

UTAH SCHOOLS FOR THE DEAF AND THE BLIND

Advisory Council Agenda
Utah State Board of Education
250 East 500 South
Salt Lake City, Utah 84114

Board Room

Date: August 28, 2014

Agenda

(Tab 1)

GENERAL SESSION

4:30 – 4:45 p.m.

1. Welcome and Pledge of Allegiance

4:45 – 5:00 p.m.

2. Public Comments
See footnote for guidelines

ACTION ITEMS

5:00 - 5:15 p.m.

3. CONSENT CALENDAR APPROVAL ACTION ON:
 - A. Advisory Council Minutes of June 26, 2014 (Tab 2)
Contact Tamara Flint (801) 629-4712 or tamaraf@usdb.org for more information.
 - B. Vacancy Report for July, FY 14 (Tab 3)
Contact Scott Jones (801) 629-4723 or scottj@usdb.org for more information.
 - C. Donated Account Summary for July, FY 14 (Tab 4)
Contact Scott Jones (801) 629-4723 or scottj@usdb.org for more information.

It is recommended that Advisory Council review and approve the Advisory Council minutes of June 26, 2014, the Vacancy Report for July FY 14, and the Donated Account Summary for July FY 14.

5:15 – 6:15 p.m.

4. Enrichment Funds Review and Approval

(Tab 5)

INFORMATION ITEMS

6:15 – 7:15 p.m.

5. Agency Carry Forward Funds Review

(Tab 6)

7:15 – 7:45 p.m.

6. Budget

(Tab 7)

7:45 – 8:00 p.m.

7. Advisory Council September Retreat Planning

8:00 – 8:10 p.m.

8. Future Agenda Items

8:10 – 8:15 p.m.

9. Other

Public Comment

Individuals are welcome to address Advisory Council. Please advise Tamara Flint (801) 629-4712 or tamaraf@usdb.org in advance with your name and the group you represent. Each person will be limited to three minutes. Total time allotted for public comments will be 15-minutes. Anyone needing more time should make that request in writing and arrange to be on the agenda at the next meeting.

Notice of Procedure to Get on the USDB Advisory Council Agenda

Anyone interested in being on the agenda should contact Chairperson Scott McAward at (801) 585-6148 / smcaward@sa.utah.edu, Superintendent Joel Coleman at (801) 629-4712 / joelc@usdb.org, or Tamara Flint at (801) 629-4712 / tamaraf@usdb.org. Please do so by the Monday of the week prior to the meeting to allow time for agenda printing and for ample time for brailing materials if needed. Packets are mailed the Friday prior to the meeting.

Notice of Special Accommodation at Public Meetings

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Tamara Flint (801) 629-4712 or tamaraf@usdb.org at least three working days prior to the meeting.

UTAH SCHOOLS FOR THE DEAF AND THE BLIND
Advisory Council Minutes

Utah State Office of Education
250 East 500 South
Salt Lake City, Utah 84114
Board Room

Date: June 26, 2014

4:30 p.m. - General Session

Attending: Scott McAward, Chair & Voting Member
Chris Bischke, Voting Member (by phone)
Kay Clark, Voting Member
Tony Jepson, Voting Member
Jenifer Lloyd, Voting Member
Dan Mathis, Voting Member
Sandra Ruconich, Voting Member
Erika Smith, Voting Member
Darran Zenger, Voting Member

Excused: Suzy Blackham, Non-Voting Member
Linda Carver, Voting Member
Michael Jensen, Non-Voting Member

Also Attending:

Joel Coleman, USDB Superintendent
Tamara Flint, Executive Assistant

Interpreters:

Andrea Rathbun
Adrienne Davis

Administrative Staff Present:

Karen Borg, Director of Blind PIP
Mike Hillstrom, KBS Director
Scott Jones, Director of Finance
Carolyn Lasater, Associate Superintendent of USB
Hollie Murdock, ERC/USIMAC Director
Michelle Tanner, Director of JMS/USDB

Also attending:

Glenna Gallo, USOE

1. Welcome and Pledge of Allegiance

Chair Dr. McAward welcomed everyone in attendance and also led the assembly in the Pledge of Allegiance.

2. Public Comments

No public comments.

ACTION ITEMS

3. Consent Calendar

Dr. Shelton moved to accept the Advisory Council minutes of May 22, 2014, the Vacancy Report for May FY 14 and the Donated Account Summaries for May FY 14. Ms. Lloyd seconded. Motion carried.

4. Elect Chair and Vice Chair

Dr. McAward called for nominations for the USDB Advisory Council Chair position. Ms. Lloyd nominated Mr. Jepson. Dr. McAward also nominated Dr. Bischke. After discussion amongst the Council and input from both Mr. Jepson and Dr. Bischke, Dr. McAward recommended a closed ballot. Following the collection of ballots, Dr. McAward informed the Council that the majority of votes were for Mr. Jepson as Chair.

Dr. McAward called for nominations for the USDB Advisory Council Vice-Chair. Ms. Lloyd nominated Dr. Bischke for Vice-Chair. Dr. Shelton seconded. Motion carried.

INFORMATION ITEMS

5. Budget

Mr. Jones reviewed the Advisory Council Board Report for May FY 14. He notified the Council that USDB is operationally capable as of May 31, 2014, with 85% of the budget expended and 8% of the school year remaining. We will have carry forward funds due to Vacancy Savings and will share the year-end financial statements with the Council at the August meeting. The travel budget is 117% expended, which is due to larger student caseloads. We will account for this as we plan the FY 15 travel budget.

