

1995-96 SESSION  
COMMITTEE HEARING  
RECORDS

Committee Name:

Joint Committee on  
Finance (JC-Fi)

Sample:

Record of Comm. Proceedings ... RCP

- 05hrAC-EdR\_RCP\_pt01a
- 05hrAC-EdR\_RCP\_pt01b
- 05hrAC-EdR\_RCP\_pt02

➤ Appointments ... Appt

➤ \*\*

➤ Clearinghouse Rules ... CRule

➤ \*\*

➤ Committee Hearings ... CH

➤ \*\*

➤ Committee Reports ... CR

➤ \*\*

➤ Executive Sessions ... ES

➤ \*\*

➤ Hearing Records ... HR

➤ \*\*

➤ Miscellaneous ... Misc

➤ 95hrJC-Fi\_Misc\_pt71

➤ Record of Comm. Proceedings ... RCP

➤ \*\*

- XVII. Educational Technology Board (ETB) -- Arthur Keenan, Chairman  
Department of Administration (DOA) -- George Lightbourn, Deputy  
Secretary

The ETB and DOA request approval of the staffing and implementation plan for the establishment of the Pioneering Partners Program, as required under Section 9159(11g) of 1995 Wisconsin Act 27.

Governor's Recommendation

Approve the request.

## CORRESPONDENCE MEMORANDUM

STATE OF WISCONSIN  
Department of Administration

**Date:** April 10, 1996

**To:** Members, Joint Committee on Finance

**From:** James R. Klauser, Secretary  
Department of Administration

**Subject:** Section 13.10 Request from the Educational Technology Board (ETB) and the Department of Administration (DOA) for the establishment of the Pioneering Partners Program.

**Request**

The ETB and DOA request the Committee's approval of the staffing and implementation plan to operate the Pioneering Partners Program, as required under Section 9159 (11g) of 1995 Wisconsin Act 27.

**Background**

1995 Wisconsin Act 27 created the Pioneering Partners Program, administered by a nine-member ETB (also created by the budget bill and attached to DOA for administrative purposes), which will provide funding and technical assistance to school districts and public libraries for the purpose of implementing, expanding or participating in educational technology and distance education projects.

Act 27 defined "distance education" as instruction that takes place, regardless of the location of a teacher and student, by means of telecommunications or other means of communication, including cable, instructional television fixed service, microwave, radio, satellite, computer, telephone or television. "Educational technology" is defined as technology used in the education or training of any person or in the administration of an elementary or secondary school or a public library.

This program, which consists of direct grants, loans, and grants to subsidize interest costs on loans, is funded with \$10 million GPR in FY97 for grants through a new, continuing appropriation. In addition, Act 27 specified that the Board of Commissioners of Public Lands (BCPL) reserve "to the extent practicable" \$15 million annually in FY97 through FY2000, for state trust funds loans for eligible projects.

Eligible applicants include school boards, municipal library boards or county library boards, either individually or in conjunction with one or more other eligible applicants. Applicants awarded Pioneering Partners funds may receive one of the following forms of assistance to fund, or partially fund, the cost of an educational technology or distance education project: (1) a grant (which requires a match from the applicant, either an in-cash or in-kind contribution, of at least 25% of the cost of the project); (2) a trust fund loan and a grant to pay the first two percentage points of interest on a loan from the BCPL; or (3) an unsubsidized trust fund loan. Applicants for trust fund loans must

receive approval from both the ETB and the BCPL. Upon approval by the BCPL, the ETB would provide written notice to the BCPL and make the appropriate interest payment on subsidized loans, if applicable.

The ETB may approve an application if it determines the project will do any of the following:

- Enhance the educational opportunities for state residents;
- Improve the administrative efficiency of public schools in the state; or
- Enhance the training and continuing educational opportunities of elementary and secondary school teachers in the state.

Specific uses of Pioneering Partners grants and loans may be for any of the following purposes:

- Training teachers, librarians and other staff members in the use and integration of technology for educational purposes;
- Purchasing or upgrading technology, including computer hardware and software, distance education equipment and other equipment, materials or resources related to the project, and wiring within a school or library building or to connect school buildings within a school district if the wiring is directly related to the project;
- Integrating the use of educational technology and distance education throughout the curriculum;
- Implementing the use of technology to enhance administrative efficiencies; or
- Offering community educational opportunities through distance education or educational technology to residents of the school district, municipality or county.

In addition to administering the Pioneering Partners Program, the ETB is charged with three other functions related to distance education and educational technology issues: (1) providing consultative services to assist school districts and library boards in developing and implementing these projects and in writing applications for grants and loans; (2) consulting and coordinating its activities with Cooperative Educational Service Agencies (CESA's); and (3) reporting annually, by August 15, to the Joint Committee on Finance (JCF) on all award recipients in the previous fiscal year and the purpose for which award was approved.

The ETB received \$45,000 GPR in FY96 and \$75,000 GPR in FY97 through an annual state operations appropriation for administrative expenses and to fund 1.0 GPR project position. It was provided that this position would be filled by one or more elementary or secondary school teachers to provide consultative services.

