

AGENDA
FINANCE & AUDIT COMMITTEE
CREC COUNCIL
Wednesday, March 9, 2016
11:30 – 1:00 pm
147 Charter Oak Avenue
HARTFORD, CT. 06106

Call to order

New Business:

Discussion re: March 16 Council meeting

- Review Council Exhibits
- Review of Leadership Budget 2016-2017
- Magnet Tuition 2016-2017

Adjournment

Lunch will be served.

CREC
Council Meeting
3/16/16
Attachment A

Connecticut State Department of Education Addendum to Agreement for Child Nutrition Programs (ED-099) Healthy Food Certification Statement; 2016-17

Background

Section 10-215e of the Connecticut General Statutes (C.G.S.) directs the Connecticut State Department of Education (CSDE) to develop and publish nutrition standards (hereinafter, Connecticut Nutrition Standards (CNS)) for food items offered for sale to students at school separate from reimbursable meals sold as part of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Section 10-215f of the C.G.S. requires that each participant in the NSLP, including each local and regional board of education, the Connecticut Technical High School System and the governing authority for each state charter school, interdistrict magnet school and endowed academy, must certify each year in its annual application to the CSDE, whether all food items made available for sale to students, will meet the CNS. Section 10-215b of the C.G.S. further provides additional funding to NSLP participants who annually certify compliance with the CNS.

Certification Statement

Pursuant to section 10-215f of the Connecticut General Statutes, Capitol Region Education Council hereby certifies that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will meet said standards during the period of July 1, 2016 through June 30, 2017. Such 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, whether or not school sponsored.

Additionally, pursuant to section 10-215f of the Connecticut General Statutes, Capitol Region Education Council hereby acknowledges that it will exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

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; 2016-17, pending funding in the approved 2016-17 State of Connecticut Adjusted Biennial Budget, by:

- 1) Certifying that all food items offered for sale to students in the school(s) under our jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will meet said standards during the period of July 1, 2016 through June 30, 2017. Such 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, whether or not school sponsored.
- 2) Acknowledging that it will exclude from certification food items that do not meet the Connecticut Nutrition Standards, provided that (1) such food is sold in connection with an event occurring after the end of the regular school day or on the weekend, (2) such sale is at the location of the event, and (3) such food is not sold from a vending machine or school store.

CREC
Council Meeting
3/16/16

Attachment B

CREC Medical Professions and Teacher Preparation: 2015 – 2016
Capital Projects Fund
Construction Division

The CREC Medical Professions and Teacher Preparation Academy has an approved construction grant for \$64,507,200.

The new school is located on 17.99 acres at 600 Slater Road, New Britain, Connecticut. The 146,791 square foot facility will accommodate 700 students in grades 6-12 and 36 students in Pre-K3 and Pre-K4.

The architect, Antinozzi Associates, has completed the final plans and the professional cost estimate for Phases 5.

The project is being reviewed in phases according to the Office of School Construction Grants (“SCG”) guidelines, as follows:

- Phase 1 of 5 – Site work, concrete and steel erection
- Phase 2 of 5 – Building Construction
- Phase 3 of 5 – Playground and Photo-Voltaic Array
- Phase 4 of 5 – Technology, Fixtures, Furniture and Equipment
- Phase 5 of 5 – Storage Building and Photovoltaic Storage

In addition to these five phases, the project also has “soft costs”, which include architectural design services, other professional services, site acquisition and contingency.

SCG must now complete a plan review in order for CREC to bid Phase 5. As part of the process, SCG requires the Council’s approval of the final plans and professional cost estimate for Phase 5.

RECOMMENDED ACTION: Approve the submission to SCG for Phases 5 – Storage Building and Photovoltaic Storage (final plans and the professional cost estimate) for the construction of the CREC Medical Professions and Teacher Preparation Academy project.