Dr. McAward had concerns about why there was so much carry forward money available. Mr. Jones noted it is mostly due to Vacancy Savings. Mr. Mathis also had concerns about why USDB had exceeded the travel budget. Mr. Jones said it was due to the larger student caseloads and noted that a majority of the travel budget was used for educational staff and little for administrative staff travel.

Mr. Jones also addressed the Cost Data report. He encouraged Council members to ask questions or express any concerns they might have. The Statement of Net Position, the Changes in Net Position and the Cash Flow for period ten were also provided for the Council's review. Having approximately 5% of the FY2013-14 budget remaining at the end of the school year is acceptable.

Additionally, Mr. Jones provided an update on the status of the Enrichment Fund. Currently, we have spent 58% of the \$553,000 available, although we have expensed an additional \$38,000 since May 31, 2014 when the report was generated. Mr. Jones noted that the Enrichment funds have increased significantly and that we currently have a little over \$1 million. However, he also noted that this will not be the case in future years. Mr. Jones will provide an Enrichment Fund update to the Council at the next Advisory Council meeting on August 28, 2014.

Mr. Mathis was curious if they were able to use the Enrichment Funds for a new counselor position at JMS. Mr. Jones noted that the Legislature would have to approve an additional FTE to fund this position and that we cannot spend more than 60% of Enrichment Funds for compensation.

6. Future Agenda Items

- Enrichment Fund Update (30 minutes)
- Introduction of current and new Council members
- September Retreat – Explanation to new Advisory Council members

Possible agenda items:

- Organization of Advisory Council
- Understanding roles
- Tour
- Organizational chart
- Overview of Budget and financial documents
- Counseling services at JMS

7. Executive Session

Dr. Shelton made a motion to move into executive session to review the USDB Advisory Council Deafblind position. Ms. Ruconich seconded. Roll call was unanimous.

The Council agreed to move Ms. Melanie Hooten over to the Deafblind position to replace Mr. Darran Zenger. Ms. Tamara Flint will send out a new nomination for an individual who has an interest in and knowledge of the needs and education of students who are deaf, blind or deafblind.

Ms. Kay Clark made a motion to return to general session. Dr Clough Shelton seconded. Roll call was unanimous.

Dr. McAward adjourned the meeting at 5:45 pm.

VACANCY REPORT-August for July 2014

AGENCY: 400

Position #	Unit	Sch	Job Title	Rate (Min Max)	Comment	Vacancy Date
40050318	DEAF SOUTH (5330)	AH	INSTRUCTOR, USDB	\$11.38-\$99.99	Additional Funded Position	7/1/2014
40050238	PIP-BLIND (5500) (No change)	AH	INSTRUCTOR, USDB	\$11.38-\$99.99	.15 FTE	7/1/2014
40050775	PIP-BLIND (5500) (No change)	AH	INSTRUCTOR, USDB	\$11.38-\$99.99	.46 FTE	7/1/2014
40050701	PIP-DEAF (5510) (No change)	AH	INSTRUCTOR, USDB	\$11.38-\$99.99	.49 FTE	7/1/2014

DHRM:

40050138	JMS (5340)	AD	DIRECTOR	\$14.00-\$32.00	Incumbent left for a new position	8/1/2014
40050088	STEPS (6220)	IN	DIA II	\$10.41-\$10.41	Incumbent left for a new position	7/1/2014
40050909	USIMAC (6370)	IN	BRILLE PROOFREADER AIDE	\$8.00-\$8.00	Incumbent left for a new position	7/1/2014
40050404	Campus Operations (6730)	IN	CUSTODIAN I	\$8.37-\$8.37	Incumbent left for a new position	7/1/2014
40050188	IT/USIMAC (6900/6370)	B	TECH SUPPORT SPECIALIST III	\$26.26-\$26.26	Incumbent left for a new position	7/1/2014

ON-GOING RECRUITMENTS

6 Positions	AH	EDUCATIONAL INTERPRETER, USDB	\$7.72-\$26.89	CONTINUOUS
5 Positions	IN	TEACHER AIDE	\$9.60-\$11.42	CONTINUOUS
	AE	SUBSTITUTE INSTRUCTOR, USDB	\$9.608-\$99.99	CONTINUOUS
	AE	SUBSTITUTE TEACHER AIDES, USDB	\$9.60-\$99.99	CONTINUOUS
3 Positons	AJ	DEAF MENTOR, USDB	\$10.41-\$15.64	CONTINUOUS
13 Positions	IN	INTERVENER, USDB	\$12.93-\$20.50	CONTINUOUS

2:01 PM

08/20/14

Utah Schools for the Deaf and the Blind
Reconciliation Summary
Donated Checking Account 0301, Period Ending 08/07/2014

	<u>Aug 7, 14</u>
Beginning Balance	19,319.15
Cleared Transactions	
Checks and Payments - 2 items	-106.35
Total Cleared Transactions	<u>-106.35</u>
Cleared Balance	<u>19,212.80</u>
Uncleared Transactions	
Checks and Payments - 3 items	-26,597.97
Deposits and Credits - 1 item	0.00
Total Uncleared Transactions	<u>-26,597.97</u>
Register Balance as of 08/07/2014	<u>-7,385.17</u>
New Transactions	
Deposits and Credits - 1 item	2,850.14
Total New Transactions	<u>2,850.14</u>
Ending Balance	<u><u>-4,535.03</u></u>