Act 27 also required the ETB and the DOA to jointly submit a plan to the JCF for its approval under s. 13.10 that addresses the following two areas: (1) a request to transfer not more than 4.0 FTE positions and the funding for those positions from other state agencies to the ETB; and (2) a plan which sets forth the deadlines, procedures and criteria the ETB will use in reviewing and approving grants and loans.

#### ETB and DOA Reporting Requirements

The ETB and DOA approved the staffing and implementation plan in March 1996. Specifically, the plan recommends doing the following:

#### Staffing Plan

- Using Educational Communications Board (ECB) staff to immediately assist the ETB in administering the start-up of the Pioneering Partners Program.
- Recommending that projected savings (approximately \$17,500 GPR) from the ETB's FY96 GPR appropriation (accrued from the use of ECB staff) be carried over into FY97, which would enable the ETB to employ elementary and secondary education teachers as consultants and minimizes the funds necessary to be transferred from other agencies.
- Transferring 2.0 FTE vacant positions and the funding for those positions to the ETB, effective July 1, 1996. The ETB and DOA recommend that the University of Wisconsin-Extension (UWEX) and the Department of Public Instruction (DPI) each transfer 1.0 FTE and \$75,250 GPR, beginning in FY97. It is proposed that these positions be classified as Administrative Officer 1 positions.
- Recruiting 1.0 FTE (two to four total elementary and secondary school teachers), beginning July 1, 1996, to provide consultative services to school boards and library boards to assist these entities in developing distance education and educational technology projects, and in preparing ETB application proposals for grants and loans.

Approval of this plan provides the ETB with a FY97 base level of funding of approximately \$243,000 GPR, of which \$19,200 GPR represents one-time costs.

### Implementation Plan

In addition to the specific statutory requirement that all applicants include a technology plan identifying the distance education or educational technology project for which the grant would be used, the ETB recommends the following implementation plan to initiate the Pioneering Partners Program:

### Deadlines

- The ETB proposes to have quarterly application funding cycles, with the first funding cycle application deadline for ETB awards set for June 14, 1996. The ETB expects to meet on July 26, 1996 to review and approve the first cycle of awards, and notify applicants on July 31, 1996. Subsequent application deadlines for 1996 include August 30th and November 29th.

### Procedures

- In cooperation with the Wisconsin Advanced Telecommunications Foundation (WATF), created under 1994 Wisconsin Act 496 to award grants to support advanced telecommunications technology projects, a common joint grant/loan application and guidelines were developed for both ETB and WATF awards. The application states that "Eligible applicants and proposal applications to the WATF and ETB will be considered simultaneously for funding from both the WATF and ETB."

### Criteria

- Applications for ETB awards will be evaluated according to the following criteria:

<b>Criteria</b>	<b>Relative Weight</b>
Applicant/Organization Overview Problem/Opportunity Definition Project Goals and Objectives Project Design	30%
Application Qualifications Project Management Project Evaluation	30%
Partnerships and Community Support Potential to Serve as a Model	30%
Applicant Financial Resources/Project Budget	10%
Total	100%

Application guidelines also provide that funded projects are expected to start within three months of award notification and may not exceed one year in duration. In addition, application materials also provide that technical assistance will be made available to prospective applicants on a first-come, first-served basis, and that ETB and WATF staff will offer information technology consulting, in addition to regional workshops on a regular basis.

### Analysis

#### Staffing Plan

The ETB staffing plan, developed in consultation with DOA, provides the ETB with an opportunity to meet its statutory responsibilities by: (1) using existing agency personnel familiar with distance education issues to assist in the initiation of the Pioneering Partners Program; (2) hiring and employing its own staff, beginning on July 1, 1996; and (3) funding two to four elementary and secondary teacher consultants to provide technical assistance to schools and libraries throughout the state.

First, the use of ECB staff will provide the ETB with immediate support critical to the implementation of the Pioneering Partners Program. ECB staff currently operate its own distance education technologies program consisting of statewide technology consulting services, grant writing assistance, standards coordination, and grant distribution. Timely assistance is vital to the establishment of the ETB grant and consulting programs so that assistance is available to schools and libraries in time for the 1996-97 academic year. Given the similarity of activities and the short time frame, using existing ECB will expedite implementation of Pioneering Partners.

Second, use of vacant positions from other agencies that also work on distance education and educational technology issues provides the ETB with the opportunity to recruit and hire its own staff. The ETB's Executive Director has indicated that he has received over 15 applications from state agency personnel interested in these two positions.

The ETB and DOA elected to propose the transfer of vacant positions from UWEX and DPI for two primary reasons. First, both UWEX and DPI have vacant positions. Second, along with ECB, UWEX and DPI are the principle providers of service and expertise in the distance education/educational technology area.

