A La Carte services.

Revenue:

SDE Contract	\$1,977,174
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Staffing:

No action necessary

RECOMMENDED ACTION: Adopt a revised 2016-2017 Sheff Technical Services Agreement program budget of \$1,977,174 with additional revenue as set forth above.

(Budget on Reverse)

Sheff Technical Services Agreement: 2016-2017 (Revision)Special Revenue Fund # 304Division of Choice

	<u>6/15/2016</u>	<u>Inc./ (Dec.)</u>	<u>4/19/2017</u>
<u>Salaries</u>	\$1,332,051		\$1,364,711
121 Non-Certified Administrative (2.35)	\$262,645		\$262,645
123 Support Staff (11.00)	457,250		457,250
129 Other Non-Certified (5.00)	437,156		437,156
139 Other Temporary	175,000	\$32,660	207,660
<u>Benefits</u>	372,539		375,039
210 Health Insurance	201,850		201,850
220 FICA	101,902	2,500	104,402
250 Unemployment Comp.	8,659		8,659
260 Workers' Comp.	17,317		17,317
270 Retirement Benefits	42,811		42,811
<u>Professional/Tech Services</u>	34,408		34,408
311 CREC Supervision	16,057		16,057
312 CREC Support	16,057		16,057
32210 CREC Staff Development	2,294		2,294
<u>Other Services</u>	164,151		174,151
522 Liability Insurance	3,771		3,771
531 Postage	1,000		1,000
532 Telephone	12,550		12,550
540 Advertising	90,000		90,000
550 Printing	35,000		35,000
551 Copying	4,075		4,075
581 Travel	800		800
591 Workshop Expenses	1,350		1,350
592 Other Purchased Services	15,605	10,000	25,605
<u>Supplies</u>	27,365		27,365
616 Office Supplies	7,365		7,365
643 Computer Software	20,000		20,000
<u>Property</u>	1,500		1,500
735 Equipment < \$1,000	1,500		1,500
Totals	\$1,932,014	\$45,160	\$1,977,174

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Attachment J

CREC Wide Area Network: 2017-2018
Internal Service Fund

The purpose of the CREC Wide Area Network Internal Service Fund is to centralize CREC-wide technology costs, and then charge out those costs to the internal users of the service. The centralized costs include the following:

- Technology support at the program level (LAN)
- Network management and operations support (WAN)
- Data and Voice internal connectivity costs
- Licensing for all operational software
- Internet connectivity for all CREC programs
- Telecommunications internal operational support
- Co-location services for financial and student management
- Central voice mail and email services
- Web Management

CREC actively seeks and receives E-rate reimbursement on eligible cost services. These federally-funded reimbursements are used to offset final costs to this program. Technology services provided to districts are also included in this program.

Revenue:

Internal Charges	\$3,147,687
Universal Service Fund Reimbursement	200,000
Provision of Services	100,000
	<hr/>
	\$3,447,687

Staffing:

Create 0.50 other non-certified position

RECOMMENDED ACTION:

- (1) Adopt a 2017-2018 CREC Wide Area Network program budget of \$3,447,687 and open an appropriate account with revenue as set forth above.
- (2) Create 0.50 other non-certified position bringing the current roster to 20.40 ftes.

(Budget on Reverse)

CREC Wide Area Network: 2017 - 2018
Internal Service Fund # 800

	<u>2016 - 2017</u>	<u>2017 - 2018</u>
<u>Salaries</u>	\$1,949,133	\$2,019,395
121 Non-Certified Administrative (0.50)	\$85,170	\$86,873
123 Support Staff (6.50)	259,873	265,071
129 Other Non-Certified (20.40)	1,584,090	1,667,451
139 Other Temporary	20,000	-
<u>Benefits</u>	554,395	597,010
210 Health Insurance	295,900	329,440
220 FICA	149,109	154,484
250 Unemployment Comp.	12,669	12,116
260 Workers' Comp.	25,339	26,252
270 Retirement Benefits	71,378	74,718
<u>Professional/Tech Services</u>	85,763	81,550
322 External Staff Development	14,400	6,000
32210 CREC Staff Development	3,363	3,550
333 Other Consultants	68,000	72,000
<u>Property Services</u>	51,706	45,900
441 Operating Facility/Rent-External	24,000	-
44110 Operating Facility/Rent-Internal	27,706	45,900
<u>Purchased Services</u>	695,210	618,032
522 Liability Insurance	6,794	6,882
532 Telephone	34,000	34,000
540 Advertising	500	-
551 Copying	150	150
581 Travel	6,000	3,000
591 Workshop Expenses	4,000	-
592 Other Purchased Services*	643,766	574,000
<u>Supplies</u>	1,500	1,500
616 Office Supplies	1,500	1,500
<u>Equipment</u>	65,000	83,300
733 Equipment > \$1,000	45,000	63,300
735 Equipment < \$1,000	20,000	20,000
<u>Other Objects</u>	1,000	1,000
810 Dues & Fees	1,000	1,000
Total	\$3,403,707	\$3,447,687

* Includes Microsoft license agreements, webmaster services, miscellaneous software, router maintenance agreements, service contracts and internet circuits through AT&T.

CREC
Council Meeting
4/19/17

Attachment K

Copy Center: 2017 - 2018
Internal Service Fund #80600

The Copy Center, which is supported by internal service charges, centralizes CREC's major printing and mailing projects.

	<u>2016 - 2017</u>		<u>2017 - 2018</u>
<u>Salaries</u>		\$50,805	\$52,300
123 Support Staff (1.0)	\$48,305		\$49,800
139 Other Temporary	2,500		2,500
<u>Benefits</u>		17,664	18,438
210 Health Insurance	11,000		11,600
220 FICA	3,887		4,001
250 Unemployment Insurance	330		314
260 Worker's Comp	660		680
270 Retirement Benefits	1,787		1,843
<u>Professional Services</u>		125	125
322 CREC Staff Development	125		125
<u>Property Services</u>		74,500	62,000
430 Maintenance & Repair	32,000		25,000
441 Operating Facility/Rent	15,000		15,000
442 Equipment Rental	27,500		22,000
<u>Other Services</u>		85,031	62,467
522 Liability Insurance	481		417
531 Postage	80,000		55,000
532 Telephone	300		300
550 Printing	3,000		5,500
551 Copying	1,250		1,250
<u>Supplies</u>		13,075	13,500
614 Other Materials & Supplies	13,000		13,000
616 Office Supplies	75		500
<u>Equipment</u>		1,000	1,000
735 Equipment < \$1,000	1,000		1,000
Total	<hr/>	<hr/>	<hr/>
	\$242,200		\$209,830

Revenue:

Provision of Services \$209,830

Staffing:

No action necessary

RECOMMENDED ACTION: Adopt a 2017-2018 Copy Center budget of \$209,830 and open an appropriate account with revenue as set forth above.

CREC
Council Meeting
4/19/17

Attachment L

Central Office Facility Cost Center: 2017 – 2018
General Fund

The Central Office Facility Cost Center budget reflects operating costs for 111 and 147 Charter Oak Avenue, 155 Wyllys Street, and 317 West Service Road in Hartford. The operating costs are inclusive of costs for reception, custodial services, conference facilities, security services and utility costs.