9:08 AM
08/20/14

Utah Schools for the Deaf and the Blind
Reconciliation Summary
Donated PTIF Account 0742, Period Ending 07/31/2014

	<u>Jul 31, 14</u>
Beginning Balance	462,613.10
Cleared Transactions	
Deposits and Credits - 1 item	<u>184.40</u>
Total Cleared Transactions	<u>184.40</u>
Cleared Balance	<u>462,797.50</u>
Register Balance as of 07/31/2014	462,797.50
Ending Balance	462,797.50

UTAH SCHOOLS FOR THE DEAF AND THE BLIND
DONATION ACCOUNT BALANCES

Department	9-Jul-14 Balance	Doc # or Date	Deposits	Encum- brances	Withdrawals	Donor/Explanation	7-Aug-14 Balance	Program Balance
ALTERNATIVE FUNDING	860.59						860.59	860.59
AUDIOLOGY								
*Loaner Hearing Aid Bank Pre99	4,203.52	5117			1,349.81	Phonak	2,853.71	
*Christopholous Foundation	18,268.58	5117			18,268.58	Phonak	0.00	
*FM Systems Deaf Central 2013	5,000.00	5117			5,000.00	Phonak	0.00	2,853.71
BLIND SOUTH REGION								
*Summer Camp 2005	21.11						21.11	21.11
BLIND NORTH REGION								
*Lions Club Fund 2002	138.62						138.62	
*Karen Fredrickson's Class 2002	0.00						0.00	
*M Hollinger's Class 2011	230.37						230.37	
*C Spotted Elk 2011	12.45						12.45	
*G Hearn's Braille Trail 2003	2,000.00						2,000.00	
*K Hadley Class 2007	102.38						102.38	
*Orientation & Mobility Pre99	59.63						59.63	
*P Wilson's Class 2003	163.00						163.00	
*Daily Living 2010	101.99						101.99	
*G Ward Class 2006	1.84						1.84	
*The Memory Box Pre99	3,378.85						3,378.85	
*Sales Tax Payable	23.21					Sales Tax Due	23.21	8,866.26
BLIND OLYMPICS								
	10,897.58						10,897.58	10,897.58
BLIND CENTRAL REGION								
	60.00						60.00	
*C Clawson's Class Pre99	683.19						683.19	743.19

Department	9-Jul-14 Balance	Doc # or Date	Deposits	Encum- brances	Withdrawals	Donor/Explanation	~7-Aug-14 Balance	Program Balance
DEAF/BLIND	2,200.00						2,200.00	
*Clicker Software/Nursing 2007	3,070.94						3,070.94	
*SL County Communication 2009	3,500.00						3,500.00	8,770.94
DEAF NORTH REGION	4,570.89						4,570.89	
Davis County Preschool 2011	628.75						628.75	
*Art Access/Book Fair 2003	2,838.22						2,838.22	
*T Rouché 2007	115.45						115.45	
*D Clements Class 2006	100.00						100.00	
*Art Acct 2002	7.12						7.12	
*Fieldtrip Fund 2012	11.36						11.36	
*V Pitcher's Classroom 2007	128.30						128.30	
*Science Camp 2002	489.86						489.86	
*Hillcrest Deaf/ Logan 2002	679.36						679.36	
*Signing Naturally 2011	1,683.50						1,683.50	
*Adaptive Equipment Grove 2012	270.02						270.02	11,522.83
DEAF SOUTH REGION	250.00						250.00	
*C Johnson's Class 2003	27.44						27.44	
*S McComb's Class 2006	1.00						1.00	
*N Kelley ~ CloseUp 2006	21.78						21.78	
*S Boshard 2009	23.55						23.55	
*L Ruth's Classroom Pre99	4.68						4.68	
*S Lindsey's Classroom 2009	5.70						5.70	
*Utah County Extension Pre99	16.18						16.18	
*Sevier County Area Pre99	597.40						597.40	947.73
DEAF CENTRAL REGION SLAGBell Chapter 2004	4,086.49						4,086.49	4,086.49
DEAF CENTRAL REGION	2,477.24						2,477.24	
*A Kimball's CloseUp Pre99	839.73						839.73	
*Millcreek Engineering	100.00						100.00	3,416.97
DEAF JMS	6,215.66						6,215.66	
*Student Body Government 2009	2,039.47						2,039.47	