Although the statutes allowed the ETB and DOA to transfer up to 4.0 FTE positions from other state agencies, use of ECB staff to assist in the implementation of the Pioneering Partners Program should reduce the need to transfer all 4.0 FTEs. If the ETB determines it requires more than the 2.0 FTE positions (in addition to its use of

ECB staff) to discharge its duties, the agency could make a s. 13.10 request in FY97 or seek additional positions as a part of its 1997-99 biennial budget request.

It should be noted that the ETB did consider an alternative staffing proposal its March 13th meeting brought forward by the Chancellor of the UWEX. The Chancellor proposed that while the UWEX "clearly wishes to be supportive of the ETB and its programs...the permanent transfer of a position and salary from UWEX may be premature given the start-up nature of the ETB and its activities." Specifically, the UWEX Chancellor proposed the ETB consider an Interagency Agreement, as allowed under s. 230.047, whereby UWEX would loan the ETB 1.0 FTE for an agreed upon length of time (this option was also agreed to by the DPI). This proposal was discussed, but failed on a 2-6 vote. The Board's decision appeared to be based on the argument that it needed staff that were fully accountable to the ETB.

Third, the ETB's staffing plan, which minimizes FY96 costs by using ECB staff, proposes the carryover of FY96 funds, all of which can be used to employ contracted K-12 public school teachers, who will provide consultative services to eligible applicants.

The use of ECB staff, in combination with the transfer of vacant positions from the UWEX and DPI, should provide these agencies with an opportunity to develop strong relationships with the ETB related to distance education issues involving their clients, which include public schools, public libraries and the UW system.

#### Implementation Plan

The deadlines, procedures and criteria approved by the ETB related to the implementation of the Pioneering Partners Program meet statutory requirements. The ETB's shared services agreement with the WATF also provides the agency with additional flexibility as both entities will share in many of the costs related to the administration and staffing of the Pioneering Partners Program. In many areas, the WATF will reimburse the ETB with 20-50% of the costs associated with the operation of ETB programs.

Use of a common, joint grant/loan application also eliminates potential confusion among applicants, since the ETB has a much narrower pool of eligible applicants than the WATF, which also serves state government agencies and local governmental units. Shared staff will also streamline the application review process so that both funding sources are used in a consistent and equitable manner.



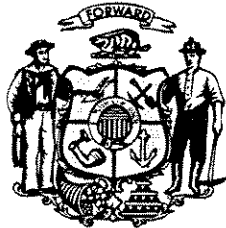
Members, Joint Committee on Finance  
April 10, 1996  
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**Recommendation**

Approve the request.

Prepared by: Brian Pahnke  
264-8259

STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION  
101 East Wilson Street, Madison, Wisconsin



XVII

Mailing Address:  
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ROMMY G. THOMPSON  
GOVERNOR  
JAMES R. KLAUSER  
SECRETARY

March 18, 1996

The Honorable Tim Weeden, Co-Chair  
Joint Committee on Finance  
P.O. Box 7882  
Madison, WI 53707-7882

The Honorable Ben Brancel, Co-Chair  
Joint Committee on Finance  
P.O. Box 8952  
Madison, WI 53708-8952

Dear Senator Weeden and Representative Brancel:

Enclosed is the s. 13.10 request of the Educational Technology Board (ETB) and the Department of Administration (DOA) related to the establishment of the Pioneering Partners Program, which will be administered by the ETB.

The Department concurs with the ETB's staffing proposal and implementation plan, which meets the requirements under Section 9159 (11g) of 1995 Wisconsin Act 27, and was approved by the ETB on March 13, 1996.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in cursive script that reads "Richard G. Chandler".

Richard G. Chandler  
State Budget Director

cc: Members, Joint Committee on Finance

# Educational Technology Board

3319 West Beltline Highway Madison, Wisconsin 53713

March 15, 1996

The Honorable Tim Weeden  
Senate Chair  
Joint Committee on Finance  
119 Martin Luther King Boulevard  
P.O. Box 7882  
Madison, Wisconsin 53707-7882

The Honorable Ben Brancel  
Assembly Chair  
Joint Committee on Finance  
119 Martin Luther King Boulevard  
P.O. Box 8952  
Madison, Wisconsin 53707-8952

Dear Senator Weeden and Representative Brancel:

It is our pleasure to submit to you the attached report on the implementation plan for the Educational Technology Board, or ETB. The ETB Board of Directors was appointed in late-December 1995 and has met several times to discuss, review, and approve the various components of this plan.

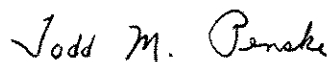
We will be attending your Joint Committee on Finance meeting on April 16th, and look forward to discussing this plan with you and your colleagues.

Thank you for your patience in allowing us some extra time to complete and submit this implementation plan report to you, and for your overall support of the ETB. We look forward to working with public schools and libraries throughout Wisconsin. If you have any questions prior to this meeting, please don't hesitate to contact us at 608-462-2600 (Art) or 608-266-7878 (Todd).