Revenue:

Program Charges \$1,584,641

Staffing:

Delete 1.20 support staff positions

Create 1.00 other non-certified position

RECOMMENDED ACTION:

(1) Adopt a 2017–2018 Central Office Facility Cost Center budget of \$1,584,641 and open an appropriate account with revenue as set forth above.

(2) Delete 1.20 support staff positions bringing the current roster to 2.80 ftes.

(3) Create 1.00 other non-certified position bringing the current roster to 1.00 fte.

(Budget on Reverse)

Central Office Facility Cost Center: 2017-2018General Fund # 134

	<u>2016-2017</u>		<u>2017-2018</u>	
<u>Salaries</u>		\$177,469		\$220,003
123 Support Staff (2.80)	\$162,969		\$123,830	
129 Other Non-Certified (1.00)	-		88,173	
139 Other Temporary	14,500		8,000	
<u>Benefits</u>		67,067		72,934
210 Health Insurance	44,000		44,080	
220 FICA	13,576		16,830	
250 Unemployment Comp.	1,154		1,320	
260 Workers' Comp.	2,307		2,860	
270 Retirement Benefits	6,030		7,844	
<u>Professional/Tech Services</u>		3,500		26,475
32210 CREC Staff Development	500		475	
33300 Other Consultants	-		8,000	
34100 Clerical Services	3,000		15,000	
34300 Auto Repair	-		3,000	
<u>Property Services</u>		1,061,972		934,295
411 Safety & Security	210,750		258,200	
423 Custodial Service	213,558		205,500	
430 Maintenance & Repair	135,046		93,800	
441 Operating Facility/Rent	285,450		167,295	
442 Equipment Rental	2,000		4,500	
450 Remodel/Renovation	50,000		125,000	
490 Other Property Services	165,168		80,000	
<u>Other Services</u>		56,280		54,934
521 Property Insurance	8,130		8,730	
522 Liability Insurance	3,400		2,754	
523 Auto Insurance	750		750	
532 Postage	150		-	
532 Telephone	34,000		34,050	
540 Advertising	1,000		-	
551 Copying	500		-	
581 Travel	500		150	
591 Workshop Expenses	2,000		250	
592 Other Purchased Services	5,850		8,250	
<u>Supplies</u>		278,750		252,000
613 Maintenance Supplies	65,250		46,000	
615 Medical Supplies	14,000		5,300	
616 Office Supplies	13,000		12,000	
620 Utilities/Energy	186,000		188,500	
626 Transportation Supplies	500		200	
<u>Property</u>		45,500		22,000
733 Equipment > \$1,000	35,500		17,500	
735 Equipment < \$1,000	10,000		4,500	
<u>Other</u>		3,300		2,000
810 Dues and Fees	3,300		2,000	
Total	\$1,693,838		\$1,584,641	

CREC
Council Meeting
4/19/17

Attachment M

Regional Fingerprinting Service: 2017-2018
Enterprise Fund #705

CREC continues to offer this service to its districts in response to the 1994 State of Connecticut law, which requires districts to have all newly-hired employees fingerprinted.

Individuals fingerprinted in 2015- 2016 numbered 2,512. In 2016 - 2017 the estimated number is 2,600. CREC anticipates fingerprinting the same number of individuals in 2017 - 2018.

	<u>2016 - 2017</u>	<u>2017 - 2018</u>	
<u>Salaries</u>	\$66,350		\$68,300
123 Support Staff (1.53)	\$61,350	\$63,300	
139 Other Temporary	5,000	5,000	
<u>Benefits</u>	25,470		26,613
210 Health Insurance	16,830	17,748	
220 FICA	5,076	5,225	
250 Unemployment Comp.	431	410	
260 Workers' Comp.	863	888	
270 Retirement Benefits	2,270	2,342	
<u>Professional/Tech Services</u>			191
32210 CREC Staff Development		191	
<u>Property Services</u>	500		9,000
430 Maintenance & Repair		500	
44110 Operating Facility/Rent Internal		8,500	
442 Equipment Rental	500		
<u>Other Services</u>	75,843		61,810
522 Liability Insurance	343	315	
531 Postage	150	50	
532 Telephone		520	
551 Copying	800	900	
581 Travel	50	25	
592 Other Purchased Services*	74,500	60,000	
<u>Supplies</u>	1,900		200
616 Office Supplies	1,900	200	
Total	\$170,063	\$166,114	

Revenue:

Provision of Services \$166,114

Staffing:

No action necessary

RECOMMENDED ACTION:

Adopt a 2017-2018 Regional Fingerprinting Services Program budget of \$166,114 and open an appropriate account with revenue as set forth above.

* FBI and State charge for fingerprinting processing fees

CREC
Council Meeting
4/19/17

Attachment N

Connecticut Technical High School System Related Services: 2017-2018
Special Revenue Fund
Division of Technical Assistance & Brokering Services

CREC is in negotiations with the Connecticut Technical High School System (CTHSS) to provide a variety of related services and alternative education to students with special needs and adults in all 16 of Connecticut's Technical High Schools under a contract with the Connecticut State Department of Education. CREC will provide psychologists, speech and language pathologists, tutors and teachers to students attending CTHSS.

Revenue:
SDE Contract \$653,869

Staffing:
No action necessary

RECOMMENDED ACTION: Adopt a 2017-2018 Connecticut Technical High School System Related Services program budget of \$653,869 and open an appropriate account with revenue as set forth above.

(Budget on Reverse)

Connecticut Technical High School System Related Services: 2017-2018
Special Revenue Fund # 31000
Division of Technical Assistance & Brokering Services

	<u>2016-2017</u>	<u>2017-2018</u>
<u>Salaries</u>	\$161,329	\$100,152
123 Support Staff (0.75)	\$34,803	\$35,499
129 Other Non-Certified (0.75)	63,376	64,653
139 Other Temporary	63,150	-
<u>Benefits</u>	34,426	30,671
210 Health Insurance	16,500	17,400
220 FICA	12,379	7,662
250 Unemployment Comp.	638	601
260 Workers' Comp.	1,276	1,302
270 Retirement Benefits	3,633	3,706
<u>Professional Tech Services</u>	640,683	505,005
311 CREC Supervision	23,694	24,217
312 CREC Support	23,694	24,217
314 Computer Services	1,267	1,383
320 Professional Education Consultant	590,540	455,000
322 External Staff Development	300	-
32210 CREC Staff Development	188	188
341 Clerical Services	1,000	-
<u>Property Service</u>	6,180	11,233
44110 Operating Facility/Rent	6,180	11,233
<u>Other Services</u>	15,682	4,808
522 Liability Insurance	1,182	1,208
531 Postage	100	100
532 Telephone	2,000	3,000
551 Copying	200	100
581 Travel	200	200
591 Workshop Expenses	-	200
59101 Parent Workshops	12,000	-
<u>Supplies</u>	6,700	2,000
611 Instructional Supplies	5,000	-
616 Office Supplies	1,700	2,000
Total	\$865,000	\$653,869

CREC
Council Meeting
4/19/17

Attachment O

REACT (Regional Educational Assessment Consultation Team): 2017-2018
Special Revenue Fund
Division of Technical Assistance and Brokering Services

REACT provides school districts with a variety of diagnostic, consultative, and special education related services including school psychologists, paraprofessionals, tutors, speech and language pathologists and assistants, parent trainers, bilingual assessment specialists, interim building and central office administrators and classroom teachers.