Department	9-Jul-14 Balance	Doc # or Date	Deposits	Encum- brances	Withdrawals	Donor/Explanation	7-Aug-14 Balance	Program Balance
*Jr NAD 2013	238.10						238.10	
*D Warren 2013	300.00						300.00	
*Assoc. for Deaf Children 2009	274.27						274.27	
*Teacher Fund 2012	1,419.00						1,419.00	
*A Breinholt 2013	5,112.59						5,112.59	
*Science Fund 2013	5,093.08	5133			1,964.58	Vernier Software	3,128.50	
* E Hanna 2013	176.14						176.14	
*Sub for Santa	1,960.00						1,960.00	20,863.73
EDUC RESOURCE CENTER	0.00						0.00	
*Student Braille Materials Pre99	200.00						200.00	
*Eskuche Char Fndn Pre99	1,549.39						1,549.39	
*M White's Reading Prog Pre99	277.64						277.64	
*Devices f/t Blind/SLC Pre99	1.20						1.20	
*Devices f/t Blind Pre99	1,134.89						1,134.89	
*Devices f/t Deaf Pre99	1,103.05						1,103.05	
*Technology Lending 2002	11,537.27						11,537.27	15,803.44
RELATED SERVICES								
*Prescription Glasses 2002 and Low Vision Aids Emergency Kits 2009	8,138.46	5132			43.00	United Optical	8,095.46	
Speech/Language Clawson 2012	200.00						200.00	8,343.14
PIP Blind Pre99	17,847.82						17,847.82	17,847.82
PIP Deaf Pre99	22,454.89						22,454.89	22,454.89
RESIDENTIAL CARE	206.02						206.02	5,980.86
Blind STEP Program 2011	496.50						496.50	
Post High Field Trip 2011	1,045.39						1,045.39	
Adaptive Equipment 2013	501.80						501.80	
Athletics 2009	1,451.00						1,451.00	
Academic Bowl 2009	2,280.15						2,280.15	

Department	9-Jul-14 Balance	Doc # or Date	Deposits	Encum- brances	Withdrawals	Donor/Explanation	7-Aug-14 Balance	Program Balance
USDB PLAYGROUND EQUIPMENT FUND Pre99	1,800.51						1,800.51	
*Campus Outdoor Improvements 2002 UNDESIGNATED FUNDS...	3,537.02						3,537.02	5,337.53
	249,483.40	7/31/2014	184.40			Interest Earned on PTIF Investment Account	\$249,667.80	249,667.80
FOUNDATION 2013	10,000.00						10,000.00	10,000.00
ADVISORY COUNCIL FUND	16,208.31						16,208.31	16,208.31
SUPERINTENDENT DISCRETIONARY FUND	3,586.63						3,586.63	3,586.63
*Rural Program 2012	3,000.00						3,000.00	3,000.00
ASSOCIATE BLIND SCHOOL 2012	7,564.14						7,564.14	7,564.14
ASSOCIATE DEAF SCHOOL 2012	11,266.70						11,266.70	11,266.70
Space Camp 2003	2,188.36						2,188.36	2,188.36
MEMORIAL FUNDS								
*Robert Barrett Memorial 2011	15.25						15.25	
*Hazel Barker Memorial 2011	200.00						200.00	
*Hunter Register Memorial 2008	25.00						25.00	
*Tiffany Ingram Memorial 2006	120.00						120.00	
*Barbara Hadfield Memorial 99 B	52.00						52.00	
*Edwin Lamar Bird Memorial 99 B	100.00						100.00	
*G Phillips Memorial 2004 B	216.59						216.59	
*E Fisher Memorial 2002 B	7.45						7.45	
*Clifford Ketchum Memorial 99 D	445.04						445.04	
*Lillian Fulmer Memorial 2003 D	235.00						235.00	
*Iola Jensen Memorial 2006 D	315.00						315.00	
*Florence Maxwell Memorial 2003 D	175.00						175.00	
*Linda Olsen Memorial 2002	187.75						187.75	
*Roy Thatcher Memorial 2008	50.00						50.00	

Department	9-Jul-14 Balance	Doc # or Date	Deposits	Encum- brances	Withdrawals	Donor/Explanation	7-Aug-14 Balance	Program Balance
*Ashley Call Memorial 2006	67.50						67.50	
*E Delores Clark Memorial 2009	100.00						100.00	2,311.58
TOTAL	481,853.90		184.40		26,625.97		455,412.33	455,412.33

Checkbook Balance as of 06/30/2014 (7,385.17)

Subtotal (7,385.17)

Checkbook Adjustments bank fee

Deposit Detail

Public Treasurer's Investment Fund 06/30/2014 462,613.10

Interest as of 06/30/2014 184.40

Transfer funds Deposit 455,412.33

Donation Account Balance

Statement Balance (7,385.17)

Bank Statement Balance 06/30/2014 19,212.80

Add - Deposits Not Yet Shown

Subtotal 19,212.80

Less - Checks Outstanding 15.00

5091 R Busker 24,618.39

5132 Phonak 1,964.58

5133 Vernier

Statement Balance (7,385.17)

Donation Account Balance 455,412.33

\$0.00



Utah Schools for
The Deaf and the Blind

JOEL COLEMAN
Superintendent

CAROLYN LASATER
Associate Superintendent
for the Blind

MICHELLE TANNER
Associate Superintendent
for the Deaf

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August 22, 2014

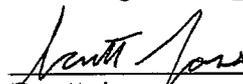
MEMORANDUM FOR Advisory Council, Utah Schools for the
Deaf and the Blind (USDB)

THRU Joel Coleman, Superintendent, USDB
Bruce Williams, Associate Superintendent, USOE
Carolyn Lasater, Associate Superintendent, USDB
Michelle Tanner, Associate Superintendent USDB

Cc: Chair Jennifer Johnson, Finance Committee, Utah State
Board of Education

SUBJECT: Fiscal Year 2015 USDB Enrichment Funds Spend
Plan for Design and Implementation by the USDB Advisory
Council