Medical Professions and Teacher Preparation

Capital Projects Fund #505

Construction Division

	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Soft Costs	Total
Architectural Design Services						2,750,000	2,750,000
Other Professional Services						1,900,000	1,900,000
Site Acquisition						1,800,000	1,800,000
Building Construction Costs	12,650,000	37,350,000			2,250,000		52,250,000
Playscape & Equipment			100,000				100,000
Photo-Voltaic Array			1,700,000				1,700,000
Furniture, Fixtures & Equipment				2,000,000			2,000,000
Technology				1,500,000			1,500,000
Contingency						507,200	507,200
	12,650,000	37,350,000	1,800,000	3,500,000	2,250,000	6,957,200	64,507,200

Council Approval 2/15/12 9/19/12 4/24/13 4/24/13 3/17/16

Design Phase Estimated Timeline

Start 10/2010 10/2010 8/2012 8/2012 9/2015
 Completion 3/2012 12/2012 5/2013 5/2013 1/2016

Construction/Installation Estimated Timeline

Start 9/2012 3/2013 8/2013 8/2013 5/2016
 Completion 7/2013 5/2014 5/2014 5/2014 8/2016

Estimated Occupancy 8/2014

CREC
Council Meeting
3/16/16

Attachment C

Discovery Academy: 2015 – 2016
Capital Projects Fund
Construction Division

The Discovery Academy has an approved school construction grant for \$52,046,374. The original school construction grant application was approved by the State in June 2011, and was revised in June 2015 to reflect final project costs.

The school opened in August, 2015 on 10.3 acres at 176 Cumberland Avenue, Wethersfield. The 68,000 square foot renovated facility, including the new construction, accommodates 480 students in grades Pre-K to 5. This school has a STEM theme.

The architect, Amenta/Emma, has completed the final plans and the professional cost estimates for Phase 5. The project has been reviewed in phases, according to the Department of Administrative Services' (DAS) guidelines, as follows:

- Phase 1 of 5 – Building Demolition and Sitework
- Phase 2 of 5 – Building Construction and Renovation
- Phase 3 of 5 – Furniture, Fixtures and Equipment
- Phase 4 of 5 – Playscape
- Phase 5 of 5 – Photovoltaic Array

In addition to these five phases, the project also has “soft costs”, which include architectural design services, other professional services, site acquisition and contingency.

DAS must complete a plan review in order for CREC to bid Phase 5. As part of the process, DAS requires the Council's approval of the final plans and professional cost estimates for Phase 5.

RECOMMENDED ACTION: Approve the submission to DAS of final plans and professional cost estimates Phase 5 – Photovoltaic Array for the Discovery Academy project.

CREC
Council Meeting
3/16/16

Attachment E

CREC Wide Area Network: 2016-2017
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	\$3,103,707
Universal Service Fund Reimbursement	200,000
Provision of Services	<u>100,000</u>
	\$3,403,707

Staffing:

Delete 0.50 non-certified administrative position

Delete 1.10 other non-certified positions

RECOMMENDED ACTION:

- (1) Adopt a 2015-2016 CREC Wide Area Network program budget of \$3,403,707 and open an appropriate account with revenue as set forth above.
- (2) Delete 0.50 non-certified administrative position bringing the current roster to 0.50 fte.
- (3) Delete 1.10 other non-certified positions bringing the current roster to 25.90 ftes.

(Budget on Reverse)

CREC Wide Area Network: 2016 - 2017
Internal Service Fund # 800

	<u>2015 - 2016</u>		<u>2016 - 2017</u>	
<u>Salaries</u>		\$2,032,271		\$1,949,133
121 Non-Certified Administrative (0.50)	\$147,362		\$85,170	
123 Support Staff (0.50)	30,417		31,329	
129 Other Non-Certified (25.90)	1,807,492		1,812,634	
139 Other Temporary	47,000		20,000	
<u>Benefits</u>		581,130		554,395
210 Health Insurance	313,500		295,900	
220 FICA	155,469		149,109	
250 Unemployment Comp.	16,258		12,669	
260 Workers' Comp.	26,420		25,339	
270 Retirement Benefits	69,483		71,378	
<u>Professional/Tech Services</u>		85,963		85,763
322 External Staff Development	14,400		14,400	
32210 CREC Staff Development	3,563		3,363	
333 Other Consultants	68,000		68,000	
<u>Property Services</u>		51,706		51,706
441 Operating Facility/Rent-External	24,000		24,000	
44110 Operating Facility/Rent-Internal	27,706		27,706	
<u>Purchased Services</u>		611,003		695,210
522 Liability Insurance	6,918		6,794	
532 Telephone	22,000		34,000	
540 Advertising	1,000		500	
550 Printing	100			
551 Copying	100		150	
581 Travel	8,000		6,000	
591 Workshop Expenses	6,000		4,000	
592 Other Purchased Services*	566,885		643,766	
<u>Supplies</u>		1,500		1,500
616 Office Supplies	1,500		1,500	
<u>Equipment</u>		63,000		65,000
733 Equipment > \$1,000	33,000		45,000	
735 Equipment < \$1,000	30,000		20,000	
<u>Other Objects</u>		38,127		1,000
810 Dues & Fees	1,000		1,000	
830 Interest	38,127			
Total		<hr/>		<hr/>
	\$3,465,700		\$3,403,707	

