

AGENDA
FINANCE & AUDIT COMMITTEE
CREC COUNCIL
Wednesday, April 13, 2016
11:30 – 1:00 pm
147 Charter Oak Avenue
HARTFORD, CT. 06106

Call to order

New Business:

Discussion re: April 20 Council meeting

- Review Council Exhibits

Adjournment

Lunch will be served.

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Attachment A

Appoint Auditor for Fiscal Years Ended 2016-2018:

The Council takes action to appoint the agency's auditor. This action is then communicated to the Connecticut Office of Policy and Management in order to meet State requirements (C.G.S. 4-232).

A request for a proposal (RFP) for auditing services was released in February, 2016. The administration recommended to the Finance & Audit Committee that the current auditors, Blum, Shapiro & Company, be retained for an additional three years (2016 to 2018). Blum Shapiro has been thorough and responsive in its service delivery, and has proposed the same fee as last year and the fee is lower than the other two auditing firms that responded to the RFP. The Finance & Audit Committee has accepted this recommendation.

RECOMMENDED ACTION: Retain the firm of Blum, Shapiro & Company for the audit of CREC's general purpose financial statements for the fiscal years ending 6/30/2016 through 6/30/2018 for a three year contract fee of \$194,550.

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Attachment B

Audit Required Budget Authorizations: 2015-2016 (Revision)
Internal Service Fund

CREC uses several internal service fund accounts to receive and disburse funds. Our auditors require that the CREC Council formally authorize these accounts.

| | | <u>Budget</u> <u>2015-2016</u> | <u>Budget(Revision)</u> <u>2015-2016</u> |
|----------------------------------|---|-----------------------------------|---|
| Employee Benefits | Health, Life, Disability insurance funded from this source. | \$27,000,000 | \$29,000,000 |
| Plan Employer Contributions 403B | Employer contributions funded from this source. | \$1,850,000 | \$1,950,000 |

RECOMMENDED ACTION: Adopt a revised budget for the above accounts for 2015-2016 in order to receive and disburse funds in accordance with CREC Council action.

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Attachment C

Special Services Support Team: 2015-2016 (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 \$550,000 is primarily due to increased demand for products, technical assistance and professional development.

Revenue:

| | |
|-----------------------|-------------|
| Provision of Services | \$2,866,750 |
|-----------------------|-------------|

Staffing:

No action necessary

RECOMMENDED ACTION: Adopt a revised 2015-2016 Special Services Support Team program budget of \$2,866,750 with additional revenue as set forth above.

(Budget on Reverse)

Special Services Support Team: 2015 - 2016 (Revision)
Special Revenue Fund # 307
Division of Technical Assistance & Brokering Services

| | <u>4/15/2015</u> | <u>Inc/(Dec.)</u> | <u>4/20/2016</u> |
|--|--------------------|-------------------|--------------------|
| <u>Salaries</u> | \$1,517,149 | | \$1,656,449 |
| 101 Certified Administrative (1.06) | \$122,896 | | \$122,896 |
| 102 Other Certified (10.42) | 991,112 | | 991,112 |
| 123 Support Staff (1.50) | 70,177 | | 70,177 |
| 129 Other Non-Certified (3.30) | 232,964 | | 232,964 |
| 139 Other Temporary | 100,000 | \$139,300 | 239,300 |
| <u>Benefits</u> | 269,214 | | 279,914 |
| 210 Health Insurance | 179,080 | | 179,080 |
| 220 FICA | 46,991 | 10,700 | 57,691 |
| 250 Unemployment Comp. | 12,393 | | 12,393 |
| 260 Workers' Comp. | 20,139 | | 20,139 |
| 270 Retirement Benefits | 10,611 | | 10,611 |
| <u>Professional/Tech Services</u> | 315,458 | | 715,458 |
| 311 CREC Supervision | 85,254 | | 85,254 |
| 312 CREC Support | 85,254 | | 85,254 |
| 314 Computer Services | 7,164 | | 7,164 |
| 320 Professional Education Consultant | 79,450 | 400,000 | 479,450 |
| 322 External Staff Development | 6,300 | | 6,300 |
| 32210 CREC Staff Development | 2,036 | | 2,036 |
| 334 Stipends | 50,000 | | 50,000 |
| <u>Property Services</u> | 37,250 | | 37,250 |
| 44110 Operating Facility/Rent Internal | 37,250 | | 37,250 |
| <u>Other Services</u> | 123,854 | | 123,854 |
| 522 Liability Insurance | 4,254 | | 4,254 |
| 531 Postage | 2,000 | | 2,000 |
| 532 Telephone | 1,900 | | 1,900 |
| 540 Advertising | 1,000 | | 1,000 |
| 550 Printing | 6,500 | | 6,500 |
| 551 Copying | 3,600 | | 3,600 |
| 581 Travel | 61,000 | | 61,000 |
| 591 Workshop Expenses | 40,000 | | 40,000 |
| 592 Other Purchased Services | 3,600 | | 3,600 |
| <u>Supplies</u> | 41,275 | | 41,275 |
| 611 Instructional Supplies | 27,700 | | 27,700 |
| 612 Food - Instructional Supplies | 500 | | 500 |
| 616 Office Supplies | 7,800 | | 7,800 |
| 641 Texts/Workbooks | 200 | | 200 |
| 643 Computer Software | 5,075 | | 5,075 |
| <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 | \$2,316,750 | \$550,000 | \$2,866,750 |

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Attachment D

Connecticut Technical High School System Related Services: 2015-2016
(Revision)

Special Revenue Fund

Division of Technical Assistance & Brokering Services

CREC is in the last year of a three-year 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. This contract provides psychologists, speech and language pathologists, tutors and teachers to students attending CTHSS.

This revision of \$480,000 is primarily due to increased demands for special education services.

Revenue:

| | |
|----------------|-------------|
| State Contract | \$1,090,250 |
|----------------|-------------|

Staffing:

No action necessary

RECOMMENDED ACTION: Adopt a revised 2015-2016 Connecticut Technical High School System Related Services program budget of \$1,090,250 with additional revenue as set forth above.

(Budget on Reverse)

Connecticut Technical High School System Related Services: 2015-2016 (Revision)
Special Revenue Fund # 31000
Division of Technical Assistance & Brokering Services

| | <u>4/15/2015</u> | <u>Inc./ (Dec.)</u> | <u>4/20/2016</u> |
|---------------------------------------|------------------|---------------------|------------------|
| <u>Salaries</u> | \$109,309 | | \$332,309 |
| 123 Support Staff (0.50) | \$21,632 | | \$21,632 |
| 129 Other Non-Certified (1.37) | 87,677 | | 87,677 |
| 139 Other Temporary | - | \$223,000 | 223,000 |
| <u>Benefits</u> | 35,053 | | 52,053 |
| 210 Health Insurance | 20,570 | | 20,570 |
| 220 FICA | 8,362 | 17,000 | 25,362 |
| 250 Unemployment Comp. | 874 | | 874 |
| 260 Workers' Comp. | 1,421 | | 1,421 |
| 270 Retirement Benefits | 3,826 | | 3,826 |
| <u>Professional/Tech Services</u> | 455,260 | | 695,260 |
| 311 CREC Supervision | 22,602 | | 22,602 |
| 312 CREC Support | 22,602 | | 22,602 |
| 314 Computer Services | 822 | | 822 |
| 320 Professional Education Consultant | 408,000 | 240,000 | 648,000 |
| 32210 CREC Staff Development | 234 | | 234 |
| 341 Clerical Services | 1,000 | | 1,000 |
| <u>Property Services</u> | 6,000 | | 6,000 |
| 44110 Operating Facility/Rent | 6,000 | | 6,000 |
| <u>Other Services</u> | 3,028 | | 3,028 |
| 522 Liability Insurance | 1,128 | | 1,128 |
| 531 Postage | 100 | | 100 |
| 532 Telephone | 1,500 | | 1,500 |
| 551 Copying | 200 | | 200 |
| 581 Travel | 100 | | 100 |
| <u>Supplies</u> | 1,600 | | 1,600 |
| 611 Instructional Supplies | 100 | | 100 |
| 616 Office Supplies | 1,500 | | 1,500 |
| Total | \$610,250 | \$480,000 | \$1,090,250 |

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Attachment E

REACT (Regional Educational Assessment Consultation Team): 2015-2016 (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 \$672,000 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 | \$2,482,725 |
|-----------------------|-------------|

Staffing:

No action necessary

RECOMMENDED ACTION: Adopt a revised 2015-2016 REACT program budget of \$2,482,725 with additional revenue as set forth above.