1. USDB requests Advisory Council review of the attached
Enrichment Funds spend plan prior to submission to the Utah
State Board of Education (USBE) for their review and approval of
use of the funds.
2. As of August 22, 2014 the amount of Enrichment Funds is
estimated at \$1,229,296.84. This amount is still subject to final
validation by the State Finance Office as part of their overall
review and approval of our FY 14 year end close financial
statements.
3. A comprehensive review of the attached spend plan is
scheduled for the August 28, 2014 Advisory Council meeting for
design and implementation by the council. Each line item is
reviewed and explained during the course of our meeting by
respective USDB Superintendents and/or Directors. The
Advisory Council sub-committee members had opportunity to
review and provide input prior to the meeting on August 28, 2014.
4. Any updates to the estimated amount or additional
information between the date of this memorandum and the
convening of the Advisory Council on August 28, 2014 to review
this plan will be provided by the USDB Finance Director at the
meeting.
5. Please direct any questions prior to the August 28, 2014
meeting regarding this memorandum and spend plan to the
undersigned at scottj@usdb.org



Scott Jones

Finance Director, USDB

Recommended Expenditures

<u>Line Item/Program</u>	Director Recommended Amount	Administration Recommended Amount	Committee Recommended Amount
Expanded Core Curriculum	\$ 128,000.00	\$ 128,000.00	\$ 128,000.00
UWIN (Utah Work Initiative Network)	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
Outdoor Track Ogden Campus	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
AT Devices	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
FM Systems Upgrade	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Deaf Mentor Program	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00
*Vision Sensory Rooms (Ogden, SLC,Orem)	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Loaner Hearing Aids	\$ 25,000.00	\$ -	\$ -
Emergency Preparedness	\$ 40,000.00	\$ -	\$ -
JMS Auditorium Upgrades	\$ 50,000.00	\$ -	\$ -
Sheds	\$ 20,000.00	\$ -	\$ -
Baseball Diamond	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Basketball Court	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Visual PA (Emergency Notification System)	\$ 150,000.00	\$ -	\$ -
Dance Performance Material	\$ 500.00	\$ 500.00	\$ 500.00
Educational and Recreational (6184)	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Educational and Recreational (6184)	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00
Educational and Recreational (6184)	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
Educational and Recreational (6184)	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
Educational and Recreational (6184)	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Educational and Recreational (6184)	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
Educational and Recreational (6184)	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Medical Supplies (6219)	\$ 28,500.00	\$ 28,500.00	\$ 28,500.00
Medical Supplies (6219)	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Educational and Recreational (6184)	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Medical Supplies (6219)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Educational and Recreational (6184)	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Books and Subscriptions (6185)	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Educational and Recreational (6184)	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00
Library Books and Pamphlets (6251)	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Library Audio Visual Materials (6254)	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Library Books and Pamphlets (6251)	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
iPADs for Students	\$ 30,000.00	\$ -	\$ -
Apple TV for Students	\$ 5,000.00	\$ -	\$ -
Special Projects	\$ 150,000.00	\$ 537,096.84	\$ 537,096.84
Extra Curricular Activities	\$ 126,000.00	\$ 126,000.00	\$ 126,000.00
Total	\$ 1,162,200.00	\$ 1,229,296.84	\$ 1,229,296.84
<u>Available Funds (Planning Factor)</u>	\$ 1,229,296.84	\$ 1,229,296.84	\$ 1,229,296.84
Amount Remaining	\$ 67,096.84	\$ 0.00	\$ 0.00
% remaining	5%	0%	0%



Utah Schools for
The Deaf and the Blind

JOEL COLEMAN
Superintendent

CAROLYN LASATER
Associate Superintendent
for the Blind

MICHELLE TANNER
Associate Superintendent
for the Deaf

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August 22, 2014

MEMORANDUM FOR Advisory Council, Utah Schools for the
Deaf and the Blind (USDB)

THRU Joel Coleman, Superintendent, USDB
Bruce Williams, Associate Superintendent, USOE
Carolyn Lasater, Associate Superintendent, USDB
Michelle Tanner, Associate Superintendent USDB

Cc: Chair Jennifer Johnson, Finance Committee, Utah State
Board of Education

SUBJECT: Fiscal Year 2014 USDB Agency Carry Forward
Funds and Spend Plan for Review by the USDB Advisory Council

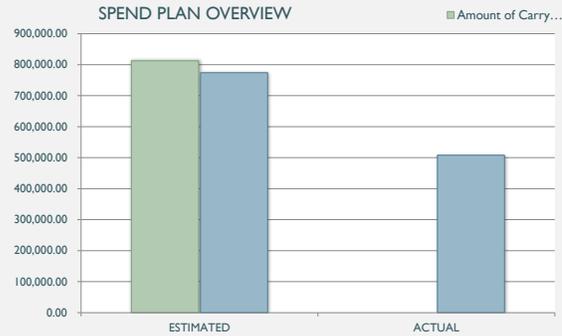
1. USDB requests Advisory Council review of the attached agency carry forward funds spend plan prior to submission to the Utah State Board of Education (USBE) for their approval of use of these funds.
2. As of August 22, 2014 the amount of agency carry forward funds is estimated at \$812,289.93. This amount is still subject to final validation by the State Finance Office as part of their overall review and approval of our FY 14 year end close financial statements.
3. A comprehensive review of the attached spend plan is scheduled for the August 28, 2014 Advisory Council meeting. This meeting will provide Advisory Council members the opportunity to review the plan and provide recommendations or input to the plan. Each line item is reviewed and explained during the course of our meeting by respective USDB Superintendents and/or Directors.
4. Any updates to the estimated amount or additional information between the date of this memorandum and the convening of the Advisory Council on August 28, 2014 to review this plan will be provided by the USDB Finance Director at the meeting.
5. Please direct any questions prior to the August 28, 2014 meeting regarding this memorandum and spend plan to the undersigned at scottj@usdb.org