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

CREC
Council Meeting
3/16/16

Attachment F

Copy Center: 2016 - 2017
Internal Service Fund #80600

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

	<u>2015 - 2016</u>		<u>2016 - 2017</u>
<u>Salaries</u>		\$49,365	
123 Support Staff (1.0)	\$46,865		\$48,305
139 Other Temporary	2,500		2,500
		17,453	
<u>Benefits</u>			17,664
210 Health Insurance	11,000		11,000
220 FICA	3,776		3,887
250 Unemployment Insurance	395		330
260 Worker's Comp	642		660
270 Retirement Benefits	1,640		1,787
		125	
<u>Professional Services</u>			125
322 CREC Staff Development	125		125
		69,000	
<u>Property Services</u>			74,500
430 Maintenance & Repair	29,000		32,000
441 Operating Facility/Rent	15,000		15,000
442 Equipment Rental	25,000		27,500
		79,260	
<u>Other Services</u>			85,031
522 Liability Insurance	460		481
531 Postage	75,000		80,000
532 Telephone	300		300
550 Printing	2,500		3,000
551 Copying	1,000		1,250
		14,200	
<u>Supplies</u>			13,075
614 Other Materials & Supplies	14,000		13,000
616 Office Supplies	200		75
		1,000	
<u>Equipment</u>			1,000
735 Equipment < \$1,000	1,000		1,000
Total	\$230,403		\$242,200

Revenue:

Provision of Services \$242,200

Staffing:

No action necessary

RECOMMENDED ACTION: Adopt a 2016-2017 Copy Center budget of \$242,200 and open an appropriate account with revenue as set forth above.

CREC
Council Meeting
3/16/16

Attachment G

Central Office Facility Cost Center: 2016 – 2017
General Fund

The Central Office Facility Cost Center budget reflects operating costs for 108, 111 and 147 Charter Oak Avenue, 155 Wyllys Street, 206 Murphy Road 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	\$1,693,838
-----------------	-------------

Staffing:

No action necessary

RECOMMENDED ACTION: Adopt a 2016–2017 Central Office Facility Cost Center budget of \$1,693,838 and open an appropriate account with revenue as set forth above.

(Budget on Reverse)

Central Office Facility Cost Center: 2016-2017
 General Fund # 134

	<u>2015-2016</u>		<u>2016-2017</u>	
<u>Salaries</u>		\$170,442		\$177,469
123 Support Staff (4.00)	\$158,442		\$162,969	
139 Other Temporary	12,000		14,500	
<u>Benefits</u>		66,164		67,067
210 Health Insurance	44,000		44,000	
220 FICA	13,039		13,576	
250 Unemployment	1,363		1,154	
260 Worker's Comp.	2,216		2,307	
270 Retirement Benefits	5,546		6,030	
<u>Professional/Tech Services</u>		5,875		3,500
32210 CREC Staff Development	375		500	
34100 Clerical Services	5,500		3,000	
<u>Property Services</u>		1,001,495		1,061,972
411 Safety & Security	151,750		210,750	
423 Custodial Service	212,500		213,558	
430 Maintenance & Repair	134,500		135,046	
441 Operating Facility/Rent	299,245		285,450	
442 Equipment Rental	2,000		2,000	
450 Remodel/Renovation	47,500		50,000	
490 Other Property Services	154,000		165,168	
<u>Other Services</u>		64,116		56,280
521 Property Insurance	8,630		8,130	
522 Liability Insurance	3,536		3,400	
523 Auto Insurance	1,000		750	
532 Postage	400		150	
532 Telephone	41,000		34,000	
540 Advertising	1,000		1,000	
551 Copying	1,000		500	
581 Travel	200		500	
591 Workshop Expenses	500		2,000	
592 Other Purchased Services	6,850		5,850	
<u>Supplies</u>		277,750		278,750
613 Maintenance Supplies	60,250		65,250	
615 Medical Supplies	16,000		14,000	
616 Office Supplies	13,500		13,000	
620 Utilities/Energy	187,000		186,000	
626 Transportation Supplies	1,000		500	
<u>Property</u>		48,000		45,500
733 Equipment > \$1,000	36,500		35,500	
735 Equipment < \$1,000	11,500		10,000	
<u>Other</u>		137,978		3,300
810 Dues and Fees	2,610		3,300	
830 Interest	135,368		-	
Total	<hr/>	\$1,771,820	<hr/>	\$1,693,838

CREC
Council Meeting
3/16/16

Attachment H

Internal Staff Development: 2016-2017
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 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>112,427</u>
	\$362,427

Staffing:

No action necessary

RECOMMENDED ACTION: Adopt a 2016-2017 Internal Staff Development program budget of \$362,427 and open an appropriate account with revenue as set forth above.