(Budget on Reverse)

REACT (Regional Educational Assessment Consultation Team): 2015 - 2016 (Revision)
Special Revenue Fund # 31001
Division of Technical Assistance & Brokering Services

| | <u>4/15/2015</u> | <u>Inc./ (Dec.)</u> | <u>4/20/2016</u> |
|--|--------------------|---------------------|--------------------|
| <u>Salaries</u> | \$875,779 | | \$1,187,779 |
| 101 Certified Administrative (0.30) | \$43,796 | | \$43,796 |
| 122 Paraprofessional (10.00) | 216,034 | | 216,034 |
| 123 Support Staff (6.40) | 211,675 | | 211,675 |
| 129 Other Non-Certified (3.53) | 204,274 | | 204,274 |
| 139 Other Temporary | 200,000 | | 512,000 |
| <u>Benefits</u> | 327,102 | \$312,000 | 351,102 |
| 210 Health Insurance | 222,310 | | 222,310 |
| 220 FICA | 64,282 | 24,000 | 88,282 |
| 250 Unemployment Comp. | 7,006 | | 7,006 |
| 260 Workers' Comp. | 11,385 | | 11,385 |
| 270 Retirement Benefits | 22,119 | | 22,119 |
| <u>Professional/Tech Services</u> | 537,732 | | 873,732 |
| 311 CREC Supervision | 59,656 | | 59,656 |
| 312 CREC Support | 59,656 | | 59,656 |
| 314 Computer Services | 8,892 | | 8,892 |
| 320 Professional Education Consultant | 400,000 | 336,000 | 736,000 |
| 32210 CREC Staff Development | 2,528 | | 2,528 |
| 333 Other Consultants | 7,000 | | 7,000 |
| <u>Property Services</u> | 51,335 | | 51,335 |
| 44110 Operating Facility/Rent Internal | 51,335 | | 51,335 |
| <u>Other Services</u> | 12,777 | | 12,777 |
| 522 Liability Insurance | 2,977 | | 2,977 |
| 531 Postage | 700 | | 700 |
| 532 Telephone | 800 | | 800 |
| 540 Advertising | 3,000 | | 3,000 |
| 550 Printing | 1,000 | | 1,000 |
| 551 Copying | 600 | | 600 |
| 581 Travel | 2,000 | | 2,000 |
| 591 Workshop Expenses | 700 | | 700 |
| 592 Other Purchased Services | 1,000 | | 1,000 |
| <u>Supplies</u> | 3,000 | | 3,000 |
| 616 Office Supplies | 3,000 | | 3,000 |
| <u>Property Services</u> | 3,000 | | 3,000 |
| 735 Equipment < \$1,000 | 3,000 | | 3,000 |
| Total | <u>\$1,810,725</u> | <u>\$672,000</u> | <u>\$2,482,725</u> |

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Attachment F

CT Technical High School System Events Management Service: 2015-2016
(Revision)
Special Revenue Fund
Division of Technical Assistance & Brokering Services

CREC has been awarded 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.

This revision of \$100,000 is due to an increased demand for services from SDE.

Revenue:

| | |
|--------------|-----------|
| SDE Contract | \$700,000 |
|--------------|-----------|

Staffing:

No action necessary

RECOMMENDED ACTION: Adopt a revised 2015-2016 CT Technical High School System Events Management Service program budget of \$700,000 with additional revenue as set forth above.

(Budget on Reverse)

Connecticut Technical High School System Events Management Services: 2015 - 2016 (Revision)

Special Revenue Fund # 31100

Division of Technical Assistance & Brokering Services

| | <u>4/15/2015</u> | <u>Inc./ (Dec.)</u> | <u>4/20/2016</u> |
|---------------------------------------|------------------|---------------------|------------------|
| <u>Salaries</u> | \$72,976 | | \$72,976 |
| 101 Certified Administrative (0.10) | \$15,641 | | \$15,641 |
| 129 Other Non Certified (1.00) | 57,335 | | 57,335 |
| <u>Benefits</u> | 20,253 | | 20,253 |
| 210 Health Insurance | 12,100 | | 12,100 |
| 220 FICA | 4,613 | | 4,613 |
| 250 Unemployment Comp. | 584 | | 584 |
| 260 Workers' Comp. | 949 | | 949 |
| 270 Retirement Benefits | 2,007 | | 2,007 |
| <u>Professional/Tech Services</u> | 392,931 | | 442,931 |
| 311 CREC Supervision | 22,222 | | 22,222 |
| 312 CREC Support | 22,222 | | 22,222 |
| 314 Computer Services | 484 | | 484 |
| 315 Management Services | 8,000 | | 8,000 |
| 320 Professional Education Consultant | 339,221 | \$50,000 | 389,221 |
| 322 External Staff Development | 644 | | 644 |
| 32210 CREC Staff Development | 138 | | 138 |
| <u>Property Services</u> | 4,000 | | 4,000 |
| 441 Operating Facility/Rent | 4,000 | | 4,000 |
| <u>Other Services</u> | 107,915 | | 157,915 |
| 522 Liability Insurance | 1,109 | | 1,109 |
| 531 Postage | 100 | | 100 |
| 532 Telephone | 1,000 | | 1,000 |
| 551 Copying | 1,000 | | 1,000 |
| 581 Travel | 1,000 | | 1,000 |
| 591 Workshop Expenses | 103,706 | 50,000 | 153,706 |
| <u>Supplies</u> | 1,925 | | 1,925 |
| 611 Instructional Supplies | 1,000 | | 1,000 |
| 616 Office Supplies | 925 | | 925 |
| Total | \$600,000 | \$100,000 | \$700,000 |

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Attachment G

Online Student Learning Services: 2015-2016 (Revision)
Enterprise Fund
Division of Technical Assistance and Brokering Services

Currently, CREC offers a variety of online services for student learning. CREC is the lead agency for the CT Virtual High School Consortium (VHS), a RESC Alliance initiative, which is entering its 13th year. VHS is a non-profit organization that allows CREC to offer discounted rates and local support to CT high schools. VHS provides over 200 AP, honors, and elective online courses to middle and high school students. The VHS teacher training program gives educators the chance to learn online methodology and to support online learning for their students.

CREC also offers Credit Recovery courses through the Virtual Learning Academy (VLA). This program offers over 90 credit recovery classes. CREC registers the students and teachers, and provides teacher training to districts.

CREC has partnered with iConnect Learning to offer discounted rates from eight on-line providers. The CREC Online Learning Portal offers over 1,300 options for schools and students in the state.

This revision of \$23,000 is due to increased demand for the virtual high school seats.

Revenue:

| | |
|-----------------------|-----------|
| Provision of Services | \$286,300 |
|-----------------------|-----------|

Staffing:

No action necessary

RECOMMENDED ACTION: Adopt a revised 2015-2016 Online Student Learning Services program budget of \$286,300 with additional revenue as set forth above.