REACT also provides an energy specialist to staff United Illuminating's energy education service center.

Finally, REACT provides support to the Employee Assistance Program, which is a confidential counseling and referral service for school district employees and their families.

Revenue:

Provision of Services \$2,422,899

Staffing:

Create 0.08 certified administrative position

Delete 3.00 paraprofessional positions

Delete 1.20 support staff positions

Create 0.85 other non-certified position

RECOMMENDED ACTION:

- (1) Adopt a 2017-2018 REACT program budget of \$2,422,899 and open an appropriate account with revenue as set forth above.
- (2) Create 0.08 certified administrative position bringing the current roster to 0.45 fte.
- (3) Delete 3.00 paraprofessional positions bringing the current roster to 20.00 ftes.
- (4) Delete 1.20 support staff positions bringing the current roster to 6.45 ftes.
- (5) Create 0.85 other non-certified position bringing the current roster to 3.00 ftes.

(Budget on Reverse)

REACT (Regional Educational Assessment Consultation Team): 2017-2018
Special Revenue Fund # 31001
Division of Technical Assistance & Brokering Services

	<u>2016-2017</u>	<u>2017-2018</u>
<u>Salaries</u>	\$1,620,994	\$1,116,530
101 Certified Administrative (0.45)	\$59,023	\$70,245
122 Paraprofessional (20.00)	507,125	429,594
123 Support Staff (6.45)	253,098	236,268
129 Other Non-Certified (3.00)	152,748	213,423
139 Other Temporary	649,000	167,000
<u>Benefits</u>	550,608	481,647
210 Health Insurance	364,870	346,840
220 FICA	120,348	81,059
250 Unemployment Comp.	10,537	6,699
260 Workers' Comp.	21,073	14,515
270 Retirement Benefits	33,780	32,534
<u>Professional/Tech Services</u>	755,476	636,716
311 CREC Supervision	67,065	89,737
312 CREC Support	67,065	89,737
314 Computer Services	3,500	3,504
320 Professional Education Consultant	615,000	450,000
322 External Staff Development	700	-
32210 CREC Staff Development	2,146	3,738
<u>Property Services</u>	52,875	57,928
44110 Operating Facility/Rent Internal	52,875	57,928
<u>Other Services</u>	13,547	24,078
522 Liability Insurance	3,347	4,478
531 Postage	300	600
532 Telephone	1,600	2,000
540 Advertising	2,000	6,000
550 Printing	1,000	-
551 Copying	600	4,000
581 Travel	3,000	5,000
591 Workshop Expenses	700	2,000
592 Other Purchased Services	1,000	-
<u>Supplies</u>	6,000	6,000
611 Instructional Supplies	3,000	3,000
616 Office Supplies	3,000	3,000
<u>Property</u>	-	100,000
739 Other Capital Outlay *	-	100,000
<u>Other Objects</u>	500	-
810 Dues & Fees	500	-
Total	\$3,000,000	\$2,422,899

* Software

CREC
Council Meeting
4/19/17

Attachment P

CT Technical High School System Events Management Service: 2017-2018
Special Revenue Fund
Division of Technical Assistance & Brokering Services

CREC has a contract by the Connecticut State Department of Education (SDE) to coordinate the professional development activities of the 16 technical high schools statewide. Through this contract, TABS coordinates various events for CTHSS ranging from small scale, single day, 50-person events to large, complex professional development conferences for over 1,200 attendees. TABS also coordinates the logistical responsibilities including seeking event locations, negotiating with vendors for discounted pricing, processing presenter contracts and payments, invoicing, budgeting and forecasting, online participant registrations, technical assistance, and other related services.

Revenue:

SDE Contract	\$596,709
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Staffing:

Delete 0.25 other non-certified position

RECOMMENDED ACTION:

(1) Adopt a 2017-2018 CT Technical High School System Events Management Service program budget of \$596,709 and open an appropriate account with revenue as set forth above.

(2) Delete 0.25 other non-certified position bringing the current roster to 0.75 fte.

(Budget on Reverse)

Connecticut Technical High School System Events Management Services: 2017-2018

Special Revenue Fund # 31100

Division of Technical Assistance & Brokering Services

	<u>2016-2017</u>	<u>2017-2018</u>
<u>Salaries</u>	\$74,712	\$49,473
101 Certified Administrative (0.10)	\$15,952	\$15,610
129 Other Non Certified (0.75)	58,760	33,863
<u>Benefits</u>	20,457	14,870
210 Health Insurance	12,100	9,860
220 FICA	4,726	2,817
250 Unemployment Comp.	486	297
260 Workers' Comp.	971	643
270 Retirement Benefits	2,174	1,253
<u>Professional/Tech Services</u>	391,602	403,090
311 CREC Supervision	22,222	22,100
312 CREC Support	22,222	22,100
314 Computer Services	1,267	784
315 Management Services	8,000	8,000
320 Professional Education Consultant	337,109	350,000
322 External Staff Development	644	
32210 CREC Staff Development	138	106
<u>Property Services</u>	4,120	9,173
44110 Operating Facility/Rent Internal	4,120	9,173
<u>Other Services</u>	107,109	116,103
522 Liability Insurance	1,109	1,103
532 Telephone	1,000	1,000
551 Copying	1,000	
581 Travel	1,000	1,000
591 Workshop Expenses	103,000	113,000
<u>Supplies</u>	2,000	4,000
611 Instructional Supplies	1,000	3,000
616 Office Supplies	1,000	1,000
 Total	 \$600,000	 \$596,709

CREC
Council Meeting
4/19/17

Attachment Q

Special Services Support Team: 2017-2018
Special Revenue Fund
Division of Technical Assistance & Brokering Services

TABS provides a wide variety of consultation, technical assistance, and staff development services to educational organizations on special and general education initiatives such as inclusion, paraprofessional training, Positive Behavior Intervention Supports, Scientific Research Based Interventions, on-line learning and leadership.

TABS offers publishing services and product development for CREC.

Revenue:

Provision of Services	\$2,351,692
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Staffing:

Create 0.06 certified administrative position
Delete 0.34 other certified position
Delete 0.25 support staff position
Delete 1.00 other non-certified position

RECOMMENDED ACTION:

- (1) Adopt a 2017-2018 Special Services Support Team program budget of \$2,351,692 and open an appropriate account with revenue as set forth above.
- (2) Create 0.06 certified administrative position bringing the current roster to 1.20 ftes.
- (3) Delete 0.34 other certified position bringing the current roster to 9.45 ftes.
- (4) Delete 0.25 support staff position bringing the current roster to 1.65 ftes.
- (5) Delete 1.00 other non-certified position bringing the current roster to 2.00 ftes.