(Budget on Reverse)

Internal Staff Development: 2016 - 2017
Internal Service Fund #805

	<u>2015 - 2016</u>	<u>2016 - 2017</u>
<u>Salaries</u>		
102 Other Certified (0.10)	\$10,874	\$11,146
123 Support Staff (0.35)	16,365	16,856
129 Other Non-Certified (0.30)	26,766	28,046
139 Other Temporary	20,000	10,000
	\$ 74,005	\$66,048
<u>Benefits</u>		
210 Health Insurance	8,250	8,250
220 FICA	4,987	4,362
250 Unemployment Insurance	432	364
260 Worker's Comp	702	729
270 Retirement Benefits	1,510	1,661
	15,881	15,366
<u>Professional/Tech Services</u>		
314 Computer Services	330	340
320 Professional Education Consultant	34,000	21,000
32210 CREC Staff Development	94	94
333 Other Consultants	66,000	66,000
	100,424	87,434
<u>Property Services</u>		
44110 Operating Facility/Rent Internal	20,000	20,600
	20,000	20,600
<u>Other Services</u>		
522 Liability Insurance	384	410
550 Printing	3,000	500
551 Copying	7,040	5,034
591 Workshop Expenses	73,966	120,200
592 Other Purchased Services	=	38,000
	84,390	164,144
<u>Supplies</u>		
611 Instructional Supplies	10,200	6,735
616 Office Supplies	900	900
641 Text/Workbooks	1,200	1,200
	12,300	8,835
Total	\$307,000	\$362,427

CREC
Council Meeting
3/16/16

Attachment

Leadership Budget 2016-2017

The Capitol Region Education Council Leadership Budget is presented to the CREC Council at the March 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 2016 - 2017 Leadership Budget is \$7,355,655 and is comprised of the following budgets:

1. Executive Offices
2. Business Services
3. Human Resources
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

2016 - 2017 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 1.9% of the total CREC budget and 2.4% without capital projects.
2. Continued infrastructure support of Executive Offices, Business Services (including Facilities & Operations), Human Resources, Communications and the Grants Office. Net increase of 1.5 FTEs. This includes the reduction of the current Executive Director position to a 1 fte from 1.25 fte. The balance of the fte increases are in professional and support staff positions in Business Services, Grants and Communications.
3. An ongoing consideration in the Leadership Budget is the support and management of growth of direct services. The CREC operating budget has grown to over \$391 million; the workforce has grown to approximately 2,400 employees.

Leadership Budget Overview
2015-16 Approved Budget Vs. 2016 -17 Requested Budget

<u>Expenditure Summary:</u>	2015-16	2016-17	Increase / (Decrease)	
	Approved	Requested	\$ Amount	%
Executive Offices	\$ 663,419	\$ 645,382	\$ (18,037)	-2.7%
Business Services	4,224,629	4,263,737	39,108	0.9%
Human Resources	1,098,419	1,143,210	44,791	4.1%
Communications Office	940,932	1,030,988	90,056	9.6%
Grants Office	263,401	272,338	8,937	3.4%
Total Expenditures	<u>\$ 7,190,800</u>	<u>\$ 7,355,655</u>	<u>\$ 164,855</u>	<u>2.3%</u>

<u>Revenue Summary:</u>	2014-15	2016-17	Increase (Decrease)	
	Approved	Requested	\$ Amount	%
Local Revenue:				
Membership Dues	\$ 28,500	\$ 28,101	\$ (399)	-1.4%
Interest & Other Income	80,960	65,000	(15,960)	-19.7%
Supervision	3,437,170	3,631,277	194,107	5.6%
Support	3,437,170	3,631,277	194,107	5.6%
State Revenue:				
10-66 Grant - Unrestricted	207,000	-	(207,000)	-100.0%
Total Revenue	<u>7,190,800</u>	<u>7,355,655</u>	<u>164,855</u>	<u>2.3%</u>
Surplus / (Deficit)	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>0.0%</u>