(Budget on Reverse)

Online Student Learning Services: 2015 - 2016 (Revision)
Enterprise Fund # 74000
Division of Technical Assistance & Brokering Services

| | <u>4/15/2015</u> | <u>Inc./ (Dec.)</u> | <u>4/20/2016</u> |
|--|------------------|---------------------|------------------|
| <u>Salaries</u> | \$30,940 | | \$30,940 |
| 101 Certified Administrative (0.05) | \$7,821 | | \$7,821 |
| 123 Support Staff (0.10) | 4,121 | | 4,121 |
| 129 Other Non-Certified (0.25) | 18,998 | | 18,998 |
| <u>Benefits</u> | 7,741 | | 7,741 |
| 210 Health Insurance | 4,400 | | 4,400 |
| 220 FICA | 1,882 | | 1,882 |
| 250 Unemployment Comp. | 248 | | 248 |
| 260 Workers' Comp. | 402 | | 402 |
| 270 Retirement Benefits | 809 | | 809 |
| <u>Professional Tech Services</u> | 19,732 | | 19,732 |
| 311 CREC Supervision | 9,752 | | 9,752 |
| 312 CREC Support | 9,752 | | 9,752 |
| 314 Computer Services | 178 | | 178 |
| 32210 CREC Staff Development | 50 | | 50 |
| <u>Property Services</u> | 2,500 | | 2,500 |
| 44110 Operating Facility/Rent Internal | 2,500 | | 2,500 |
| <u>Other Services</u> | 202,187 | | 225,187 |
| 522 Liability Insurance | 487 | | 487 |
| 531 Postage | 100 | | 100 |
| 551 Copying | 100 | | 100 |
| 581 Travel | 500 | | 500 |
| 591 Workshop Expenses | 1,000 | | 1,000 |
| 592 Other Purchased Services ** | 200,000 | \$23,000 | 223,000 |
| <u>Supplies</u> | 200 | | 200 |
| 616 Office Supplies | 200 | | 200 |
| Total | \$263,300 | \$23,000 | \$286,300 |

** Virtual High School Fees

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Attachment H

Technology Bond Fund and High-Quality Schools Grant: 2015-2016
Special Revenue Fund
Division of Data, Analysis, Research and Technology

CREC was awarded a technology grant from the Connecticut State Department of Education. Despite the current student achievement successes, implementation of Common Core, adoption of personalized learning, and knowledge of the Smarter Balanced testing platform, CREC has a number of schools challenged by outdated technology resources. Technicians in our schools reviewed inventories of both devices and infrastructure hardware; and, data was collected from teachers through a survey regarding access to and use of technology to provide instruction and formatively assess their students. Analysis of these two data sets provided the identification of the high-needs schools, which will receive technology upgrades that will support digital learning. The high-needs schools receiving technology upgrades are Greater Hartford Academy of the Arts High School, Greater Hartford Academy of the Arts Middle School, Montessori Magnet School, Two Rivers Middle School and University of Hartford Magnet School.

Revenue:

SDE \$179,488

Staffing:

No action necessary

RECOMMENDED ACTION: Adopt a 2015-2016 Technology Bond Fund and High-Quality Schools Grant program budget of \$179,488 and open an account with revenue as set forth above.

(Budget on Reverse)

Technology Bond Fund and High-Quality Schools Grant: 2015-2016
Special Revenue Fund 31201
Division of Data, Analysis, Research and Technology

| | <u>2014-2015</u> | <u>2015-2016</u> |
|----------------------------|------------------|------------------|
| <u>Supplies</u> | | |
| 611 Instructional Supplies | \$69,585 | \$ - |
| <u>Property</u> | | |
| 733 Equipment >\$1,000 | 22,915 | 179,488 |
| 735 Equipment <\$1,000 | 22,915 | - |
| Total | <hr/> \$92,500 | <hr/> \$179,488 |

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Attachment I

Audit Required Budget Authorizations: 2016-2017
Internal Service Fund

CREC uses several internal service fund accounts to receive and disburse funds. Our auditors require that the CREC Council formally authorize these accounts.

| | | Budget <u>2015-2016</u> | Budget <u>2016-2017</u> |
|----------------------------------|---|----------------------------|----------------------------|
| Employee Benefits | Health, Life, Disability insurance funded from this source. | \$29,000,000 | \$31,000,000 |
| Unemployment Compensation | Unemployment claims funded from this source. | \$850,000 | \$650,000 |
| Plan Employer Contributions 403B | Employer contributions funded from this source. | \$1,950,000 | \$2,000,000 |
| Workers' Compensation | Workers' Compensation claims funded from this source. | \$1,400,000 | \$1,400,000 |

RECOMMENDED ACTION: Adopt a budget for the above accounts for 2016-2017 in order to receive and disburse funds in accordance with CREC Council action.

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Attachment J

Farmington Valley Diagnostic Center: 2016 – 2017
General Fund
Division of Student Services

CREC continues to work in collaboration with local school districts in the Farmington Valley area to provide education services for children who are having difficulties in achieving success in their local school districts. The local districts include Avon, Canton, East Granby, Farmington, Granby, Plainville, RSD #10, Simsbury, and Southington.

The program has the ability to serve approximately 40 middle and high school-aged students at any one time for short term diagnostic assessment or extended transition placement.

The goal of the Farmington Valley Diagnostic Center is to assist students in successfully transitioning back into their sending district schools, into post-secondary academic programs or into employment.

Revenue

| | |
|---------|-------------|
| Tuition | \$1,227,056 |
|---------|-------------|

Staffing

Create 0.50 other non-certified position

RECOMMENDED ACTION:

- (1) Adopt a 2016-2017 Farmington Valley Diagnostic Center program budget of \$1,227,056 with revenue as set forth above.
- (2) Create 0.50 other non-certified position bringing the current roster to 0.50 fte.

(Budget on Reverse)

Farmington Valley Diagnostic Center: 2016-2017
General Fund #129
Division of Student Services