Sincerely,



ARTHUR F. KEENAN  
Chairperson



TODD M. PENSKE  
Executive Director

**EDUCATIONAL TECHNOLOGY BOARD (ETB)**  
**IMPLEMENTATION PLAN**

**March 15, 1996**

**REPORT  
TO  
JOINT COMMITTEE ON FINANCE  
FOR ITS  
APRIL 16, 1996 QUARTERLY 1310 MEETING**

Prepared By:

Todd M. Penske  
Executive Director

Educational Technology Board  
Report on Implementation Plan  
March 15, 1996

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Educational Technology Board  
Report on Implementation Plan  
March 15, 1996

**EXECUTIVE SUMMARY**

The Educational Technology Board (ETB) Board of Directors was appointed in late-December 1995. It met on January 16, February 22, and March 13, 1996 to discuss, review, and approve the various components of this implementation plan. Please refer to the Board of Directors Directory section for further information. Meeting minutes are available upon request.

The ETB established a joint office with the Wisconsin Advanced Telecommunications Foundation (WATF) in mid-January 1996 and intends to integrate and implement its business plan in conjunction with the WATF's plan. The ETB and WATF would like to distribute common grant/loan application guidelines and forms for the ETB's first (and the WATF's second) funding cycle to prospective applicants in late-April/early-May 1996. Please refer to the implementation plan section and its *Major Milestones and Timeframes*, as well as the sections for the common grant application guidelines and forms and eligible applicant distribution plan, for further information.

The ETB recommends that 2.0 full-time equivalent (FTE) vacant positions and the funding for those positions be transferred to the ETB. The ETB and Department of Administration (DOA) recommend that the University of Wisconsin-Extension and Department of Public Instruction each transfer 1.0 FTE and \$75,250 General Purpose Revenue (GPR) to the ETB, effective July 1, 1996. In addition, the ETB and DOA recommend that projected savings from the ETB's FY96 GPR appropriation be permitted to be carried over into FY97. Please refer to the sections on the fiscal years 1996-97 funding proposal and the staffing proposal letter from ETB Chairperson Arthur F. Keenan for further information.

Recruitment of two information Technology Consultants for the 2.0 FTE positions, as well as 1.0 FTE (two to four persons total) in contracted K-12 public school teachers, will occur upon approval of this implementation plan. The purpose of these staff members is to provide consultative services to school boards and library boards to assist them in developing and implementing distance education and educational technology projects, and in preparing ETB application proposals for grants and loans. Please refer to the section on the Information Technology position description for further information.

Finally, please refer to the section on the Shared Services and Resources Agreement between the ETB and WATF. In particular, the ETB and WATF deem it advisable to share certain services and resources for the purpose of better meeting their joint statutory goals for providing funds to public schools and libraries.

# Educational Technology Board (ETB)

February 8, 1996

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# Educational Technology Board (ETB)

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Board of Directors Meeting

March 13, 1996

## IMPLEMENTATION PLAN

### *Major Milestones and Timeframes*

<u>Major Milestones</u>	<u>Timeframe Due Date</u>
Establish ETB/Wisconsin Advanced Telecommunications Foundation (WATF) office at Public Broadcasting Center building, including voice and fax telecommunications services, and office equipment and supplies	January 12, 1996
Board of Directors meeting: Tentative Agenda - Organizational issues	January 16, 1996
Develop ETB business plan, including <i>simple</i> joint ETB/WATF grant application guidelines and forms, eligibility and matching funds requirements, key dates for applicants, evaluation criteria, operating budget, etc. for Board of Directors Approval	February 9, 1996
Develop proposal for up to 4.0 FTE state agencies job position/incumbent transfers to ETB, and one or more K-12 grade school teachers	February 16, 1996
Board of Directors Meeting: Agenda - Begin reviewing and approving components of ETB business plan and its implementation issues, as well as integration issues with the WATF	February 22, 1996
First monthly Administrative Report to Board of Directors	February 29, 1996
Integrate ETB's business plan with WATF's plan	February 29, 1996
Board of Directors Meeting: Agenda - Finalize and approve components of ETB business plan, including its implementation at Joint Committee on Finance approval	March 13, 1996
Submit report on ETB implementation plan to Joint Committee on Finance	March 18, 1996
Joint Committee on Finance's 1310 Meeting	April 16, 1996
Board of Directors Meeting (if needed): Tentative agenda - Review Joint Committee on Finance's 1013 meeting action of ETB business plan	April 19, 1996
Governor Tommy Thompson approves and signs 1013 meeting minutes	Late-April 1996
Implements ETB business plan, and communicate and distribute ETB/WATF common grant/loan application guidelines and forms for the ETB's first (and the WATF's second) funding cycle to prospective applicants and the news media	May 3, 1996
Initiate recruitment process for two new Information Technology Consultants	May 6, 1996
Application deadline for ETB's first-/WATF's second-funding cycle	June 14, 1996



# Educational Technology Board (ETB)

4

March 13, 1996

(continued)