Scott Jones
Finance Director, USDB

Utah Schools for the Deaf and the Blind (USDB) 2014 CARRY FORWARD SPEND PLAN

August 2014

BUDGET TOTALS	ESTIMATED	ACTUAL	DIFFERENCE
Amount of Carry Forward	812,298.93	0.00	(812,298.93)
Expenses	774,308.00	508,000.00	266,308.00
Balance (Carry Forward minus)	37,990.93	(508,000.00)	(545,990.93)



WHAT ARE OUR TOP 5 HIGHEST PRIORITIES FOR SPENDING?

EXPENSE	AMOUNT	% OF EXPENSES	15% REDUCTION
WITHHOLD/Proprietary Func	250,000.00	49.2%	37,500.00
Video Alert System (Tanner)Jo	130,000.00	25.6%	19,500.00
Student Database (First Payme	59,000.00	11.6%	8,850.00
A and B Conference Room (M	30,000.00	5.9%	4,500.00
Conference Room and Breakr	24,000.00	4.7%	3,600.00
Total	493,000.00	97.0%	73,950.00

Carry Forward Amount	ESTIMATED	ACTUAL	DIFFERENCE
BEGINNING BALANCE	812,298.93	0.00	(812,298.93)
NEW	0.00	0.00	0.00
NEW	0.00	0.00	0.00
Total	812,298.93	0.00	(812,298.93)

PERSONNEL EXPENSES	ESTIMATED	ACTUAL	DIFFERENCE
Salaries	-	-	-
Salaries	14,560.00	0.00	14,560.00
Benefits	0.00	0.00	0.00
Benefits	20,148.00	0.00	20,148.00
Incentive Awards (Coleman/Tribe)	5,000.00	0.00	5,000.00
Total Personnel	39,708.00	0.00	39,708.00

PROGRAMMED	ESTIMATED	ACTUAL	DIFFERENCE
WITHHOLD/Proprietary Funds (Coleman/Jones) (Must Fund)	250,000.00	250,000.00	0.00
Student Database (First Payment) (Felt) (Must Fund)	59,000.00	59,000.00	0.00
A and B Conference Room (Must Fund)	30,000.00	30,000.00	0.00
Conference Room and Breakroom (Coleman) (Must Fund)	24,000.00	24,000.00	0.00
Frevvo License Upgrade for Digital Forms (Felt) (Must Fund)	15,000.00	15,000.00	0.00
Video Alert System (Tanner/Jones) (Must Fund)	130,000.00	130,000.00	0.00
iPads for Students (Felt)	30,000.00	0.00	30,000.00
Mayday/First Aid Items-Emergency Preparedness Cintas Pricing (Gear)	20,000.00	0.00	20,000.00
Apple TV for Students (Felt)	5,000.00	0.00	5,000.00
Compressors/Kitchen (Jones)	30,000.00	0.00	30,000.00
PA System in Ogden Gym (Pierce)	5,000.00	0.00	5,000.00
JMS Conference Room Wall (Tanner)	5,000.00	0.00	5,000.00
JMS Auditorium Upgrade (Tanner)	25,000.00	0.00	25,000.00
Gym Equipment-Ogden (Thornton)	10,000.00	0.00	10,000.00
JMS Windows (Gear)	1,200.00	0.00	1,200.00
Scanners (Felt)	9,000.00	0.00	9,000.00
LED Lighting for Classrooms in Ogden (Lasater)	1,000.00	0.00	1,000.00
Central Heating and Cooling for Two Cottages (Tanner)	14,000.00	0.00	14,000.00
Storage Sheds for cottages (Tanner)	5,000.00	0.00	5,000.00
Mattresses for cottages (Tanner)	7,200.00	0.00	7,200.00
Cement Patio Ogden Blind Campus (Lasater)	3,000.00	0.00	3,000.00
Cottage living room love seats (Tanner)	3,200.00	0.00	3,200.00
Cottage living room sofas (Tanner)	4,800.00	0.00	4,800.00
Cottage dining tables (Tanner)	4,000.00	0.00	4,000.00
Cottage dining chairs (Tanner)	7,200.00	0.00	7,200.00
Carpet for USIMAC (Murdock)	5,000.00	0.00	5,000.00
JMS ReceptionArea Modification (Tanner)	10,000.00	0.00	10,000.00
Laptops (Felt)	22,000.00	0.00	22,000.00
Keyless Entry System (Coleman/Jones)	0.00	0.00	0.00
Instructor stool for STEPS (Tanner)	0.00	0.00	0.00
Student desks for cottages (Tanner)	0.00	0.00	0.00
End tables for cottages (Tanner)	0.00	0.00	0.00
Storage Pods for Emergency Preparedness (Gear)	0.00	0.00	0.00
Classroom chairs for STEPS (Tanner)	0.00	0.00	0.00
Sinks in cottages (Tanner)	0.00	0.00	0.00
Cabinetes in cottages (Tanner)	0.00	0.00	0.00
Walls in Woodshop (Tanner)	0.00	0.00	0.00
Wardrobes in Cottages (Tanner)	0.00	0.00	0.00
Ogden Campus Carpet Edging and Front Desk Reconfiguration	0.00	0.00	0.00
Ogden and JMS Kitchen/Dining Hall upgrades/additional furniture/milk fridges (Jacobsen)	0.00	0.00	0.00
Total	734,600.00	508,000.00	226,600.00