| | 2015-2016 | 2016-2017 |
|---------------------------------------|--------------------|--------------------|
| <u>Salaries</u> | \$733,500 | \$782,866 |
| 101 Certified Administrative (1.00) | \$118,000 | \$112,270 |
| 102 Other Certified (7.50) | 493,000 | 510,443 |
| 122 Paraprofessionals (3.50) | 89,500 | 95,660 |
| 123 Support Staff (1.00) | 31,000 | 32,000 |
| 129 Other Non-Certified (0.50) | - | 19,000 |
| 139 Other Temporary | - | 13,493 |
| 141 Student Personnel | 2,000 | - |
| <u>Benefits</u> | 180,853 | 191,354 |
| 210 Health Insurance | 143,000 | 148,500 |
| 220 FICA | 18,231 | 21,281 |
| 250 Unemployment Comp. | 5,868 | 6,263 |
| 260 Workers' Comp. | 9,536 | 10,177 |
| 270 Retirement Benefits | 4,218 | 5,133 |
| <u>Professional/Tech Services</u> | 129,051 | 112,158 |
| 311 CREC Supervision | 48,963 | 45,447 |
| 312 CREC Support | 48,963 | 45,447 |
| 314 Computer Services | 7,000 | 7,000 |
| 320 Professional Education Consultant | 1,000 | 1,000 |
| 322 External Staff Development | 500 | 500 |
| 32210 CREC Staff Development | 1,625 | 1,688 |
| 332 Medical Services | 19,000 | 8,000 |
| 334 Stipends | - | 1,076 |
| 343 Auto Repair | 2,000 | 2,000 |
| <u>Property Services</u> | 80,700 | 80,700 |
| 411 Safety & Security | 2,000 | 2,000 |
| 423 Custodial Services | 18,000 | 18,000 |
| 430 Maintenance & Repairs | 19,800 | 19,800 |
| 441 Operating Facility/Rent | 25,000 | 25,000 |
| 442 Equipment Rental | 1,200 | 1,200 |
| 490 Other Property Service | 14,700 | 14,700 |
| <u>Other Services</u> | 13,097 | 12,743 |
| 51901 Field Trips | 500 | 1,000 |
| 521 Property Insurance | 1,000 | 1,000 |
| 522 Liability Insurance | 2,172 | 2,268 |
| 523 Auto Insurance | 2,000 | 2,000 |
| 531 Postage | 500 | 500 |
| 532 Telephone | 5,500 | 4,500 |
| 550 Printing | 350 | 300 |
| 551 Copying | 100 | 200 |
| 581 Travel | 175 | 175 |
| 591 Workshop Expenses | 150 | 150 |
| 59101 Parent Workshop | 150 | 150 |
| 592 Other Purchased Services | 500 | 500 |
| <u>Supplies</u> | 47,834 | 46,285 |
| 611 Instructional Supplies | 6,000 | 8,600 |
| 612 Food-Instructional Supplies | 2,500 | 1,500 |
| 613 Maintenance Supplies | 5,000 | 5,000 |
| 614 Other Materials & Supplies | 300 | 300 |
| 615 Medical Supplies | 500 | 500 |
| 616 Office Supplies | 4,000 | 3,100 |
| 617 Pupil Incentives | 1,000 | 300 |
| 620 Utilities/Energy | 15,000 | 15,000 |
| 626 Transportation Supplies | 1,000 | 500 |
| 630 School Food Services | 6,734 | 6,735 |
| 641 Text/Workbooks | 1,000 | 1,000 |
| 642 Library Books | - | 1,500 |
| 643 Computer Software | 4,800 | 2,250 |
| <u>Equipment</u> | 800 | 800 |
| 735 Equipment < \$1,000 | 800 | 800 |
| <u>Other Objects</u> | 150 | 150 |
| 810 Dues & Fees | 150 | 150 |
| Total | \$1,185,985 | \$1,227,056 |

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Attachment K

Juvenile Detention Center: 2016-2017
General Fund
Division of Student Services

The Hartford Juvenile Detention Center (JDC) program provides instruction for pre-adjudicated youth in two locations in Hartford. Students are placed in the detention centers while the courts determine the disposition of their cases. The capacity of the two locations is approximately 97 students per day, with the length of stay ranging from one day to three months. The students range in age from 11 through 17 years. Approximately, 450 students are instructed throughout the year. They are provided instruction in mathematics, language arts, social studies, science, physical education and health. The teachers are supervised by a certified CREC administrator. By law, the responsible local school districts are billed for the educational services that are provided to the students during their residence at the centers.

Revenue

| | |
|-----------------|-------------|
| Local Districts | \$1,168,351 |
|-----------------|-------------|

Staffing:

Delete 0.35 certified administrative position
Delete 1.50 other certified positions
Create 1.19 support staff positions
Delete 0.58 other non-certified position

RECOMMENDED ACTION:

- (1) Adopt a 2016-2017 Juvenile Detention Center program budget of \$1,168,351 and open an appropriate account with revenue as set forth above.
- (2) Delete 0.35 certified administrative position bringing the current roster to 1.10 ftes.
- (3) Delete 1.50 other certified positions bringing the current roster to 7.64 ftes.
- (4) Create 1.19 support staff positions bringing the current roster to 3.00 ftes.
- (5) Delete 0.58 other non-certified position bringing the current roster to 0.40 fte.

(Budget on Reverse)

Juvenile Detention Center : 2016-2017General Fund # 131Division of Student Services

| | <u>2015 - 2016</u> | | <u>2016 - 2017</u> | |
|-------------------------------------|--------------------|-----------|--------------------|-----------|
| <u>Salaries</u> | | \$973,755 | | \$786,091 |
| 101 Certified Administrative (1.10) | \$180,153 | | \$120,562 | |
| 102 Other Certified (7.64) | 671,259 | | 560,580 | |
| 123 Support Staff (3.00) | 50,764 | | 75,895 | |
| 129 Other Non-Certified (0.40) | 71,579 | | 29,054 | |
| <u>Benefits</u> | | 193,594 | | 170,657 |
| 210 Health Insurance | 147,158 | | 133,540 | |
| 220 FICA | 21,705 | | 17,905 | |
| 250 Unemployment Comp. | 7,790 | | 5,110 | |
| 260 Workers' Comp. | 12,659 | | 10,219 | |
| 270 Retirement Benefits | 4,282 | | 3,883 | |
| <u>Professional/Tech Services</u> | | 179,802 | | 184,183 |
| 311 CREC Supervision | 63,522 | | 53,107 | |
| 312 CREC Support | 63,522 | | 53,107 | |
| 314 Computer Services | 28,586 | | 41,151 | |
| 32101 Special Education Services | 500 | | - | |
| 322 External Staff Development | 2,000 | | 800 | |
| 32210 CREC Staff Development | 1,672 | | 1,518 | |
| 333 Other Consultants | 20,000 | | 34,500 | |
| <u>Property Services</u> | | 8,000 | | 3,500 |
| 430 Maintenance & Repairs | 3,000 | | 1,000 | |
| 442 Equipment Rental | 3,000 | | 2,500 | |
| 450 Remodel/Renovation | 2,000 | | - | |
| <u>Other Services</u> | | 14,536 | | 7,320 |
| 522 Liability Insurance | 2,536 | | 2,120 | |
| 531 Postage | 2,000 | | 1,000 | |
| 532 Telephone | 3,000 | | 1,200 | |
| 550 Printing | 1,000 | | - | |
| 581 Travel | 3,000 | | 1,000 | |
| 591 Workshop Expenses | 2,000 | | 1,000 | |
| 592 Other Purchased Services | 1,000 | | 1,000 | |
| <u>Supplies</u> | | 18,800 | | 12,600 |
| 611 Instructional Supplies | 2,500 | | 2,100 | |
| 612 Food -Instructional Supplies | 300 | | - | |
| 614 Other Materials & Supplies | 700 | | - | |
| 616 Office Supplies | 9,000 | | 8,000 | |
| 617 Pupil Incentives | 2,000 | | 1,000 | |
| 641 Text/Workbooks | 2,000 | | - | |
| 642 Library Books | 800 | | - | |
| 643 Computer Software | 1,500 | | 1,500 | |
| <u>Equipment</u> | | 8,000 | | 4,000 |
| 733 Equipment >\$1,000 | 6,000 | | 4,000 | |
| 735 Equipment <\$1,000 | 2,000 | | - | |
| <u>Other Objects</u> | | 1,000 | | - |
| 810 Dues & Fees | 1,000 | | - | |
| Totals | \$1,397,487 | | \$1,168,351 | |

CREC
Council Meeting
4/20/16

Attachment L

Made in the Shade: 2016 – 2017
General Fund
Division of Student Services

CREC works in collaboration with the local school districts in the Farmington Valley to provide an extended school year program for students with disabilities entering first through fifth grade. The Made in the Shade program serves up to 14 students who are experiencing challenges with peer and adult interactions, behavioral and recreational activities.

Revenue

| | |
|---------|----------|
| Tuition | \$37,252 |
|---------|----------|

Staffing

No action necessary

RECOMMENDED ACTION: Adopt a 2016-2017 Made in the Shade program budget of \$37,252 and open an appropriate account with revenue as set forth above.