TOTAL LEADERSHIP BUDGET REQUEST
2015-16 Approved Budget Vs. 2016 -17 Requested Budget

Code	Description	2015-16		2016-17		Increase / (Decrease)		
		Approved	FTE	Requested	FTE	\$ Amount	FTE	%
<u>(100) SALARIES</u>		\$ 4,352,259		\$ 4,520,347		\$ 168,088		3.9%
101	Administration	456,586	2.65	463,565	2.29	6,980	(0.36)	1.5%
121	Non-Certified Admin.	1,059,811	7.50	1,058,875	7.55	(936)	0.05	-0.1%
123	Support Staff	1,042,346	21.47	944,164	18.47	(98,182)	(3.00)	-9.4%
129	Other Non-Certified	1,630,941	22.30	1,995,242	27.11	364,301	4.81	22.3%
139	Other Temporary	162,575		58,500		(104,075)		-64.0%
<u>(200) BENEFITS</u>		\$ 1,202,653		\$ 1,202,768		\$ 115		0.0%
210	Health	593,120	53.92	609,620	55.42	16,500	1.50	2.8%
220	FICA	304,639		317,065		12,426		4.1%
250	Unemployment	34,818		29,382		(5,436)		-15.6%
260	Worker's Comp.	56,579		58,765		2,185		3.9%
270	Retirement Benefits	213,496		187,936		(25,560)		-12.0%
<u>(300) PROF/TECH SERVICES</u>		\$ 429,113		\$ 406,307		\$ (22,806)		-5.3%
314	Computer Services	63,823		63,629		(194)		-0.3%
320	Professional Education Consultant	50,000		60,000		10,000		20.0%
32200	External Staff Development	12,050		14,250		2,200		18.3%
322	CREC Staff Development	6,740	53.92	6,928	55.42	188	1.50	2.8%
331	Audit	65,000		67,000		2,000		3.1%
333	Other Consultants	229,000		192,000		(37,000)		-16.2%
343	Auto Repair	2,500		2,500		-		0.0%
<u>(400) PROPERTY SERVICES</u>		\$ 631,883		\$ 638,354		\$ 6,472		1.0%
430	Maintenance & Repairs	1,250		500		(750)		-60.0%
441	Operating/Facility	623,633		630,854		7,222		1.2%
442	Equipment Rental	7,000		7,000		-		0.0%
<u>(500) OTHER PURCHASED SERV.</u>		\$ 303,293		\$ 315,371		\$ 12,078		4.0%
521	Property Insurance	11,629		11,848		219		1.9%
522	Liability Ins.	4,218		4,425		207		4.9%
523	Auto Insurance	36,950		34,450		(2,500)		-6.8%
531	Postage	34,750		36,000		1,250		3.6%
532	Telephone	10,750		13,000		2,250		20.9%
540	Advertising	32,950		37,550		4,600		14.0%
550	Printing	43,296		37,498		(5,798)		-13.4%
551	Copying-Copy Ctr	50,300		56,150		5,850		11.6%
581	Travel - All	39,200		45,950		6,750		17.2%
591	Workshop Expenses	37,250		37,750		500		1.3%
592	Other Purch. Serv.	2,000		750		(1,250)		-62.5%
<u>(600) SUPPLIES</u>		\$ 50,200		\$ 54,121		\$ 3,921		7.8%
614	Other	38,000		44,650		6,650		17.5%
616	Office Supplies	12,200		9,471		(2,729)		-22.4%
<u>(700) PROPERTY</u>		\$ 175,500		\$ 166,787		\$ (8,713)		-5.0%
733	Equipment	25,500		26,750		1,250		4.9%
739	Other Capital Outlay & Leases	150,000		140,037		(9,963)		-6.6%
<u>(800) OTHER OBJECTS</u>		\$ 45,900		\$ 51,600		\$ 5,700		12.4%
810	Dues & Fees	45,900		51,600		5,700		12.4%
TOTAL		\$ 7,190,800		\$ 7,355,655		\$ 164,855		2.3%

Dollar Increase / (Decrease) \$ 164,855
Percentage Increase / (Decrease) 2.3%

CONSOLIDATED BUSINESS SERVICES BUDGET REQUEST
2015-16 Approved Budget Vs. 2016 -17 Requested Budget