**ADVISORY COUNCIL REPORT
 APPROPRIATION UNIT DEAF AND BLIND SCHOOLS
 FOR FISCAL MONTH ENDING July 31, 2014 Fiscal Year (FY) 15
 92% OF YEAR REMAINING**

CATEGORY TITLE	FY 15 BUDGET APPROPRIATION	YEAR TO DATE EXPENDITURES	ENCUMBERANCES	BUDGET BALANCE	Last Year Expenditures	% SPENT
SALARIES	15,473,666	192,205	-	15,281,461	255,465	1%
BENEFITS	8,717,100	132,356	-	8,584,744	148,688	2%
PURCHASED SERVICES	4,889,545	63,397	38,312	4,787,836	28,856	2%
TRAVEL	462,308	15,749	894	446,559	20,367	3%
SUPPIES AND MATERIALS	2,197,664	74,651	46,355	2,076,658	17,574	6%
EQUIPMENT	238,700	31,502	156,574	50,624	1,787	79%
CAPITAL EXPENDITURES	26,000	-	-	26,000	-	0%
TOTALS	32,004,983	509,860	242,135	31,253,882	472,737	2%

Notes: Expect budget to
 increase by ~\$250k Enrichment
 Funds

USDB COST DATA -- FOR FY 2015--Period 1

MAINTENANCE AND OPERATION	2015	
	2015 YTD Expenses	2014 YTD Expenses

INSTRUCTION

Salaries	\$ 113,865.00	\$ 155,928.00
Employee Benefits	\$ 72,167.00	\$ 85,301.00
Purchased Services	\$ 1,819.00	\$ 698.00
Supplies and Materials	\$ 951.00	\$ 6.00
Assets	\$ 344.00	\$ -
TOTAL INSTRUCTION	\$ 189,146.00	\$ 241,933.00

SUPPORT SERVS-STUDENTS-RELATE SERVICES

Salaries	\$ 35,894.00	\$ 56,254.00
Employee Benefits	\$ 20,182.00	\$ 26,230.00
Purchased Services	\$ 328.00	\$ 62.00
Supplies and Materials	\$ -	\$ (4,239.00)
Assets	\$ -	\$ -
TOTAL SUPPORT SERV-STUDENTS-RS	\$ 56,404.00	\$ 78,307.00

SUPPORT SERVICES-TO-INSTR-STAFF

Salaries	\$ 18,595.00	\$ 20,514.00
Employee Benefits	\$ 17,922.00	\$ 21,250.00
Purchased Services	\$ 52,381.00	\$ 1,851.00
Supplies and Materials	\$ 388.00	\$ -
Assets	\$ 30,325.00	\$ 64.00
TOTAL SUPPORT SERV-INSTR-STAFF	\$ 119,611.00	\$ 43,679.00

SUPPORT SERVICES-LAND GRANT

Salaries	\$ 113.00	\$ 1,365.00
Employee Benefits	\$ 10.00	\$ 356.00
Purchased Services	\$ 850.00	\$ 64.00
Supplies and Materials	\$ 118.00	\$ 721.00
Assets	\$ -	\$ -
TOTAL SUPPORT SERV-LAND GRANT	\$ 1,091.00	\$ 2,506.00

SUPPORT SERVICES-SCHOOL ADMIN

Salaries	\$ 12,413.00	\$ 8,972.00
Employee Benefits	\$ 11,998.00	\$ 5,143.00
Purchased Services	\$ 11,110.00	\$ 9,073.00
Supplies and Materials	\$ 26.00	\$ 225.00
Assets	\$ -	\$ -
TOTAL SUPPORT SERV-SCHOOL ADMIN	\$ 35,547.00	\$ 23,413.00