(Budget on Reverse)

Made in the Shade: 2016 - 2017

General Fund #12000

Division of Student Services

| | <u>2015-2016</u> | <u>2016-2017</u> |
|-----------------------------------|------------------|------------------|
| <u>Salaries</u> | \$26,087 | \$17,065 |
| 139 Other Temporary | \$26,087 | \$17,065 |
| <u>Benefits</u> | 2,544 | 1,638 |
| 220 FICA | 1,996 | 1,305 |
| 250 Unemployment Comp | 209 | 111 |
| 260 Workers' Comp | 339 | 222 |
| <u>Professional/Tech Services</u> | 14,309 | 16,386 |
| 311 CREC Supervision | 2,102 | 1,693 |
| 312 CREC Support | 2,102 | 1,693 |
| 333 Other Consultant | 10,105 | 13,000 |
| <u>Other Services</u> | 706 | 1,263 |
| 519 Pupil Transportation | 394 | 775 |
| 51901 Field Trips | 208 | 350 |
| 522 Liability Insurance | 84 | 68 |
| 531 Postage | 20 | 20 |
| 551 Copying | - | 50 |
| <u>Supplies</u> | 2,600 | 900 |
| 611 Instructional Supplies | 1,500 | 700 |
| 612 Food-Instructional Supplies | 500 | 200 |
| 614 Other Materials & Supplies | 400 | |
| 615 Medical Supplies | 200 | |
| Total | \$46,246 | \$37,252 |

CREC
Council Meeting
4/20/16

Attachment M

Special Services Support Team: 2016-2017
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.

Revenue:

Provision of Services \$2,156,271

Staffing:

Delete 0.06 certified administrative position
Delete 0.63 other certified position
Delete 1.00 other non-certified position

RECOMMENDED ACTION:

- (1) Adopt a 2016-2017 Special Services Support Team program budget of \$2,156,271 and open an appropriate account with revenue as set forth above.
- (2) Delete 0.06 certified administrative position bringing the current roster to 1.00 fte.
- (3) Delete 0.63 other certified position bringing the current roster to 9.79 ftes.
- (4) Delete 1.00 other non-certified position bringing the current roster to 2.30 ftes.

(Budget on Reverse)

Special Services Support Team: 2016 - 2017
Special Revenue Fund # 307
Division of Technical Assistance & Brokering Services

| | <u>2015-2016</u> | <u>2016-2017</u> |
|--|--------------------|--------------------|
| <u>Salaries</u> | \$1,656,449 | \$1,461,132 |
| 101 Certified Administrative (1.00) | \$122,896 | \$115,767 |
| 102 Other Certified (9.79) | 991,112 | 900,663 |
| 123 Support Staff (1.50) | 70,177 | 71,921 |
| 129 Other Non-Certified (2.30) | 232,964 | 188,031 |
| 139 Other Temporary | 239,300 | 184,750 |
| <u>Benefits</u> | 279,914 | 247,359 |
| 210 Health Insurance | 179,080 | 160,490 |
| 220 FICA | 57,691 | 48,758 |
| 250 Unemployment Comp. | 12,393 | 9,498 |
| 260 Workers' Comp. | 20,139 | 18,995 |
| 270 Retirement Benefits | 10,611 | 9,618 |
| <u>Professional/Tech Services</u> | 615,458 | 272,693 |
| 311 CREC Supervision | 85,254 | 80,034 |
| 312 CREC Support | 85,254 | 80,034 |
| 314 Computer Services | 7,164 | 2,500 |
| 320 Professional Education Consultant | 479,450 | 49,000 |
| 322 External Staff Development | 6,300 | 6,300 |
| 32210 CREC Staff Development | 2,036 | 1,825 |
| 334 Stipends | 50,000 | 53,000 |
| <u>Property Services</u> | 37,250 | 38,368 |
| 44110 Operating Facility/Rent Internal | 37,250 | 38,368 |
| <u>Other Services</u> | 123,854 | 89,844 |
| 522 Liability Insurance | 4,254 | 3,994 |
| 531 Postage | 2,000 | 1,900 |
| 532 Telephone | 1,900 | 900 |
| 540 Advertising | 1,000 | - |
| 550 Printing | 6,500 | 2,250 |
| 551 Copying | 3,600 | 2,600 |
| 581 Travel | 61,000 | 60,000 |
| 591 Workshop Expenses | 40,000 | 13,600 |
| 59101 Parent Workshop | - | 100 |
| 592 Other Purchased Services | 3,600 | 4,500 |
| <u>Supplies</u> | 41,275 | 34,325 |
| 611 Instructional Supplies | 27,700 | 22,600 |
| 612 Food - Instructional Supplies | 500 | 500 |
| 616 Office Supplies | 7,800 | 6,300 |
| 641 Texts/Workbooks | 200 | 200 |
| 643 Computer Software | 5,075 | 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 | \$2,866,750 | \$2,156,271 |

CREC
Council Meeting
4/20/16

Attachment N

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

CREC is in negotiations 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 will provide psychologists, speech and language pathologists, tutors and teachers to students attending CTHSS.

Revenue:

State Contract \$639,742

Staffing:

Create 0.25 support staff position

Delete 0.62 other non-certified position

RECOMMENDED ACTION:

(1) Adopt a 2016-2017 Connecticut Technical High School System Related Services program budget of \$639,742 and open an appropriate account with revenue as set forth above.

(2) Create 0.25 support staff position bringing the current roster to 0.75 fte.

(3) Delete 0.62 other non-certified position bringing the current roster to 0.75 fte.

(Budget on Reverse)

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

| | <u>2015-2016</u> | <u>2016-2017</u> |
|---------------------------------------|------------------|------------------|
| <u>Salaries</u> | \$332,309 | \$98,179 |
| 123 Support Staff (0.75) | \$21,632 | \$34,803 |
| 129 Other Non-Certified (0.75) | 87,677 | 63,376 |
| 139 Other Temporary | 223,000 | |
| <u>Benefits</u> | 52,053 | 29,558 |
| 210 Health Insurance | 20,570 | 16,500 |
| 220 FICA | 25,362 | 7,511 |
| 250 Unemployment Comp. | 874 | 638 |
| 260 Workers' Comp. | 1,421 | 1,276 |
| 270 Retirement Benefits | 3,826 | 3,633 |
| <u>Professional Tech Services</u> | 695,260 | 500,143 |
| 311 CREC Supervision | 22,602 | 23,694 |
| 312 CREC Support | 22,602 | 23,694 |
| 314 Computer Services | 822 | 1,267 |
| 320 Professional Education Consultant | 648,000 | 450,000 |
| 322 External Staff Development | | 300 |
| 32210 CREC Staff Development | 234 | 188 |
| 341 Clerical Services | 1,000 | 1,000 |
| <u>Property Service</u> | 6,000 | 6,180 |
| 44110 Operating Facility/Rent | 6,000 | 6,180 |
| <u>Other Services</u> | 3,028 | 3,682 |
| 522 Liability Insurance | 1,128 | 1,182 |
| 531 Postage | 100 | 100 |
| 532 Telephone | 1,500 | 2,000 |
| 551 Copying | 200 | 200 |
| 581 Travel | 100 | 200 |
| <u>Supplies</u> | 1,600 | 2,000 |
| 611 Instructional Supplies | 100 | 1,000 |
| 616 Office Supplies | 1,500 | 1,000 |
| Total | \$1,090,250 | \$639,742 |

CREC
Council Meeting
4/20/16

Attachment O

REACT (Regional Educational Assessment Consultation Team): 2016-2017
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 | \$1,810,752 |
|-----------------------|-------------|

Staffing:

Create 0.07 certified administrative position
Delete 1.00 paraprofessional position
Delete 0.75 support staff position
Delete 1.38 other non-certified positions

RECOMMENDED ACTION:

- (1) Adopt a 2016-2017 REACT program budget of \$1,810,752 and open an appropriate account with revenue as set forth above.
- (2) Create 0.07 certified administrative position bringing the current roster to 0.37 fte.
- (3) Delete 1.00 paraprofessional position bringing the current roster to 9.00 ftes.
- (4) Delete 0.75 support staff position bringing the current roster to 5.65 ftes.
- (5) Delete 1.38 other non-certified positions bringing the current roster to 2.15 ftes.