#10300 - 10305

Code	Description	2015-16		2016-17		Increase / (Decrease)		
		Approved	FTE	Requested	FTE	\$ Amount	FTE	%
<u>(100) SALARIES</u>		\$ 2,452,984		\$ 2,464,288		\$ 11,304		0.5%
121	Non-Certified Admin.	646,361	4.00	620,998	3.65	(25,363)	(0.35)	-3.9%
123	Support Staff	740,527	15.00	596,379	12.00	(144,148)	(3.00)	-19.5%
129	Other Non-Certified	989,596	12.40	1,193,411	15.96	203,815	3.56	20.6%
139	Other Temporary	76,500	0.00	53,500	0.00	(23,000)		-30.1%
<u>(200) BENEFITS</u>		\$ 667,743		\$ 673,481		\$ 5,738		0.9%
210	Health	345,400	30.80	347,710	31.61	2,310	0.81	0.7%
220	FICA	187,653		188,518		864		0.5%
250	Unemployment	19,624		16,018		(3,606)		-18.4%
260	Worker's Comp.	31,889		32,036		147		0.5%
270	Retirement Benefits	83,177		89,199		6,022		7.2%
<u>(300) PROF/TECH SERVICES</u>		\$ 357,412		\$ 353,493		\$ (3,919)		-1.1%
314	Computer Services	33,487		29,042		(4,445)		-13.3%
320	Prof/Ed Consultants	50,000		60,000		10,000		20.0%
32200	External Staff Development	7,000		8,500		1,500		21.4%
322	CREC Staff Development	3,925	30.80	3,951	31.61	26	0.81	0.7%
331	Audit	65,000		67,000		2,000		3.1%
333	Other Consultants	198,000		185,000		(13,000)		-6.6%
<u>(400) PROPERTY SERVICES</u>		\$ 331,218		\$ 337,939		\$ 6,722		2.0%
430	Maintenance & Repairs	500		-		(500)		-100.0%
441	Operating/Facility	330,718		337,939		7,222		2.2%
<u>(500) OTHER PURCHASED SERV.</u>		\$ 199,672		\$ 214,249		\$ 14,577		7.3%
522	Liability Ins.	8,426		8,501		75		0.9%
531	Postage	35,250		32,750		(2,500)		-7.1%
532	Telephone	18,000		21,500		3,500		19.4%
540	Advertising	1,500		4,000		2,500		166.7%
550	Printing	22,250		27,750		5,500		24.7%
551	Copying-Copy Ctr	34,496		29,498		(4,998)		-14.5%
581	Travel - All	29,500		32,000		2,500		8.5%
591	Workshop Expenses	27,500		32,500		5,000		18.2%
592	Other Purch. Serv.	22,750		25,750		3,000		13.2%
<u>(600) SUPPLIES</u>		\$ 24,500		\$ 29,150		\$ 4,650		19.0%
616	Office Supplies	24,500		29,150		4,650		19.0%
<u>(700) PROPERTY</u>		\$ 160,500		\$ 153,037		\$ (7,463)		-4.6%
733	Equipment	10,500		13,000		2,500		23.8%
739	Other Capital Outlay & Leases	150,000		140,037		(9,963)		-6.6%
<u>(800) OTHER OBJECTS</u>		\$ 30,600		\$ 38,100		\$ 7,500		24.5%
810	Dues & Fees	30,600		38,100		7,500		24.5%
	Total	\$ 4,224,629		\$ 4,263,737		\$ 39,108		0.9%
	Dollar Increase / (Decrease)			39,108				
	Percentage Increase / (Decrease)			0.9%				

HUMAN RESOURCES BUDGET REQUEST
2015-16 Approved Budget Vs. 2016 -17 Requested Budget