## IMPLEMENTATION PLAN *Major Milestones and Timeframes*

### Major Milestones

### Timeframe Due Date

Transfer 2.0 FTE vacant job positions from two different state government agencies, and hire new employees, including 1.0 FTE (2 to 4 persons total) in contracted K-12 public school teachers	July	1, 1996
Grant/Loan review committee(s) application evaluations and award allocations	July	19, 1996
Board of Directors Meeting: Tentative agenda - Review and approve grant/loan committee(s) award allocation recommendations	July	26, 1996
Notify applicant awardees and the news media	July	31, 1996

*Note: Subsequent grant/loan application funding cycles will be quarterly.*

## Educational Technology Board FY96-FY97 Funding Proposal

Expenditures	FY96	FY97
Salary	0	\$86,400 GPR
Fringe	0	\$25,500 GPR
Supplies and Services	\$27,500 GPR	\$111,900 GPR
Permanent Property*	0	\$19,200 GPR
Total Expenditures	\$27,500 GPR	\$243,000 GPR
(FY96 Savings)	(\$17,500) GPR	

Revenues	FY96	FY97
ETB GPR Appropriation	\$45,000 GPR	\$75,000 GPR
FY96 Savings Carryover**	0	\$17,500 GPR
<i>Base Revenues Sub-Total</i>	0	<i>\$92,500 GPR</i>
State Agency Transfers*** (Expenditures-Base Revenues)	0	\$150,500 GPR
Total Revenues	\$45,000 GPR	\$243,000 GPR

\* One-Time Costs

\*\* The ETB and DOA recommend that projected savings from the ETB's FY96 GPR appropriation be permitted to be carried over into FY97.

\*\*\* The ETB and DOA recommend that the University of Wisconsin-Extension and the Department of Public Instruction each transfer 1.0 FTE and \$75,250 GPR to the ETB.



WISCONSIN  
ADVANCED  
TELECOMMUNICATIONS  
FOUNDATION

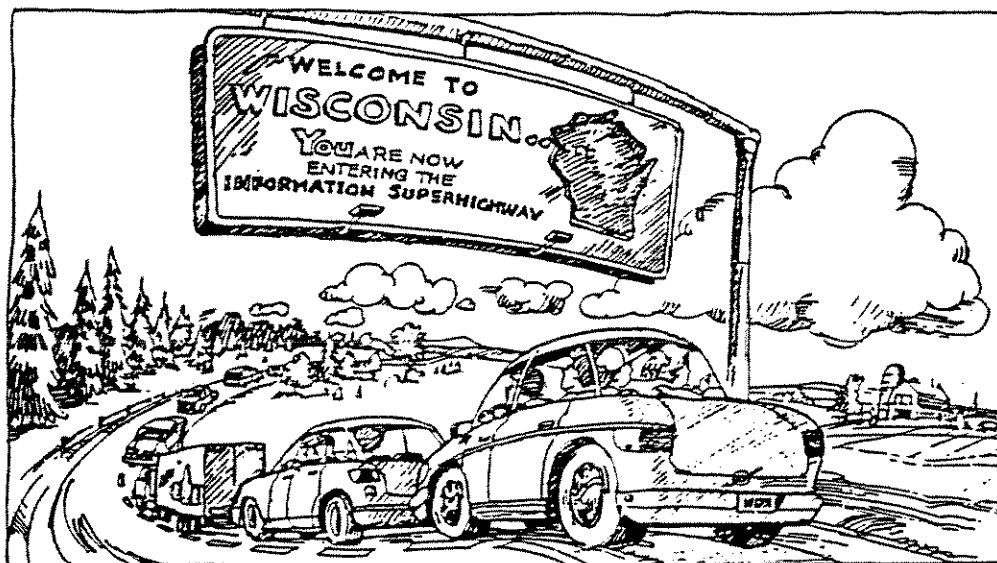


## Educational Technology Board

**1996 Funding Cycles Only**  
**Common Grant Application Guidelines and Forms**  
(to be periodically revised)

March 13, 1996

**APPLICATION DEADLINES:**  
**JUNE 14, AUGUST 30, and NOVEMBER 29, 1996**



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Wisconsin Advanced Telecommunications Foundation and  
Educational Technology Board  
1996 Funding Cycles Only

COMMON GRANT APPLICATION GUIDELINES AND FORMS

*Grant Program Descriptions*

Wisconsin prides itself on being a leader in using telecommunications to increase government efficiency, providing opportunities to rural communities, and stimulating education and business development. In 1993, Governor Tommy Thompson's *Blue Ribbon Telecommunications Task Force* issued an early call to restructure state telecommunications regulation in light of new technologies and the emerging competitive marketplace.

The resulting legislation in 1994 - *Wisconsin Act 496* - is a national model of a successful consensus approach to industry deregulation, consumer protection, and the encouragement of new infrastructure investment and advanced services deployment. In the environment created by *Act 496*, the new challenge for Wisconsin is to balance two sets of goals: ensuring multi-vendor competition and innovation to meet local user initiatives; and, enhancing access to and the interconnectivity of new advanced services.