(Budget on Reverse)

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

| | <u>2015-2016</u> | <u>2016-2017</u> |
|--|--------------------|--------------------|
| <u>Salaries</u> | \$1,187,779 | \$859,292 |
| 101 Certified Administrative (0.37) | \$43,796 | \$59,023 |
| 122 Paraprofessional (9.00) | 216,034 | 198,075 |
| 123 Support Staff (5.65) | 211,675 | 199,446 |
| 129 Other Non-Certified (2.15) | 204,274 | 152,748 |
| 139 Other Temporary | 512,000 | 250,000 |
| <u>Benefits</u> | 351,102 | 288,062 |
| 210 Health Insurance | 222,310 | 188,870 |
| 220 FICA | 88,282 | 62,076 |
| 250 Unemployment Comp. | 7,006 | 5,585 |
| 260 Workers' Comp. | 11,385 | 11,171 |
| 270 Retirement Benefits | 22,119 | 20,360 |
| <u>Professional/Tech Services</u> | 873,732 | 590,476 |
| 311 CREC Supervision | 59,656 | 67,065 |
| 312 CREC Support | 59,656 | 67,065 |
| 314 Computer Services | 8,892 | 3,500 |
| 320 Professional Education Consultant | 736,000 | 450,000 |
| 322 External Staff Development | - | 700 |
| 32210 CREC Staff Development | 2,528 | 2,146 |
| 333 Other Consultants | 7,000 | - |
| <u>Property Services</u> | 51,335 | 52,875 |
| 44110 Operating Facility/Rent Internal | 51,335 | 52,875 |
| <u>Other Services</u> | 12,777 | 13,547 |
| 522 Liability Insurance | 2,977 | 3,347 |
| 531 Postage | 700 | 300 |
| 532 Telephone | 800 | 1,600 |
| 540 Advertising | 3,000 | 2,000 |
| 550 Printing | 1,000 | 1,000 |
| 551 Copying | 600 | 600 |
| 581 Travel | 2,000 | 3,000 |
| 591 Workshop Expenses | 700 | 700 |
| 592 Other Purchased Services | 1,000 | 1,000 |
| <u>Supplies</u> | 3,000 | 6,000 |
| 611 Instructional Supplies | - | 3,000 |
| 616 Office Supplies | 3,000 | 3,000 |
| <u>Property</u> | 3,000 | - |
| 735 Equipment < \$1,000 | 3,000 | - |
| <u>Other Objects</u> | - | 500 |
| 810 Dues & Fees | - | 500 |
| Total | \$2,482,725 | \$1,810,752 |

CREC
Council Meeting
4/20/16

Attachment P

CT Technical High School System Events Management Service: 2016-2017
Special Revenue Fund
Division of Technical Assistance & Brokering Services

CREC has been awarded 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 | \$600,000 |
|--------------|-----------|

Staffing:

No action necessary

RECOMMENDED ACTION: Adopt a 2016-2017 CT Technical High School System Events Management Service program budget of \$600,000 and open an appropriate account with revenue as set forth above.

(Budget on Reverse)

Connecticut Technical High School System Events Management Services: 2016-2017

Special Revenue Fund # 31100

Division of Technical Assistance & Brokering Services

| | <u>2015-2016</u> | <u>2016-2017</u> |
|---------------------------------------|------------------|------------------|
| <u>Salaries</u> | \$72,976 | \$74,712 |
| 101 Certified Administrative (0.10) | \$15,641 | \$15,952 |
| 129 Other Non Certified (1.00) | 57,335 | 58,760 |
| <u>Benefits</u> | 20,253 | 20,457 |
| 210 Health Insurance | 12,100 | 12,100 |
| 220 FICA | 4,613 | 4,726 |
| 250 Unemployment Comp. | 584 | 486 |
| 260 Workers' Comp. | 949 | 971 |
| 270 Retirement Benefits | 2,007 | 2,174 |
| <u>Professional/Tech Services</u> | 442,931 | 391,602 |
| 311 CREC Supervision | 22,222 | 22,222 |
| 312 CREC Support | 22,222 | 22,222 |
| 314 Computer Services | 484 | 1,267 |
| 315 Management Services | 8,000 | 8,000 |
| 320 Professional Education Consultant | 389,221 | 337,109 |
| 322 External Staff Development | 644 | 644 |
| 32210 CREC Staff Development | 138 | 138 |
| <u>Property Services</u> | 4,000 | 4,120 |
| 441 Operating Facility/Rent | 4,000 | 4,120 |
| <u>Other Services</u> | 157,915 | 107,109 |
| 522 Liability Insurance | 1,109 | 1,109 |
| 531 Postage | 100 | - |
| 532 Telephone | 1,000 | 1,000 |
| 551 Copying | 1,000 | 1,000 |
| 581 Travel | 1,000 | 1,000 |
| 591 Workshop Expenses | 153,706 | 103,000 |
| <u>Supplies</u> | 1,925 | 2,000 |
| 611 Instructional Supplies | 1,000 | 1,000 |
| 616 Office Supplies | 925 | 1,000 |
| Total | \$700,000 | \$600,000 |

CREC
Council Meeting
4/20/16

Attachment Q

Department of Correction – Professional Development, GED & Special
Education Services: 2016-2017
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 | \$68,554 |
|--------------------------|----------|

Staffing:

Create 0.12 other certified position
Delete 0.20 support staff position
Delete 0.20 other non-certified position

RECOMMENDED ACTION:

- (1) Adopt a 2016-2017 Department of Correction – Professional Development, GED and Special Education Services program budget of \$68,554 and open an appropriate account with revenue as set forth above.
- (2) Create 0.12 other certified position bringing the current roster to 0.12 fte.
- (3) Delete 0.20 support staff position bringing the current roster to 0.05 fte.
- (4) Delete 0.20 other non-certified position bringing the current roster to 0.00 fte.

(Budget on Reverse)

Department of Correction - Professional Development, GED & Special Education Services: 2016-2017
Special Revenue Fund # 34901
Division of Technical Assistance & Brokering Services

| | <u>2015 - 2016</u> | <u>2016 - 2017</u> |
|---------------------------------------|--------------------|--------------------|
| <u>Salaries</u> | \$127,869 | \$14,329 |
| 102 Other Certified (0.12) | \$ - | \$ 12,009 |
| 123 Support Staff (0.05) | 10,816 | 2,320 |
| 129 Other Non-Certified (0.00) | 12,053 | - |
| 139 Other Temporary | 105,000 | - |
| <u>Benefits</u> | 20,307 | 2,587 |
| 210 Health Insurance | 7,040 | 1,870 |
| 220 FICA | 9,782 | 352 |
| 250 Unemployment Comp. | 1,023 | 93 |
| 260 Workers' Comp. | 1,662 | 186 |
| 270 Retirement Benefits | 800 | 86 |
| <u>Professional/Tech Services</u> | 100,516 | 46,446 |
| 311 CREC Supervision | 10,077 | 2,539 |
| 312 CREC Support | 10,077 | 2,539 |
| 314 Computer Services | 282 | 1,267 |
| 315 Management Services | 10,000 | - |
| 320 Professional Education Consultant | 70,000 | 40,000 |
| 322 External Staff Development | - | 80 |
| 32210 CREC Staff Development | 80 | 21 |
| <u>Property Services</u> | 3,000 | 3,090 |
| 44110 Operating Facility/Rent | 3,000 | 3,090 |
| <u>Other Services</u> | 12,708 | 1,902 |
| 522 Liability Insurance | 503 | 127 |
| 532 Telephone | 50 | 25 |
| 551 Copying | 120 | - |
| 581 Travel | 65 | 250 |
| 591 Workshop Expenses | 9,970 | 1,500 |
| 592 Other Purchased Services | 2,000 | - |
| <u>Supplies</u> | 7,700 | 200 |
| 611 Instructional Supplies | 4,000 | - |
| 612 Food - Instructional Supplies | 1,700 | - |
| 616 Office supplies | 2,000 | 200 |
| Total | \$272,100 | \$68,554 |

CREC
Council Meeting
4/20/16

Attachment R

CREC Office for Regional Efficiencies (CORE): 2016-2017
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 are 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.