#104

Code	Description	2015-16		2016-17		Increase / (Decrease)		
		Approved	FTE	Requested	FTE	\$ Amount	FTE	%
<u>(100) SALARIES</u>		\$ 736,582		\$ 776,253		\$ 39,671		5.4%
121	Non-Certified Admin.	306,967	2.00	314,877	2.00	7,910	0.00	2.6%
123	Support Staff	212,440	4.47	217,592	4.47	5,152	0.00	2.4%
129	Other Non-Certified	212,175	3.00	238,784	3.00	26,609	0.00	12.5%
139	Other Temporary	5,000		5,000		-		0.0%
<u>(200) BENEFITS</u>		\$ 201,592		\$ 207,227		\$ 5,635		2.8%
210	Health	104,170	9.47	104,170	9.47	-	0.00	0.0%
220	FICA	56,349		59,383		3,035		5.4%
250	Unemployment	5,893		5,046		(847)		-14.4%
260	Worker's Comp.	9,576		10,091		516		5.4%
270	Retirement Benefits	25,605		28,536		2,931		11.4%
<u>(300) PROF/TECH SERVICES</u>		\$ 22,552		\$ 19,948		\$ (2,604)		-11.5%
314	Computer Services	12,368		11,764		(604)		-4.9%
32200	External Staff Development	4,000		5,000		1,000		25.0%
32210	CREC Staff Development	1,184	9.47	1,184	9.47	-	0.00	0.0%
333	Other Consultants	5,000		2,000		(3,000)		-60.0%
<u>(400) PROPERTY SERVICES</u>		\$ 75,500		\$ 75,250		\$ (250)		-0.3%
430	Maintenance & Repairs	500		250		(250)		-50.0%
441	Operating/Facility	75,000		75,000		-		0.0%
<u>(500) OTHER PURCHASED SERV.</u>		\$ 42,192		\$ 45,532		\$ 3,339		7.9%
522	Liability Ins.	2,192		2,282		89		4.1%
531	Postage	6,000		6,000		-		0.0%
532	Telephone	5,000		5,000		-		0.0%
540	Advertising	1,000		500		(500)		-50.0%
550	Printing	5,000		5,000		-		0.0%
551	Copying-Copy Ctr	15,000		18,000		3,000		20.0%
581	Travel - All	5,000		7,000		2,000		40.0%
591	Workshop Expenses	1,500		1,000		(500)		-33.3%
592	Other Purch. Serv.	1,500		750		(750)		-50.0%
<u>(600) SUPPLIES</u>		\$ 9,000		\$ 7,000		\$ (2,000)		-22.2%
616	Office Supplies	9,000		7,000		(2,000)		-22.2%
<u>(700) PROPERTY</u>		\$ 9,000		\$ 9,000		\$ -		0.0%
733	Equipment	9,000		9,000		-		0.0%
<u>(800) OTHER OBJECTS</u>		\$ 2,000		\$ 3,000		\$ 1,000		50.0%
810	Dues & Fees	2,000		3,000		1,000		50.0%
	Total	\$ 1,098,419		\$ 1,143,210		\$ 44,791		4.1%
	Dollar Increase / (Decrease)			\$ 44,791				
	Percentage Increase / (Decrease)			4.1%				

COMMUNICATIONS OFFICE BUDGET REQUEST
2015-16 Approved Budget Vs. 2016 -17 Requested Budget

#105		2015-16		2016-17		Increase / (Decrease)		
Code	Description	Approved	FTE	Requested	FTE	\$ Amount	FTE	%
<u>(100) SALARIES</u>		\$ 604,425		\$ 674,926		\$ 70,501		11.7%
	121 Non-Certified Admin.	106,483	1.00	123,000	1.00	16,517	0.00	15.5%
	123 Support Staff	89,379	2.00	91,583	2.00	2,204	0.00	2.5%
	129 Other Non-Certified	408,563	5.60	460,343	6.60	51,780	1.00	12.7%
<u>(200) BENEFITS</u>		\$ 174,686		\$ 195,365		\$ 20,679		11.8%
	210 Health	\$11,000	8.60	105,600	9.60	11,000	1.00	11.6%
	220 FICA	46,239		51,632		5,393		11.7%
	250 Unemployment	0.0065	4,835	4,387		(448)		-9.3%
	260 Worker's Comp.	0.013	7,858	8,774		917		11.7%
	270 Retirement Benefits	0.037	21,155	24,972		3,817		18.0%
<u>(300) PROF/TECH SERVICES</u>		\$ 14,193		\$ 13,389		\$ (804)		-5.7%
	314 Computer Services	12,368		11,439		(929)		-7.5%
	32200 External Staff Development	750		750		-		0.0%
	32210 CREC Staff Development	1,075	8.60	1,200	9.60	125	1.00	11.6%
<u>(400) PROPERTY SERVICES</u>		\$ 90,250		\$ 90,250		\$ -		0.0%
	430 Maintenance & Repairs	250		250		-		0.0%
	441 Operating/Facility	1.500	90,000	90,000		-		0.0%
<u>(500) OTHER PURCHASED SERV.</u>		\$ 37,878		\$ 37,058		\$ (820)		-2.2%
	522 Liability Ins.	0.0020	1,878	2,058		180		9.6%
	531 Postage	1,500		1,500		-		0.0%
	532 Telephone	4,500		4,500		-		0.0%
	540 Advertising	3,500		1,500		(2,000)		-57.1%
	550 Printing	9,300		9,300		-		0.0%
	551 Copying-Copy Ctr	2,000		2,000		-		0.0%
	581 Travel - All	4,000		5,000		1,000		25.0%
	591 Workshop Expenses	200		200		-		0.0%
	592 Other Purch. Serv.	11,000		11,000		-		0.0%
<u>(600) SUPPLIES</u>		\$ 10,500		\$ 12,000		\$ 1,500		14.3%
	616 Office Supplies	10,500		12,000		1,500		14.3%
<u>(700) PROPERTY</u>		\$ 3,000		\$ 3,000		\$ -		0.0%
	733 Equipment	3,000		3,000		-		0.0%
<u>(800) OTHER OBJECTS</u>		\$ 6,000		\$ 5,000		\$ (1,000)		-16.7%
	810 Dues & Fees	6,000		5,000		(1,000)		-16.7%
	Total	\$ 940,932		\$ 1,030,988		\$ 90,056		9.6%
Dollar Increase / (Decrease)				\$	90,056			
Percentage Increase / (Decrease)					9.6%			