(Budget on Reverse)

Special Services Support Team: 2017 - 2018
Special Revenue Fund #307; and former #740
Division of Technical Assistance & Brokering Services

	<u>2016-2017</u>	<u>2017-2018</u>
<u>Salaries</u>	\$1,638,159	\$1,410,793
101 Certified Administrative (1.20)	\$138,100	\$158,760
102 Other Certified (9.45)	900,663	867,567
123 Support Staff (1.65)	89,460	80,212
129 Other Non-Certified (2.00)	232,186	135,304
139 Other Temporary	277,750	168,950
<u>Benefits</u>	276,964	244,953
210 Health Insurance	174,130	165,880
220 FICA	60,802	44,294
250 Unemployment Comp.	10,044	8,464
260 Workers' Comp.	20,087	18,340
270 Retirement Benefits	11,901	7,975
<u>Professional/Tech Services</u>	1,015,218	319,171
311 CREC Supervision	92,749	87,099
312 CREC Support	92,749	87,098
314 Computer Services	5,034	13,185
320 Professional Education Consultant	763,405	59,000
322 External Staff Development	6,300	8,000
32210 CREC Staff Development	1,981	1,789
334 Stipends	53,000	63,000
<u>Property Services</u>	40,868	48,422
411 Safety & Security		3,500
423 Custodial Services		1,500
44110 Operating Facility/Rent Internal	40,868	43,422
<u>Other Services</u>	295,262	290,503
522 Liability Insurance	4,662	4,347
531 Postage	2,050	1,600
532 Telephone	900	2,250
540 Advertising	2,650	2,500
550 Printing	3,250	2,450
551 Copying	2,800	2,700
581 Travel	60,250	50,950
591 Workshop Expenses	14,100	18,000
59101 Parent Workshop	100	200
592 Other Purchased Services	204,500	205,506
<u>Supplies</u>	36,977	26,850
611 Instructional Supplies	23,600	13,250
612 Food - Instructional Supplies	500	500
616 Office Supplies	6,952	4,050
641 Texts/Workbooks	1,200	2,100
643 Computer Software	4,725	6,950
<u>Property Services</u>	9,600	7,900
733 Equipment < \$1,000	9,600	3,900
735 Equipment < \$1,000		4,000
<u>Other Objects</u>	2,950	3,100
810 Dues & Fees	2,950	3,100
Total	\$3,315,998	\$2,351,692

CREC
Council Meeting
4/19/17

Attachment R

Internal Staff Development: 2017-2018
Internal Service Fund

The purpose of Internal Staff Development is to provide high quality, ongoing staff development that is current and relevant. It is critical that professional staff remain abreast of the information and research about educational strategies and practices, and that all staff are provided with opportunities to develop skills that enhance their performance and overall effectiveness. Internal Staff Development also funds training for staff based on statutory requirements, identified needs, and CREC's strategic plan. This program also supports activities associated with Fallstaff, monthly orientation sessions for new CREC employees, and the annual Teacher Academy program. Each CREC program budget includes funding for a portion of the costs of staff development.

Revenue:

Internal Charges	\$250,000
Provision of Services	<u>121,094</u>
	\$371,094

Staffing:

Create 0.05 certified administrative position
Delete 0.05 other non-certified position

RECOMMENDED ACTION:

- (1) Adopt a 2017-2018 Internal Staff Development program budget of \$371,094 and open an appropriate account with revenue as set forth above.
- (2) Create 0.05 certified administrative position bringing the current roster to 0.15 fte.
- (3) Delete 0.05 other non-certified position bringing the current roster to 0.25 fte.

(Budget on Reverse)

Internal Staff Development: 2017 - 2018
Internal Service Fund #805

	<u>2016 - 2017</u>	<u>2017 - 2018</u>
<u>Salaries</u>	\$66,048	\$69,202
102 Other Certified (0.15)	\$11,146	\$18,375
123 Support Staff (0.35)	16,856	17,107
129 Other Non-Certified (0.25)	28,046	23,720
139 Other Temporary	10,000	10,000
<u>Benefits</u>	15,366	15,491
210 Health Insurance	8,250	8,700
220 FICA	4,362	4,155
250 Unemployment Insurance	364	355
260 Worker's Comp	729	770
270 Retirement Benefits	1,661	1,511
<u>Professional/Tech Services</u>	87,434	87,786
314 Computer Services	340	692
320 Professional Education Consultant	21,000	21,000
32210 CREC Staff Development	94	94
333 Other Consultants	66,000	66,000
<u>Property Services</u>	20,600	25,653
44110 Operating Facility/Rent Internal	20,600	25,653
<u>Other Services</u>	164,144	164,127
522 Liability Insurance	410	427
550 Printing	500	500
551 Copying	5,034	5,200
591 Workshop Expenses	120,200	120,000
592 Other Purchased Services	38,000	38,000
<u>Supplies</u>	8,835	8,835
611 Instructional Supplies	6,735	6,735
616 Office Supplies	900	900
641 Text/Workbooks	1,200	1,200
Total	\$362,427	\$371,094

CREC
Council Meeting
4/19/17

Attachment S

CREC Office for Regional Efficiencies (CORE): 2017-2018
Enterprise Fund

The CREC Office for Regional Efficiencies (CORE) works with school districts and municipalities to create savings through regional partnerships and purchases of services. CORE negotiates with vendors/service providers to obtain discounts based on the volume of purchasing achievable through regionalization. CORE collaborates with other CREC Divisions to harness the divisions' content area expertise and provides a well-informed menu of options to participating districts/municipalities. Regional services can include transportation, facilities management, security, technology, food services, adult education, and others.

The Cooperative Purchasing program develops and administers locally-bid programs for school supplies, paper and shredding. In addition, CREC sponsors competitively-bid programs, nationally, to complement its in-state offerings. These local and national purchasing programs are available to all public and private schools, towns and municipalities, libraries and non-profit organizations in CT and throughout New England. Annually, over \$30 million is purchased through these programs.

CORE has also established a captive insurance company to help self-insured towns and school districts save money on medical stop loss insurance. An analysis to date indicates premiums could be immediately stabilized, enabling members to contain costs and experience future savings. The cooperative is also looking at other healthcare programs and services as a way to focus on employee health and to reduce healthcare costs utilizing joint collaboratives.

Revenue:

Provision of Services	\$735,568
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Staffing:

No action necessary

RECOMMENDED ACTIONS: Adopt a 2017-2018 CREC Office for Regional Efficiencies (CORE) budget of \$735,568 and open an appropriate account with revenue as set forth above.