Revenue:

| | |
|-----------------------|-----------|
| Provision of Services | \$824,410 |
|-----------------------|-----------|

Staffing:

Delete 1.00 non-certified administrative position
Create 1.00 other non-certified position

RECOMMENDED ACTIONS:

- (1) Adopt a 2016-2017 CREC Office for Regional Efficiencies (CORE) budget of \$824,410 and open an appropriate account with revenue as set forth above.
- (2) Delete 1.00 non-certified administrative position bringing the current roster to 1.00 fte.
- (3) Create 1.00 other non-certified position bringing the current roster to 2.00 ftes.

(Budget on Reverse)

CREC Office for Regional Efficiencies (CORE): 2016-2017
Enterprise Fund #704 (#70400, 70401 and 70403)
Division of Technical Assistance & Brokering Services

| | <u>2015-2016</u> | <u>2016-2017</u> |
|---|------------------|------------------|
| <u>Salaries</u> | \$350,543 | \$298,725 |
| 121 Non-Certified Administrative (1.00) | \$262,993 | \$146,016 |
| 129 Other Non-Certified (2.00) | 87,550 | 152,709 |
| 139 Other Temporary | - | 5,000 |
| <u>Benefits</u> | 79,447 | 73,210 |
| 210 Health Insurance | 33,000 | 33,000 |
| 220 FICA | 26,817 | 23,235 |
| 250 Unemployment Comp. | 2,804 | 1,975 |
| 260 Workers' Comp. | 4,557 | 3,948 |
| 270 Retirement Benefits | 12,269 | 11,052 |
| <u>Professional/Tech Services</u> | 74,709 | 307,688 |
| 311 CREC Supervision | 6,530 | 21,006 |
| 312 CREC Support | 6,530 | 21,006 |
| 314 Computer Services | 1,774 | 3,801 |
| 320 Professional Education Consultant | 31,000 | 20,000 |
| 322 External Staff Development | 8,500 | 9,500 |
| 32210 CREC Staff Development | 375 | 375 |
| 333 Other Consultants | 95,000 | 232,000 |
| <u>Property Services</u> | 11,000 | 11,300 |
| 430 Maintenance & Repair | 1,000 | 1,000 |
| 44110 Operating Facility/Rent Internal | 10,000 | 10,300 |
| <u>Other Services</u> | 41,252 | 52,762 |
| 522 Liability Insurance | 1,255 | 1,562 |
| 531 Postage | 4,500 | 5,500 |
| 532 Telephone | 4,247 | 4,200 |
| 540 Advertising | 5,000 | 7,500 |
| 550 Printing | 6,500 | 7,000 |
| 551 Copying | 750 | 3,000 |
| 581 Travel | 16,000 | 19,500 |
| 591 Workshop Expenses | 3,000 | 4,500 |
| 592 Other Purchased Services | 15,000 | 40,075 |
| <u>Supplies</u> | 2,199 | 3,700 |
| 616 Office Supplies | 2,199 | 3,700 |
| <u>Property</u> | 4,500 | 6,000 |
| 733 Equipment >\$1,000 | 1,500 | - |
| 735 Equipment <\$1,000 | 3,000 | 6,000 |
| <u>Other Objects</u> | 11,500 | 15,950 |
| 810 Dues & Fees | 11,500 | 15,950 |
| 830 Interest | - | 10,000 |
| Total | \$665,150 | \$824,410 |

CREC
Council Meeting
4/20/16

Attachment S

Online Student Learning Services: 2016-2017
Enterprise Fund
Division of Technical Assistance and Brokering Services

Currently, CREC offers a variety of online services for student learning. CREC is the lead agency for the CT Virtual High School Consortium (VHS), a RESC Alliance initiative, which is entering its 13th year. VHS is a non-profit organization that allows CREC to offer discounted rates and local support to CT high schools. VHS provides over 200 AP, honors, and elective online courses to middle and high school students. The VHS teacher training program gives educators the chance to learn online methodology and to support online learning for their students.

CREC also offers Credit Recovery courses through the Virtual Learning Academy (VLA). This program offers over 90 credit recovery classes. CREC registers the students and teachers, and provides teacher training to districts.

CREC has partnered with iConnect Learning to offer discounted rates from eight on-line providers. The CREC Online Learning Portal offers over 1,300 options for schools and students in the state.

Revenue:

| | |
|-----------------------|-----------|
| Provision of Services | \$279,727 |
|-----------------------|-----------|

Staffing:

Create 0.09 certified administrative position
Create 0.30 support staff position
Delete 0.25 other non-certified position

RECOMMENDED ACTION:

- (1) Adopt a 2016-2017 Online Student Learning Services program budget of \$279,727 and open an appropriate account with revenue as set forth above.
- (2) Create 0.09 certified administrative position bringing the current roster to 0.14 fte.
- (3) Create 0.30 support staff position bringing the current roster to 0.40 fte.
- (4) Delete 0.25 other non-certified position bringing the current roster to 0.00 fte.

(Budget on Reverse)

Online Student Learning Services: 2016-2017
Enterprise Fund # 74000
Division of Technical Assistance & Brokering Services

| | <u>2015-2016</u> | <u>2016-2017</u> |
|--|------------------|------------------|
| <u>Salaries</u> | \$30,940 | \$39,872 |
| 101 Certified Administrative (0.14) | \$7,821 | \$22,333 |
| 123 Support Staff (0.40) | 4,121 | 17,539 |
| 129 Other Non-Certified (0.00) | 18,998 | - |
| <u>Benefits</u> | 7,741 | 9,032 |
| 210 Health Insurance | 4,400 | 5,940 |
| 220 FICA | 1,882 | 1,666 |
| 250 Unemployment Comp. | 248 | 259 |
| 260 Workers' Comp. | 402 | 518 |
| 270 Retirement Benefits | 809 | 649 |
| <u>Professional Tech Services</u> | 19,732 | 26,765 |
| 311 CREC Supervision | 9,752 | 12,715 |
| 312 CREC Support | 9,752 | 12,715 |
| 314 Computer Services | 178 | 1,267 |
| 32210 CREC Staff Development | 50 | 68 |
| <u>Property Services</u> | 2,500 | 2,500 |
| 44110 Operating Facility/Rent Internal | 2,500 | 2,500 |
| <u>Other Services</u> | 225,187 | 201,358 |
| 522 Liability Insurance | 487 | 508 |
| 531 Postage | 100 | 50 |
| 551 Copying | 100 | 50 |
| 581 Travel | 500 | 250 |
| 591 Workshop Expenses | 1,000 | 500 |
| 592 Other Purchased Services ** | 223,000 | 200,000 |
| <u>Supplies</u> | 200 | 200 |
| 616 Office Supplies | 200 | 200 |
| Total | <u>\$286,300</u> | <u>\$279,727</u> |

** Virtual High School Fees

CREC
Council Meeting
4/20/16

Attachment T

CREC Products: 2016-2017

Enterprise Fund

Division of Technical Assistance and Brokering Services

TABS provides assistance to CREC divisions and schools in all aspects of product development, sales, and distribution. The activities funded through this budget will expand CREC's products and services and help us enter new markets such as institutions of higher education, businesses, and other nonprofits. CREC will be positioned in the future as a publishing organization and this initiative will help to promote CREC's products and services nationally and internationally.