*Act 496* created a number of mechanisms to address these issues, including the creation of a public-private foundation - the Wisconsin Advanced Telecommunications Foundation, hereafter referred to as *WATF* - to support advanced telecommunications projects and efforts to educate telecommunications users about advanced services. In 1995, the Legislature supplemented this industry-related program by the creation of an Educational Technology Board, hereafter referred to as *ETB*, to provide cash and loan funding to address the information technology needs of public schools and libraries.

The WATF and ETB will focus not only on a project's level of innovativeness, but also on consistency with the vision of a statewide, seamless, and interactive network of networks. Therefore, projects proposed to the WATF and ETB must demonstrate an awareness of, and a realistic approach to, questions of interoperability, scalability, and replicability. The WATF and ETB will consider other financial resources available to an applicant in evaluating funding applications in accordance with the provisions of the enabling statutes.

The WATF will give preference to applications in which the proposed project's total cash grant funds requested on the *Project Budget Form* does not exceed \$50,000. The ETB will give preference to applications in which the proposed project's total funds (cash and/or loan) requested on the *Project Budget Form* does not exceed \$100,000 per individual organization application (or per organization member in a consortium application).

The Wisconsin Advanced Telecommunications Foundation (WATF)

*Act 496* (at Section 14.28 Wis. Stats.) created a unique public-private partnership to raise private sector, government, and foundation funds to build an endowment to support advanced telecommunications-based projects and efforts to educate the state's residents, businesses, and institutions about the benefits of advanced applications. The Legislature authorized an initial State contribution of \$500,000, conditioned upon private direct contributions of at least \$1 million, and a *fast start fund* of at least \$5 million (of direct or in-kind contributions) being established by the end of 1996. The WATF's cumulative funding goal is \$40.5 million in direct and in-kind contributions by January 2002.

The WATF has the broadest of mandates, and may fund projects submitted by any person or organization (except telecommunications providers) that (1) establishes a clearinghouse to match funders with projects; (2) demonstrates new cooperative applications; (3) promotes the effective use of the State's

telecommunications infrastructure; (4) educates telecommunications users; and (5) develops systems to create knowledge. Despite this broad range of possible activities, the WATF is directed [per Section 14.28(3)(b)(2) Wis. Stats.] to give priority to schools with lower per pupil revenues.

#### The Educational Technology Board (ETB)

The ETB is a separate State organization and is responsible for a companion program to the WATF, entitled *Pioneering Partners Grants and Loans*. It was created pursuant to Section 16.992 of the 1995 Executive Budget Bill (*1995 Assembly Bill 150*), and given the charge (in subsection 5[a]) to use its continuing \$10 million general purpose revenue appropriation for grants to (1) enhance the educational opportunities for the state's residents; (2) improve the administrative efficiency of the state's public schools; and (3) enhance the training and continuing education opportunities of the state's public school teachers.

This program consists of direct grants, loans from the Public Lands State Trust Fund, and grants to subsidize a two percent buydown on total interest costs for Public Lands Trust Fund loans. For the fiscal years 1996-97 through 1999-2000, to the extent practicable, the Board of Commissioners of Public Lands must annually reserve \$15 million under its State Trust Fund loan program for the purposes of giving priority to loans for educational technology and distance education projects. ETB grants and loans can be used for teacher training, technology equipment purchases, telecommunications network fees, and the creation of distance education programs for public school districts and/or municipal or county libraries.

#### WATF and ETB Funding Cycles

The WATF and ETB intend to offer four grant application submission cycles each year on the same deadline schedule with each other, and to utilize common application guidelines and forms. Upcoming WATF/ETB grant application deadlines include:

- June 14, 1996
- August 30, 1996
- November 29, 1996

The common application guidelines in this document are for the WATF/ETB's 1996 funding cycles only. Eligible applicants and proposal applications to the WATF and ETB will be considered simultaneously for funding from both the WATF and ETB.

The Public Lands State Trust Fund loan program is unique to the ETB.

#### *Eligible Applicants*

For the WATF, State government agencies, a local government unit in Wisconsin, a public, educational, or government access facility, as defined in 47 USC 522(15), located in Wisconsin, an educational institution (public or private), library, or health care information service located in Wisconsin or any other person located in Wisconsin may apply for funding. A telecommunications provider is not eligible for funding.

For the ETB, a Wisconsin public school district, municipal library board established under s.43.54 or county library board established under s.43.57, either individually or in conjunction with one or more other school districts, municipal library boards or county library boards, may apply for a grant, or for approval of a Public Lands Trust Fund loan under s.24.61(3)(d), or both, to implement, expand, or participate in an educational technology or distance education project.

### *Eligible Applicant Priority Considerations*

The WATE will give priority to funding applications received from local units of government, educational institutions, and libraries, and will give additional priority to funding applications received from school districts in which the allowable revenue per pupil under subch. VII of ch. 121 is less than the statewide average. Consequently, school district applicants are required to include a statement in their grant application which indicates its Complete Annual School Cost Per Member (CASC); CASC data should be taken from the Department of Public Instruction's current *Basic Facts* publication or annual comparative cost index information.