(Budget on Reverse)

CREC Office for Regional Efficiencies (CORE): 2017-2018
Enterprise Fund #704 (#70400, 70401 and 70403)
Division of Technical Assistance & Brokering Services

	<u>2016-2017</u>	<u>2017-2018</u>
<u>Salaries</u>	\$303,725	\$306,263
121 Non-Certified Administrative (1.00)	\$146,016	\$146,027
129 Other Non-Certified (2.00)	152,709	155,236
139 Other Temporary	5,000	5,000
<u>Benefits</u>	73,210	76,354
210 Health Insurance	33,000	35,960
220 FICA	23,235	23,429
250 Unemployment Comp.	1,975	1,838
260 Workers' Comp.	3,948	3,981
270 Retirement Benefits	11,052	11,146
<u>Professional/Tech Services</u>	307,688	203,836
311 CREC Supervision	21,006	19,313
312 CREC Support	21,006	19,313
314 Computer Services	3,801	2,822
320 Professional Education Consultant	20,000	20,000
322 External Staff Development	9,500	7,000
32210 CREC Staff Development	375	388
333 Other Consultants	232,000	135,000
<u>Property Services</u>	11,300	33,000
430 Maintenance & Repair	1,000	1,000
44110 Operating Facility/Rent Internal	10,300	32,000
<u>Other Services</u>	92,837	65,415
522 Liability Insurance	1,562	1,390
531 Postage	5,500	1,750
532 Telephone	4,200	2,500
540 Advertising	7,500	3,250
550 Printing	7,000	3,250
551 Copying	3,000	1,450
581 Travel	19,500	11,500
591 Workshop Expenses	4,500	2,250
592 Other Purchased Services	40,075	38,075
<u>Supplies</u>	3,700	2,000
616 Office Supplies	3,700	2,000
<u>Property</u>	6,000	26,750
735 Equipment <\$1,000	6,000	1,750
739 Other Capital Outlay	-	25,000
<u>Other Objects</u>	25,950	21,950
810 Dues & Fees	15,950	11,950
830 Interest	10,000	10,000
Total	\$824,410	\$735,568

CREC
Council Meeting
4/19/17

Attachment T

Department of Correction – Professional Development, GED & Special
Education Services: 2017-2018
Special Revenue Fund
Division of Technical Assistance & Brokering Services

CREC is in negotiations with the State Department of Correction to provide a comprehensive program of professional development and training, GED and special education services, as well as ongoing support services in the areas of data management and vocational curriculum development. These services will be provided to the faculty and administrators of the Unified School District #1 and to the inmates of the Department of Correction's educational programs.

Revenue:

Department of Correction \$53,741

Staffing:

Delete 0.12 other certified position

RECOMMENDED ACTION:

- (1) Adopt a 2017-2018 Department of Correction – Professional Development, GED and Special Education Services program budget of \$53,741 and open an appropriate account with revenue as set forth above.
- (2) Delete 0.12 other certified position bringing the current roster to 0.00 fte.

(Budget on Reverse)

Department of Correction - Professional Development, GED & Special Education Services: 2017-2018
Special Revenue Fund # 34901
Division of Technical Assistance & Brokering Services

	<u>2016 - 2017</u>	<u>2017 - 2018</u>
<u>Salaries</u>	\$14,329	\$25,867
102 Other Certified (0.00)	\$ 12,009	\$ -
123 Support Staff (0.05)	2,320	2,367
139 Other Temporary	-	23,500
<u>Benefits</u>	2,587	3,138
210 Health Insurance	1,870	580
220 FICA	352	1,979
250 Unemployment Comp.	93	155
260 Workers' Comp.	186	336
270 Retirement Benefits	86	88
<u>Professional/Tech Services</u>	46,446	19,447
311 CREC Supervision	2,539	1,990
312 CREC Support	2,539	1,990
314 Computer Services	1,267	461
320 Professional Education Consultant	40,000	15,000
322 External Staff Development	80	-
32210 CREC Staff Development	21	6
<u>Property Services</u>	3,090	3,090
44110 Operating Facility/Rent	3,090	3,090
<u>Other Services</u>	1,902	1,899
522 Liability Insurance	127	99
532 Telephone	25	-
581 Travel	250	300
591 Workshop Expenses	1,500	1,500
<u>Supplies</u>	200	300
616 Office supplies	200	300
 Total	 \$68,554	 \$53,741

CREC
Council Meeting
4/19/17

Attachment U

Interdistrict Grants Office: 2017-2018
General Fund #11200
Division of Choice Programs

The Interdistrict Cooperative Grants Office will provide leadership, coordination, and technical assistance for Interdistrict Grant projects funded by the State Department of Education (SDE).

	<u>2016 - 2017</u>		<u>2017 - 2018</u>	
<u>Salaries</u>		\$19,453		\$13,569
123 Support Staff (0.25)	\$16,398		\$10,453	
129 Other Non-Certified (0.05)	3,055		3,116	
<u>Benefits</u>		7,528		5,277
210 Health Insurance	4,950		3,480	
220 FICA	1,488		1,038	
250 Unemployment Comp.	156		81	
260 Workers' Comp.	253		176	
270 Retirement Benefits	681		502	
<u>Professional/Tech Services</u>		1,323		315
314 Computer Services	1,267		277	
32210 CREC Staff Development	56		38	
<u>Other Services</u>		57		38
522 Liability Insurance	57		38	
Total	<hr/> \$28,361		<hr/> \$19,199	

Revenue:

Interdistrict Programs \$19,199

Staffing:

Delete 0.15 support staff position

RECOMMENDED ACTION:

- (1) Adopt a 2017-2018 Interdistrict Cooperative Grants Office program budget of \$19,199 and open an appropriate account with revenue as set forth above.
- (2) Delete 0.15 support staff position bringing the current roster to 0.25 fte.

CREC
Council Meeting
4/19/17

Attachment

Leadership Budget 2017-2018

The Capitol Region Education Council Leadership Budget is presented to the CREC Council at the April meeting for first review and modification, if necessary. The Leadership Budget is adopted at the CREC Council Annual Meeting in May.

Composition:

The CREC Leadership Budget represents the administrative and infrastructure costs associated with the management and operation of CREC's direct service programs. A primary goal of the leadership budget is to minimize costs to CREC's districts. The 2017 - 2018 Leadership Budget is \$7,182,995 and is \$172,660 or 2.3% less than the previous year's budget. The budgets below comprise the leadership budget:

1. Executive Offices
2. Office of Finance and Operations
3. Human Resources Office
4. Communications Office
5. Grants Office

Funding Sources:

Support for this budget is derived from the following sources:

1. Membership Dues
2. Interest Income
3. Supervision and Support Revenue

2017 - 2018 Leadership Budget Highlights:

1. Containment of the Leadership Budget, typically, within a range of 1.5% - 3% of the total CREC budget. This year's Leadership Budget represents 1.7% of the total CREC budget and 2.4% without capital projects.
2. Continued infrastructure support of Executive Offices, Office of Finance and Operations, Human Resources Office, Communications and the Grants Office. Net decrease of 2.96 FTEs. This includes the reduction of 2.76 FTEs in professional and support staff positions in the Office of Finance and Operations and the Grants Office.
3. An ongoing consideration in the Leadership Budget is the support and management of growth of direct services. The CREC operating budget is over \$420 million and the workforce is approximately 2,400 employees.