GRANTS OFFICE BUDGET REQUEST
2015-16 Approved Budget Vs. 2016 -17 Requested Budget

#109

Code	Description	2015-16		2016-17		Increase / (Decrease)		
		Approved	FTE	Requested	FTE	\$ Amount	FTE	%
<u>(100) SALARIES</u>		\$ 163,790		\$ 187,808		\$ 24,018		14.7%
101	Administration	62,108	0.40	46,494	0.29	(15,614)	-0.11	-25.1%
123	Support Staff	20,607	0.50	38,610	0.90	18,003	0.40	87.4%
129	Other Non-Certified	81,075	1.30	102,704	1.55	21,629	0.25	26.7%
<u>(200) BENEFITS</u>		\$ 39,878		\$ 50,516		\$ 10,638		26.7%
210	Health	24,200	2.20	30,140	2.74	5,940	0.54	24.5%
220	FICA	8,679		11,485		2,805		32.3%
250	Unemployment	1,310		1,221		(90)		-6.8%
260	Worker's Comp.	2,129		2,442		312		14.7%
270	Retirement Benefits	3,559		5,229		1,670		46.9%
<u>(300) PROF/TECH SERVICES</u>		\$ 27,543		\$ 6,585		\$ (20,958)		-76.1%
314	Computer Services	968		1,242		274		28.3%
32200	External Staff Development	300		-		(300)		-100.0%
32210	CREC Staff Development	275	2.20	343	2.74	68	0.54	24.7%
333	Other Consultants	26,000		5,000		(21,000)		-80.8%
<u>(400) PROPERTY SERVICES</u>		\$ 15,915		\$ 15,915		\$ -		0.0%
441	Operating/Facility	15,915		15,915		-		0.0%
<u>(500) OTHER PURCHASED SERV.</u>		\$ 9,276		\$ 6,544		\$ (2,732)		-29.5%
522	Liability Ins.	526		544		18		3.4%
531	Postage	500		-		(500)		-100.0%
532	Telephone	750		2,500		1,750		233.3%
540	Advertising	400		-		(400)		-100.0%
550	Printing	800		-		(800)		-100.0%
551	Copying-Copy Ctr	300		-		(300)		-100.0%
581	Travel - All	3,500		3,500		-		0.0%
591	Workshop Expenses	2,000		-		(2,000)		-100.0%
592	Other Purch. Serv.	500		-		(500)		-100.0%
<u>(600) SUPPLIES</u>		\$ 3,200		\$ 2,471		\$ (729)		-22.8%
616	Office Supplies	3,200		2,471		(729)		-22.8%
<u>(700) PROPERTY</u>		\$ 1,000		\$ -		\$ (1,000)		-100.0%
733	Equipment	1,000		-		(1,000)		-100.0%
<u>(800) OTHER OBJECTS</u>		\$ 2,800		\$ 2,500		\$ (300)		-10.7%
810	Dues & Fees	2,800		2,500		(300)		-10.7%
	Total	\$ 263,401		\$ 272,338		\$ 8,937		3.4%
	Dollar Increase / (Decrease)			\$ 8,937				
	Percentage Increase / (Decrease)			3.4%				