The ETB will ensure that grants and loans are distributed to eligible applicants from the territory of all of the Cooperative Educational Service Agencies (CESAs) from which applications are received.

### *Eligible Projects*

The WATE will consider funding projects which do any of the following:

1. Establishes a clearinghouse that matches potential projects that are consistent with the purposes of the Foundation with interested parties.
2. Demonstrates cooperative applications between telecommunications users or between telecommunications users and telecommunications providers, and if the project is replicable, serves to impart knowledge or skills or meets a demonstrated need and does not compete with the private sector in the deployment of telecommunications infrastructure.
3. Promotes the effective use of the telecommunications infrastructure.
4. Educates telecommunications users about advanced telecommunications technologies, applications, or alternatives and associated effects on privacy.
5. Develops systems or procedures that assist individuals in applying information, produced through the application of advanced telecommunications and other information technologies, to create knowledge.

The ETB will consider making a grant or approving an application for a loan for projects which do any of the following:

1. Training teachers, librarians, and other staff members in the use and integration of technology for educational purposes.
2. Purchasing or upgrading technology, including computer hardware and software, distance education equipment and other equipment, materials or resources related to the project, and wiring within a school or library building or to connect schools in the same school district if such wiring is directly related to the project.
3. Integrating the use of educational technology and distance education throughout the curriculum.
4. Implementing the use of technology to enhance administrative efficiencies.
5. Offering community education opportunities through distance education or educational technology to school district, municipal, or county residents.

Grants may not be used to supplant or replace funds otherwise available for a proposed project.

### *Anticipated Cash Funds and In-Kind Contributions Available*

For the WATE, all cash and in-kind contribution grants are contingent upon the availability of cash and in-kind contributions made to the WATE. It is estimated that approximately \$1.5 million in cash and up to \$3.5 million in in-kind contribution grant awards may be available to eligible applicants and projects in the WATE's first four funding cycles, or twelve-month period; approximately one-fourth of the available cash will be utilized for funding projects in each of these four cycles.

It is estimated that \$10 million in cash and up to \$15 million in Public Lands State Trust Fund loans may be available on an annual basis to eligible applicants and projects in the ETB's four funding cycles; approximately one-fourth of the available annual cash and loan monies will be utilized for funding projects in each of these four cycles. Based on a competitive review process in a particular funding cycle, applicants will be offered (in this priority order) direct cash grants, grants to subsidize a two percent buydown on total interest costs for a Public Lands Trust Fund loan, or loans from the Public Lands State Trust Fund based on an applicant's priority order according to their proposed project's total numerical score assigned by a review committee. The Public Lands State Trust Fund loan application process, through the Board of Commissioners of Public Lands, is estimated to take an additional three months beyond this initial award notification by the ETB.

### ***Application Procedure***

The following procedure establishes the basic parameters for the format and content of the common grant application process for the WATF/ETB's 1996 funding cycles. One original and six copies of the complete application package must be submitted. All applications will become the property of the WATF and ETB, will be retained by the WATF and ETB, and will not be returned to the applicant.

The application should be prepared in two sections: *Project Description* and *Attachments*. The *Project Description* section should provide the information requested in each of the categories listed in the *Evaluation Criteria* section of these guidelines. The entire *Project Description* section should be no more than ten (10) single-sided and single- or double-spaced numbered pages. The page size should be standard 8 1/2" x 11", with a legible type no smaller than elite or 12 point type size, and one-inch margins throughout.

The *Attachments* section should also be limited to ten (10) single-sided and single- or double-spaced numbered pages. The required documents include letters of support and key staff resumes. Other materials or information that would assist the WATF/ETB in considering your application may also be included.

Please assemble your application package in the following order: *Application Cover Sheet* (Page 1), *Project Budget Form* (Page 2), *Project Description* (limited to 10 pages), and *Attachments* (limited to 10 pages), for a combined total of 22 pages. The only exception to this cumulative 22-page maximum is that a separate *Cover Sheet Form* and *Project Budget Form* are required for each organization member of a consortium application. Paper clip the original and photocopied copies of the application package; do not use staples, binders, plastic covers, folders, etc.

### ***Application Cover Sheet***

Every grant applicant is required to complete the enclosed application *Cover Sheet Form*; please provide all the requested information in the spaces indicated. The *Cover Sheet Form* must be signed by an authorized official of the applicant's organization. In the case of a joint, or consortium, application, a summarized *Cover Sheet Form* must be included and signed by an official of the organization member that will administer the grant monies, and a separate *Cover Sheet Form*, with all unique information to each consortium member, is required for each organization member in the consortium.

### ***Grant Funding Restrictions***

Grant funds from the WATF and ETB may be used for all approved expenditures which are identified in the *Project Budget Form*, and directly related to the proposed project. Funds may not be used to reimburse staff salaries, fringe benefits, any costs incurred prior to the award of the grant, or other non-approved expenditures. Also note that ineligible costs may not be included as part of the applicant's matching funds requirement.