Leadership Budget Overview
2016-17 Approved Budget Vs. 2017 -18 Requested Budget

<u>Expenditure Summary:</u>	<u>2016-17 Approved</u>	<u>2017-18 Requested</u>	<u>Increase / (Decrease)</u>	
			<u>\$ Amount</u>	<u>%</u>
Executive Offices	\$ 645,382	\$ 639,836	\$ (5,546)	-0.9%
Office of Finance and Operations	4,263,737	4,102,824	(160,913)	-3.8%
Human Resources Office	1,143,210	1,185,233	42,023	3.7%
Communications Office	1,030,988	1,034,073	3,085	0.3%
Grants Office	272,338	221,029	(51,309)	-18.8%
Total Expenditures	<u>\$ 7,355,655</u>	<u>\$ 7,182,995</u>	<u>\$ (172,660)</u>	<u>-2.3%</u>

<u>Revenue Summary:</u>	<u>2016-17 Approved</u>	<u>2017-18 Requested</u>	<u>Increase (Decrease)</u>	
			<u>\$ Amount</u>	<u>%</u>
Local Revenue:				
Membership Dues	\$ 28,101	\$ 28,000	\$ (101)	-0.4%
Interest & Other Income	65,000	55,000	(10,000)	-15.4%
Supervision	3,631,277	3,549,998	(81,279)	-2.2%
Support	3,631,277	3,549,997	(81,280)	-2.2%
State Revenue:				
10-66 Grant - Unrestricted	-	-	-	-
Total Revenue	<u>7,355,655</u>	<u>7,182,995</u>	<u>(172,660)</u>	<u>-2.3%</u>
Surplus / (Deficit)	<u>\$ 0</u>	<u>\$ (0)</u>	<u>\$ (0)</u>	<u>0.0%</u>

TOTAL LEADERSHIP BUDGET REQUEST
2016-17 Approved Budget Vs. 2017 -18 Requested Budget

Code	Description	2016-17		2017-18		Increase / (Decrease)		
		Approved	FTE	Requested	FTE	\$ Amount	FTE	%
<u>(100) SALARIES</u>		\$	4,520,347	\$	4,451,084	\$	(69,263)	-1.5%
101	Administration		463,565		469,052		5,487 (0.19)	1.2%
121	Non-Certified Admin.		1,058,875		1,080,238		21,363 (0.90)	2.0%
123	Support Staff		944,164		980,881		36,717 1.00	3.9%
129	Other Non-Certified		1,995,242		1,862,412		(132,830) (2.87)	-6.7%
139	Other Temporary		58,500		58,500		-	0.0%
<u>(200) BENEFITS</u>		\$	1,202,768	\$	1,159,707	\$	(43,062)	-3.6%
210	Health		609,620		608,536		(1,084) (2.96)	-0.2%
220	FICA		317,065		311,427		(5,638)	-1.8%
250	Unemployment		29,382		26,707		(2,676)	-9.1%
260	Worker's Comp.		58,765		57,865		(899)	-1.5%
270	Retirement Benefits		187,936		155,172		(32,765)	-17.4%
<u>(300) PROF/TECH SERVICES</u>		\$	406,307	\$	492,631	\$	86,324	21.2%
314	Computer Services		63,629		59,320		(4,309)	-6.8%
320	Professional Education Consultant		60,000		75,000		15,000	25.0%
32200	External Staff Development		14,250		17,250		3,000	21.1%
322	CREC Staff Development		6,928		6,561		(368) (2.96)	-5.3%
331	Audit		67,000		65,000		(2,000)	-3.0%
333	Other Consultants		192,000		242,000		50,000	26.0%
341	Clerical Services				25,000		25,000	100.0%
343	Auto Repair		2,500		2,500		-	0.0%
<u>(400) PROPERTY SERVICES</u>		\$	638,354	\$	492,777	\$	(145,577)	-22.8%
430	Maintenance & Repairs		500		500		-	0.0%
441	Operating/Facility		630,854		484,027		(146,827)	-23.3%
442	Equipment Rental		7,000		8,250		1,250	17.9%
<u>(500) OTHER PURCHASED SERV.</u>		\$	315,371	\$	295,478	\$	(19,893)	-6.3%
521	Property Insurance		11,848		11,521		(326)	-2.8%
522	Liability Ins.		4,425		4,407		(19)	-0.4%
523	Auto Insurance		34,450		28,450		(6,000)	-17.4%
531	Postage		36,000		37,500		1,500	4.2%
532	Telephone		13,000		13,500		500	3.8%
540	Advertising		37,550		39,750		2,200	5.9%
550	Printing		37,498		13,400		(24,098)	-64.3%
551	Copying-Copy Ctr		56,150		56,500		350	0.6%
581	Travel - All		45,950		51,950		6,000	13.1%
591	Workshop Expenses		37,750		37,750		-	0.0%
592	Other Purch. Serv.		750		750		-	0.0%
<u>(600) SUPPLIES</u>		\$	54,121	\$	54,969	\$	848	1.6%
614	Other		44,650		42,498		(2,152)	-4.8%
616	Office Supplies		9,471		12,471		3,000	31.7%
<u>(700) PROPERTY</u>		\$	166,787	\$	183,000	\$	16,213	9.7%
733	Equipment		26,750		18,000		(8,750)	-32.7%
739	Other Capital Outlay & Leases		140,037		165,000		24,963	17.8%
<u>(800) OTHER OBJECTS</u>		\$	51,600	\$	53,350	\$	1,750	3.4%
810	Dues & Fees		51,600		53,350		1,750	3.4%
TOTAL		\$	7,355,655	\$	7,182,995	\$	(172,660)	-2.3%
Dollar Increase / (Decrease)				\$	(172,660)			
Percentage Increase / (Decrease)					-2.3%			

EXECUTIVE OFFICES BUDGET REQUEST
2016-17 Approved Budget Vs. 2017 -18 Requested Budget

#101 & #102

<u>Code</u>	<u>Description</u>	<u>2016-17</u>		<u>2017-18</u>		<u>Increase / (Decrease)</u>		
		<u>Approved</u>	<u>FTE</u>	<u>Requested</u>	<u>FTE</u>	<u>\$ Amount</u>	<u>FTE</u>	<u>%</u>
<u>(100) SALARIES</u>		\$ 417,071		\$ 452,732		\$ 35,661		8.6%
101 Administration		417,071	2.00	452,732	2.00	35,661	0.00	8.6%
<u>(200) BENEFITS</u>		\$ 76,180		\$ 48,367		\$ (27,814)		-36.5%
210 Health		22,000	2.00	23,200	2.00	1,200	0.00	5.5%
220 FICA		6,048		6,565		517		8.6%
250 Unemployment		2,711		2,716		5		0.2%
260 Worker's Comp.		5,422		5,886		464		8.6%
270 Retirement Benefits		40,000		10,000		(30,000)		-75.0%
<u>(300) PROF/TECH SERVICES</u>		\$ 12,892		\$ 12,910		\$ 18		0.1%
314 Computer Services		10,142		9,410		(732)		-7.2%
32200 External Staff Development				750		750		100.0%
32210 CREC Staff Development		250	2.00	250	2.00			0.0%
343 Auto Repair		2,500		2,500				0.0%
<u>(400) PROPERTY SERVICES</u>		\$ 119,000		\$ 101,000		\$ (18,000)		-15.1%
441 Operating/Facility		112,000		93,500		(18,500)		-16.5%
442 Equipment Rental		7,000		7,500		500		7.1%
<u>(500) OTHER PURCHASED SERV.</u>		\$ 11,988		\$ 16,827		\$ 4,839		40.4%
522 Liability Ins.		1,288		1,277		(11)		-0.9%
523 Auto Insurance		1,600		1,600		-		0.0%
531 Postage		200		200				0.0%
532 Telephone		4,000		5,250		1,250		31.3%
551 Copying-Copy Ctr		1,000		750		(250)		-25.0%
581 Travel - All		1,150		6,000		4,850		421.7%
591 Workshop Expenses		2,750		1,750		(1,000)		-36.4%
<u>(600) SUPPLIES</u>		\$ 3,500		\$ 3,000		\$ (500)		-14.3%
616 Office Supplies		3,500		3,000		(500)		-14.3%
<u>(700) PROPERTY</u>		\$ 1,750		\$ 1,500		\$ (250)		-14.3%
733 Equipment		1,750		1,500		(250)		-14.3%
<u>(800) OTHER OBJECTS</u>		\$ 3,000		\$ 3,500		\$ 500		16.7%
810 Dues & Fees		3,000		3,500		500		16.7%
Total		\$ 645,382		\$ 639,836		\$ (5,546)		-0.9%