USDB COST DATA -- FOR FY 2015--Period 1

MAINTENANCE AND OPERATION	2015	
	2015 YTD Expenses	2014 YTD Expenses
SUPPORT SERVICES-CENTRAL BUSINESS		
Salaries	\$ 4,154.00	\$ 4,650.00
Employee Benefits	\$ 7,430.00	\$ 3,300.00
Purchased Services	\$ 34,259.00	\$ 17,752.00
Supplies and Materials	\$ -	\$ 1,602.00
Assets	\$ -	\$ -
TOTAL SUPPORT SERV-CENTRAL BUSINESS	\$ 45,843.00	\$ 27,304.00
OPERATION AND MAINTENANCE OF PLANT		
Salaries	\$ 5,480.00	\$ 6,103.00
Employee Benefits	\$ 3,434.00	\$ 3,542.00
Purchased Services	\$ 46,767.00	\$ 38,537.00
Supplies and Materials	\$ 1,166.00	\$ -
Assets	\$ -	\$ -
TOTAL OPER AND MAINT OF PLANT	\$ 56,847.00	\$ 48,182.00
STUDENT TRANSPORTATION SERVICES		
Salaries	\$ -	\$ -
Employee Benefits	\$ -	\$ -
Purchased Services	\$ -	\$ -
Supplies and Materials	\$ -	\$ -
Assets	\$ -	\$ -
TOTAL STUDENT TRANSP SERV	\$ -	\$ -
SCHOOL LUNCH		
Salaries	\$ 111.00	\$ 82.00
Employee Benefits	\$ 879.00	\$ 1,172.00
Purchased Services	\$ -	\$ -
Supplies and Materials	\$ 136.00	\$ 168.00
Assets	\$ -	\$ -
TOTAL SCHOOL LUNCH	\$ 1,126.00	\$ 1,422.00
STEP PROGRAM / RESIDENTIAL		
Salaries	\$ 1,581.00	\$ 1,596.00
Employee Benefits	\$ 2,665.00	\$ 2,395.00
Purchased Services	\$ -	\$ -
Supplies and Materials	\$ -	\$ -
Assets	\$ -	\$ -
TOTAL STEP PROGRAM / RESIDENTIAL	\$ 4,246.00	\$ 3,991.00
TOTALS	\$ 509,861.00	\$ 470,737.00

6410 (Enrichment Program/Land Grant) Spend Plan as of 30 June 2014

DESCRIPTION	Base Allotment	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total Planned Expenditures	Remaining
Expanded Core Curriculum (Austin/Hearn)	\$ 100,000.00	\$ 3,216	\$ 2,062	\$ 2,283	\$ 2,539	\$ 14,867	\$ 5,400	\$ 11,361	\$ 7,711	\$ 8,260	\$ 460	\$ 800	\$ 17,700	\$ 76,659	\$ 23,341.00
UWIN (Lasater)	\$ 18,000.00	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,500	\$ 18,000	\$ -
Audiology RV (Gear)	\$ 160,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ -	\$ 160,000	\$ -
Low Vision Devices (Gear)	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -
FM Systems Upgrade (Gear)	\$ 15,000.00	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -
Deaf Mentor Program (Roueche/Pittman)	\$ 65,000.00	\$ 3,025	\$ 3,025	\$ 3,025	\$ 3,025	\$ 3,025	\$ 3,025	\$ 3,025	\$ 3,025	\$ 3,025	\$ 3,025	\$ 3,025	\$ 3,025	\$ 36,300	\$ 28,700.00
iPAD/Tablet Purchases (Felt)	\$ 55,700.00	\$ -	\$ 1,684	\$ -	\$ 53,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,634	\$ 65.92
Activity Center Remodel (Roueche/Hillstrom)	\$ 38,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,500	\$ 7,500.00
Mobile Computer (Felt)	\$ 31,300.00	\$ -	\$ -	\$ -	\$ -	\$ 31,300	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,300	\$ -
Extra Curricular Activites (Tanner)	\$ 50,000.00	\$ 10,738	\$ 294	\$ 1,951	\$ 5,867	\$ 13,000	\$ 1,000	\$ 1,000	\$ 3,200	\$ 1,500	\$ 1,000	\$ -	\$ 10,000	\$ 49,550	\$ 449.98
TOTAL BASE ALLOTMENT to Unit:	\$ 553,000.00	\$ 24,479	\$ 7,065	\$ 7,259	\$ 65,381	\$ 87,192	\$ 39,925	\$ 15,386	\$ 13,936	\$ 22,785	\$ 4,485	\$ 163,825	\$ 41,225	\$ 492,943	\$ 60,056.90
Total Planned Expenditures:		\$ 24,479	\$ 31,544	\$ 38,803	\$ 104,184	\$ 191,376	\$ 231,301	\$ 246,687	\$ 260,623	\$ 283,408	\$ 287,893	\$ 451,718	\$ 492,943	Funds Left:	\$ 60,056.90
% Funds planned for expenditure BY MONTH		4.43%	5.70%	7.02%	18.84%	34.61%	41.83%	44.61%	47.13%	51.25%	52.06%	81.69%	89.14%	% Remaining:	11%

Business Office Only:	July	August	September	October	November	December	January	February	March	April	May	June		
6410 Actual	BASE Allotment	\$ 553,000.00												
	Actual Expenditures	\$ 2,505.88	\$ 23,827.70	\$ 6,471.11	\$ 77,317.62	\$ (2,663.42)	\$ 12,548.86	\$ 5,601.72	\$ 9,132.87	\$ 27,817.76	\$ 41,353.50	\$ 118,114.33	\$ 61,639.31	\$ 430,783.47
	Remaining Balance:	\$ 550,494.12	\$ 526,666.42	\$ 520,195.31	\$ 442,877.69	\$ 445,541.11	\$ 432,992.25	\$ 427,390.53	\$ 418,257.66	\$ 390,439.90	\$ 349,086.40	\$ 230,972.07	\$ 169,332.76	
	Remaining %		95%	94%	80%	81%	78%	77%	76%	71%	63%	42%	#DIV/0!	#DIV/0!
	Period 13												Total % Allotment Spent	78%
	\$ 47,116.23												Funds Remaining	122,216.53