Revenue:

| | |
|-----------------------|----------|
| Provision of Services | \$80,000 |
|-----------------------|----------|

Staffing:

No action necessary

RECOMMENDED ACTION: Adopt a 2016-2017 program budget of \$80,000 and open an appropriate account with revenue as set forth above.

(Budget on Reverse)

CREC Products: 2016 - 2017

Enterprise Fund #74002

Division of Technical Assistance & Brokering Services

| | <u>2015 - 2016</u> | <u>2016 - 2017</u> |
|---------------------------------------|--------------------|--------------------|
| <u>Salaries</u> | | |
| 129 Other Non-Certified (0.70) | \$42,775 | \$44,155 |
| 139 Other Temporary | 5,150 | |
| <u>Benefits</u> | | |
| 210 Health Insurance | 7,700 | 7,700 |
| 220 FICA | 3,666 | 3,378 |
| 250 Unemployment Comp. | 383 | 287 |
| 260 Workers' Comp. | 623 | 574 |
| 270 Retirement Benefits | 1,497 | 1,634 |
| <u>Professional Tech Services</u> | | |
| 314 Computer Services | 308 | 1,267 |
| 320 Professional Education Consultant | 15,000 | 14,405 |
| 32210 CREC Staff Development | 88 | 88 |
| <u>Other Services</u> | | |
| 522 Liability Insurance | 160 | 160 |
| 531 Postage | | 100 |
| 540 Advertising | 2,650 | 2,650 |
| 550 Printing | - | 1,000 |
| 551 Copying | | 150 |
| <u>Supplies</u> | | |
| 611 Instructional Supplies | | 2,452 |
| 616 Office Supplies | | 1,000 |
| 641 Text/Workbooks | | 452 |
| | | 1,000 |
| Total | <u>\$80,000</u> | <u>\$80,000</u> |

CREC
Council Meeting
4/20/16

Attachment U

Interdistrict Grants Office: 2016-2017
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>2015 - 2016</u> | | <u>2016 - 2017</u> | |
|-----------------------------------|--------------------|----------|--------------------|----------|
| <u>Salaries</u> | | \$35,844 | | \$19,453 |
| 123 Support Staff (0.40) | \$16,846 | | \$16,398 | |
| 129 Other Non-Certified (0.05) | 18,998 | | 3,055 | |
| <u>Benefits</u> | | 11,900 | | 7,528 |
| 210 Health Insurance | 7,150 | | 4,950 | |
| 220 FICA | 2,742 | | 1,488 | |
| 250 Unemployment Comp. | 287 | | 156 | |
| 260 Workers' Comp. | 466 | | 253 | |
| 270 Retirement Benefits | 1,255 | | 681 | |
| <u>Professional/Tech Services</u> | | 81 | | 1,323 |
| 314 Computer Services | - | | 1,267 | |
| 32210 CREC Staff Development | 81 | | 56 | |
| <u>Other Services</u> | | 948 | | 57 |
| 522 Liability Insurance | 98 | | 57 | |
| 531 Postage | 150 | | - | |
| 532 Telephone | 200 | | - | |
| 551 Copying | 100 | | - | |
| 581 Travel | 200 | | - | |
| 592 Other Purchased Services | 200 | | - | |
| <u>Supplies</u> | | 100 | | 0 |
| 616 Office Supplies | 100 | | - | |
| Total | \$48,873 | | \$28,361 | |

Revenue:

Interdistrict Programs \$28,361

Staffing:

Delete 0.20 other non-certified position

RECOMMENDED ACTION:

- (1) Adopt a 2016-2017 Interdistrict Cooperative Grants Office program budget of \$28,361 and open an appropriate account with revenue as set forth above.
- (2) Delete 0.20 other non-certified position bringing the current roster to 0.05 fte.

CREC
Council Meeting
4/20/16

Attachment V

Supplemental Services: 2016-2017

Special Revenue

Division of Teaching & Learning

The Division of Teaching and Learning ("T&L") received a grant of \$500,000 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 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 also 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 received \$125,000, 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.

T&L received \$400,000, from the SDE, to provide technical assistance and trainings to local education authorities (LEA) to support the SDE in the implementation of the educator evaluation system.

Revenue:

| | |
|-----------------------------|----------------|
| SDE | \$960,000 |
| SDE Grant via RESC Alliance | <u>125,000</u> |
| | \$1,085,000 |

Staffing:

Create 0.15 certified administrative position
Delete 0.63 other certified position
Delete 0.18 support staff position
Create 0.30 other non-certified position

RECOMMENDED ACTION:

- (1) Adopt a 2016-2017 Supplemental Services program budget for \$1,085,000 and open an appropriate account with revenue as set forth above.
- (2) Create 0.15 certified administrative position bringing the current roster to 0.45 fte.
- (3) Delete 0.63 other certified position bringing the current roster to 2.51 ftes.
- (4) Delete 0.18 support staff position bringing the current roster to 0.57 fte.
- (5) Create 0.30 other non-certified position bringing the current roster to 0.70 fte.

(Budget on Reverse)

Supplemental Services 2016 - 2017
Special Revenue Fund #317 (#31707, 31708, 31721.31722)
Division of Teaching and Learning

| | <u>2015-2016</u> | <u>2016-2017</u> |
|---------------------------------------|------------------|------------------|
| <u>Salaries</u> | \$877,879 | \$479,001 |
| 101 Certified Administrative (0.45) | \$45,218 | \$70,019 |
| 102 Other Certified (2.51) | 312,829 | 275,387 |
| 123 Support Staff (0.57) | 33,213 | 24,689 |
| 129 Other Non-Certified (0.70) | 24,041 | 43,906 |
| 139 Other Temporary | 462,578 | 65,000 |
| <u>Benefits</u> | 79,797 | 73,638 |
| 210 Health Insurance | 50,490 | 46,530 |
| 220 FICA | 18,493 | 15,229 |
| 250 Unemployment Comp. | 3,356 | 3,113 |
| 260 Workers' Comp. | 5,453 | 6,228 |
| 270 Retirement Benefits | 2,005 | 2,538 |
| <u>Professional/Tech Services</u> | 174,239 | 93,667 |
| 311 CREC Supervision | 42,182 | 22,069 |
| 312 CREC Support | 42,183 | 22,069 |
| 314 Computer Services | 5,000 | 5,000 |
| 320 Professional Education Consultant | 78,300 | 32,000 |
| 322 External Staff Development | 4,000 | 10,000 |
| 32210 CREC Staff Development | 574 | 529 |
| 334 Stipends | 2,000 | 2,000 |
| <u>Other Services</u> | 475,416 | 420,871 |
| 522 Liability Insurance | 1,234 | 2,078 |
| 531 Postage | 120 | 100 |
| 532 Telephone | 500 | 1,000 |
| 550 Printing | 275 | 175 |
| 551 Copying | 7,600 | 4,425 |
| 581 Travel | 8,876 | 10,300 |
| 591 Workshop Expenses | 127,450 | 23,915 |
| 592 Other Purchased Services | 329,361 | 378,878 |
| <u>Supplies</u> | 31,551 | 16,823 |
| 611 Instructional Supplies | 29,550 | 15,250 |
| 616 Office Supplies | 2,001 | 1,573 |
| <u>Property</u> | | 1,000 |
| 735 Equipment < \$1,000 | - | 1,000 |
| Total | \$1,638,882 | \$1,085,000 |