Dollar Increase / (Decrease)

(\$5,546)

Percentage Increase / (Decrease)

-0.9%

OFFICE OF FINANCE AND OPERATIONS BUDGET REQUEST
2016-17 Approved Budget Vs. 2017 -18 Requested Budget

#10300 - 10305

Code	Description	2016-17		2017-18		Increase / (Decrease)		
		Approved	FTE	Requested	FTE	\$ Amount	FTE	%
<u>(100) SALARIES</u>		\$ 2,464,288		\$ 2,411,029		\$ (53,259)		-2.2%
	121 Non-Certified Admin.	620,998	3.65	633,604	3.65	12,606	0.00	2.0%
	123 Support Staff	596,379	12.00	607,495	12.00	11,116	0.00	1.9%
	129 Other Non-Certified	1,193,411	15.96	1,116,430	14.08	(76,981)	(1.88)	-6.5%
	139 Other Temporary	53,500		53,500		-		0.0%
<u>(200) BENEFITS</u>		\$ 673,481		\$ 662,352		\$ (11,129)		-1.7%
	210 Health	347,710	31.61	344,868	29.73	(2,842)	(1.88)	-0.8%
	220 FICA	188,518		184,444		(4,073)		-2.2%
	250 Unemployment	16,018		14,466		(1,552)		-9.7%
	260 Worker's Comp.	32,036		31,344		(691)		-2.2%
	270 Retirement Benefits	89,199		87,230		(1,970)		-2.2%
<u>(300) PROF/TECH SERVICES</u>		\$ 353,493		\$ 409,335		\$ 55,842		15.8%
	314 Computer Services	29,042		27,119		(1,923)		-6.6%
	320 Prof/Ed Consultants	60,000		75,000		15,000		25.0%
	32200 External Staff Development	8,500		8,500		-		0.0%
	322 CREC Staff Development	3,951	31.61	3,716	29.73	(236)	(1.88)	-6.0%
	331 Audit	67,000		65,000		(2,000)		-3.0%
	333 Other Consultants	185,000		205,000		20,000		10.8%
	341 Clerical Services	-		25,000		25,000		100.0%
<u>(400) PROPERTY SERVICES</u>		\$ 337,938		\$ 187,930		\$ (150,008)		-44.4%
	441 Operating/Facility	337,938		187,180		(150,758)		-44.6%
	442 Equipment Rental	-		750		750		100.0%
<u>(500) OTHER PURCHASED SERV.</u>		\$ 214,249		\$ 194,330		\$ (19,919)		-9.3%
	522 Liability Ins.	8,501		8,180		(321)		-3.8%
	531 Postage	32,750		27,750		(5,000)		-15.3%
	532 Telephone	21,500		18,750		(2,750)		-12.8%
	540 Advertising	4,000		4,500		500		12.5%
	550 Printing	27,750		31,750		4,000		14.4%
	551 Copying-Copy Ctr	29,498		7,150		(22,348)		-75.8%
	581 Travel - All	32,000		28,000		(4,000)		-12.5%
	591 Workshop Expenses	32,500		42,500		10,000		30.8%
	592 Other Purch. Serv.	25,750		25,750		-		0.0%
<u>(600) SUPPLIES</u>		\$ 29,150		\$ 25,498		\$ (3,652)		-12.5%
	616 Office Supplies	29,150		25,498		(3,652)		-12.5%
<u>(700) PROPERTY</u>		\$ 153,037		\$ 175,500		\$ 22,463		14.7%
	733 Equipment	13,000		10,500		(2,500)		-19.2%
	739 Other Capital Outlay & Leases	140,037		165,000		24,963		17.8%
<u>(800) OTHER OBJECTS</u>		\$ 38,100		\$ 36,850		\$ (1,250)		-3.3%
	810 Dues & Fees	38,100		36,850		(1,250)		-3.3%
	Total	\$ 4,263,737		\$ 4,102,824		\$ (160,913)		-3.8%
	Dollar Increase / (Decrease)			(160,913)				
	Percentage Increase / (Decrease)			-3.8%				

HUMAN RESOURCES OFFICE BUDGET REQUEST
2016-17 Approved Budget Vs. 2017 -18 Requested Budget

#104

Code	Description	2016-17	2017-18		Increase / (Decrease)			
		Approved	FTE	Requested	FTE	\$ Amount	FTE	%
<u>(100) SALARIES</u>		\$ 776,253		\$ 802,901		\$ 26,648		3.4%
	121 Non-Certified Admin.	314,877	2.00	321,174	2.00	6,297	0.00	2.0%
	123 Support Staff	217,592	4.47	233,162	4.47	15,570	0.00	7.2%
	129 Other Non-Certified	238,784	3.00	243,565	3.00	4,781	0.00	2.0%
	139 Other Temporary	5,000		5,000				0.0%
<u>(200) BENEFITS</u>		\$ 207,227		\$ 216,051		\$ 8,825		4.3%
	210 Health	104,170	9.47	109,852	9.47	5,682	0.00	5.5%
	220 FICA	59,383		61,422		2,039		3.4%
	250 Unemployment	5,046		4,817		(228)		-4.5%
	260 Worker's Comp.	10,091		10,438		346		3.4%
	270 Retirement Benefits	28,536		29,522		986		3.5%
<u>(300) PROF/TECH SERVICES</u>		\$ 19,948		\$ 19,414		\$ (534)		-2.7%
	314 Computer Services	11,764		11,230		(534)		-4.5%
	32200 External Staff Development	5,000		5,000		-		0.0%
	32210 CREC Staff Development	1,184	9.47	1,184	9.47		0.00	0.0%
	333 Other Consultants	2,000		2,000				0.0%
<u>(400) PROPERTY SERVICES</u>		\$ 75,250		\$ 92,250		\$ 17,000		22.6%
	430 Maintenance & Repairs	250		250				0.0%
	441 Operating/Facility	75,000		92,000		17,000		22.7%
<u>(500) OTHER PURCHASED SERV.</u>		\$ 45,532		\$ 38,116		\$ (7,416)		-16.3%
	522 Liability Ins.	2,282		2,366		84		3.7%
	531 Postage	6,000		6,000				0.0%
	532 Telephone	5,000		5,000				0.0%
	540 Advertising	500		500				0.0%
	550 Printing	5,000		3,500		(1,500)		-30.0%
	551 Copying-Copy Ctr	18,000		15,000		(3,000)		-16.7%
	581 Travel - All	7,000		4,000		(3,000)		-42.9%
	591 Workshop Expenses	1,000		1,000				0.0%
	592 Other Purch. Serv.	750		750				0.0%
<u>(600) SUPPLIES</u>		\$ 7,000		\$ 10,000		\$ 3,000		42.9%
	616 Office Supplies	7,000		10,000		3,000		42.9%
<u>(700) PROPERTY</u>		\$ 9,000		\$ 4,500		\$ (4,500)		-50.0%
	733 Equipment	9,000		4,500		(4,500)		-50.0%
<u>(800) OTHER OBJECTS</u>		\$ 3,000		\$ 2,000		\$ (1,000)		-33.3%
	810 Dues & Fees	3,000		2,000		(1,000)		-33.3%
	Total	\$ 1,143,210		\$ 1,185,233		\$ 42,023		3.7%
	Dollar Increase / (Decrease)			\$ 42,023				
	Percentage Increase / (Decrease)			3.7%				

COMMUNICATIONS OFFICE BUDGET REQUEST
2016-17 Approved Budget Vs. 2017 -18 Requested Budget

#105

Code	Description	2016-17		2017-18		Increase / (Decrease)		
		Approved	FTE	Requested	FTE	\$ Amount	FTE	%
<u>(100) SALARIES</u>		\$ 674,926		\$ 664,923		\$ (10,003)		-1.5%
121	Non-Certified Admin.	123,000	1.00	125,460	1.00	2,460	0.00	2.0%
123	Support Staff	91,583	2.00	96,297	2.00	4,714	0.00	5.1%
129	Other Non-Certified	460,343	6.60	443,166	6.40	(17,177)	-0.20	-3.7%
<u>(200) BENEFITS</u>		\$ 195,365		\$ 197,142		\$ 1,777		0.9%
210	Health	105,600	9.60	109,040	9.40	3,440	-0.20	3.3%
220	FICA	51,632		50,867		(765)		-1.5%
250	Unemployment	4,387		3,990		(397)		-9.1%
260	Worker's Comp.	8,774		8,644		(130)		-1.5%
270	Retirement Benefits	24,972		24,602		(370)		-1.5%
<u>(300) PROF/TECH SERVICES</u>		\$ 13,389		\$ 14,494		\$ 1,105		8.3%
314	Computer Services	11,439		10,319		(1,120)		-9.8%
32200	External Staff Development	750		3,000		2,250		300.0%
32210	CREC Staff Development	1,200	9.60	1,175	9.40	(25)	-0.20	-2.1%
<u>(400) PROPERTY SERVICES</u>		\$ 90,250		\$ 93,750		\$ 3,500		3.9%
430	Maintenance & Repairs	250		250		-		0.0%
441	Operating/Facility	90,000		93,500		3,500		3.9%
<u>(500) OTHER PURCHASED SERV.</u>		\$ 37,058		\$ 39,764		\$ 2,706		7.3%
522	Liability Ins.	2,058		2,064		6		0.3%
531	Postage	1,500		500		(1,000)		-66.7%
532	Telephone	4,500		7,500		3,000		66.7%
540	Advertising	1,500		1,500		-		0.0%
550	Printing	9,300		7,500		(1,800)		-19.4%
551	Copying-Copy Ctr	2,000		2,000		-		0.0%
581	Travel - All	5,000		7,500		2,500		50.0%
591	Workshop Expenses	200		200		-		0.0%
592	Other Purch. Serv.	11,000		11,000		-		0.0%
<u>(600) SUPPLIES</u>		\$ 12,000		\$ 14,000		\$ 2,000		16.7%
616	Office Supplies	12,000		14,000		2,000		16.7%
<u>(700) PROPERTY</u>		\$ 3,000		\$ 1,500		\$ (1,500)		-50.0%
733	Equipment	3,000		1,500		(1,500)		-50.0%
<u>(800) OTHER OBJECTS</u>		\$ 5,000		\$ 8,500		\$ 3,500		70.0%
810	Dues & Fees	5,000		8,500		3,500		70.0%
Total		\$ 1,030,988		\$ 1,034,073		\$ 3,085		0.3%
Dollar Increase / (Decrease)				\$ 3,085				
Percentage Increase / (Decrease)				0.3%				

GRANTS OFFICE BUDGET REQUEST
2016-17 Approved Budget Vs. 2017 -18 Requested Budget

#109

Code	Description	2016-17		2017-18		Increase / (Decrease)		
		Approved	FTE	Requested	FTE	\$ Amount	FTE	%
<u>(100) SALARIES</u>		\$	187,808	\$	119,498	\$	(68,310)	-36.4%
101	Administration		46,494		16,320		(30,174)	-64.9%
123	Support Staff		38,610		43,927		5,317	13.8%
129	Other Non-Certified		102,704		59,251		(43,453)	-42.3%
<u>(200) BENEFITS</u>		\$	50,516	\$	35,794	\$	(14,722)	-29.1%
210	Health		30,140		21,576		(8,564)	-28.4%
220	FICA		11,485		8,130		(3,355)	-29.2%
250	Unemployment		1,221		717		(504)	-41.3%
260	Worker's Comp.		2,442		1,553		(888)	-36.4%
270	Retirement Benefits		5,229		3,818		(1,411)	-27.0%
<u>(300) PROF/TECH SERVICES</u>		\$	6,585	\$	36,478	\$	29,893	454.0%
314	Computer Services		1,242		1,242			0.0%
32210	CREC Staff Development		343		236		(107)	-31.2%
333	Other Consultants		5,000		35,000		30,000	600.0%
<u>(400) PROPERTY SERVICES</u>		\$	15,915	\$	17,847	\$	1,932	12.1%
441	Operating/Facility		15,915		17,847		1,932	12.1%
<u>(500) OTHER PURCHASED SERV.</u>		\$	6,544	\$	6,441	\$	(102)	-1.6%
522	Liability Ins.		544		441		(102)	-18.8%
532	Telephone		2,500		2,500			0.0%
581	Travel - All		3,500		3,500			0.0%
<u>(600) SUPPLIES</u>		\$	2,471	\$	2,471	\$		0.0%
616	Office Supplies		2,471		2,471			0.0%
<u>(800) OTHER OBJECTS</u>		\$	2,500	\$	2,500	\$		0.0%
810	Dues & Fees		2,500		2,500			0.0%
Total		\$	272,338	\$	221,029	\$	(51,309)	-18.8%
Dollar Increase / (Decrease)				\$	(51,309)			
Percentage Increase / (Decrease)					-18.8%			