### *Grant Application Deadline*

Completed applications for the WATF/ETB's 1996 funding cycles (one original and six copies) must be received by 5:00 p.m. on June 14, August 30, or November 29, 1996. Due to the number of applications expected, only a postcard confirmation of receipt will be provided. Submit your application to the following address:

**Wisconsin Advanced Telecommunications Foundation and  
Educational Technology Board**  
3319 West Beltline Highway  
Madison, Wisconsin 53713-4296

### *Wisconsin Public Records Law*

Because of the high level of public interest in projects supported by the WATF and ETB, they anticipate receiving requests for copies of applications. Applicants are hereby notified that the applications they submit are subject to the Wisconsin *Open Records Law* (sections 19.31 through 19.39 of the Wisconsin Statutes). Applicants may identify sensitive information and label it *confidential* to assist the WATF and ETB in making disclosure determinations. However, an applicant's identification of material as confidential does not guarantee that the information submitted will not be subject to disclosure under Wisconsin law.

### *False, Misleading, or Omitted Statements*

False or misleading statements, or omissions which render the information provided to be false or misleading, on an application are grounds for rejection of an application, denial, or termination of funds by the WATF or ETB. The applicant may also be required to reimburse the WATF and/or ETB, in addition to other sanctions.

### *Evaluation Criteria*

Applications for WATF/ETB grants and ETB loans in the 1996 funding cycles will be evaluated according to the criteria listed below and subsequently detailed in this section. Each criterion has been assigned a relative percentage weight by importance, as follows:

<u>Criterion</u>	<u>Relative Weight</u>
1. Applicant (Organization) Overview Problem/Opportunity Definition Project Goals and Objectives Project Design	30%
2. Applicant Qualifications Project Management Project Evaluation	30
3. Partnerships and Community Support Potential to Serve as a Model	30
4. Applicant Financial Resources/Project Budget	10
Total	100%

## 1. Applicant (Organization) Overview

WATF/ETB applicants must describe the general background, experience, and purpose of the organization, the length of time it has been in existence, its major accomplishments, and note any larger network of which it is a part. Describe how the proposed project will relate to the organization's mission and the significant benefits that would occur as a result of this project. Applicants must also include a strategic plan on information technology and telecommunications for the organization, including identifying the plan's components which are already implemented and how the proposed project is an integral part of the plan.

### Problem/Opportunity Definition

WATF/ETB applicants must clearly explain *why* the proposed project is needed, and *how* the project will meet the needs identified. It is essential that the problem or opportunity definition present a convincing case as to why and how a particular problem, opportunity, task, or social need can best be addressed through the application of information technology and telecommunications. Include a statement of need for the proposed project within the community to be served. If a needs assessment has been conducted, briefly describe the results.

### Project Goals and Objectives

WATF/ETB applicants must state in measurable terms the goals and objectives of the proposed project, how they address the needs defined in the previous section, and how targeted end users will benefit. Projects supported by the WATF/ETB should demonstrate a high degree of attention to the needs, skills, and working conditions of the targeted end users. The WATF/ETB expects applicants to consider carefully safeguards to protect the privacy of the end users of the telecommunications infrastructure funded through these grant and loan programs; applicants proposing projects dealing with individually identifiable information (i.e., student grades, medical records, etc.) are required to prescribe mechanisms for protecting the confidentiality of such information and the privacy of any individuals involved.

### Project Design

WATF/ETB applicants must summarize the design of the proposed project and how it will achieve the stated goals and objectives, including how the project will build on the organization's existing information technology and telecommunications infrastructure. This design must also include the project's components (or tasks), responsible personnel, the implementation date, other timeframes, and the completion status (to be completed after an award is made), as noted in the following format:

<u>Project Component/ Task to be Completed</u>	<u>Responsible Personnel</u>	<u>Timeframe</u>	<u>Completion Status</u>
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WATF/ETB applicants must demonstrate knowledge of the existing telecommunications infrastructure in the area to be served by the project; and, where feasible, applicants should seek to build upon this existing infrastructure. Applicants must also address how the proposed project will continue to be applicable, despite the issue of rapid obsolescence, by describing their plans to accommodate advances in information and telecommunications technologies. In addition to demonstrating technological soundness, applicants must show that the approach proposed is both cost effective and appropriate to the need, problem, or opportunity that is to be addressed.

## 2. Applicant Qualifications

WATF/ETB applicants should describe the qualifications of the participating organization(s) for the proposed project, identify project staff requirements, including names, titles, and general duties for each position, and their relationship to the applicant organization(s). If key staff must be recruited, provide job

descriptions. Note the approximate percentage of time each staff member will devote to the project. Define the role of volunteers in your project, if applicable. Also, include a list of the applicant's Board of Directors, principals, or other governing body members and their affiliations.

Summarized resumes for all key staff should be included in the *Attachments* section and should provide information on educational background, relevant experience, training, and accomplishments in the fields of proposed project, including information technology and telecommunications.

#### Project Management

WATF/ETB applicants must describe how the proposed project will be managed in order to build teamwork among staff, preserve the integrity of the design, achieve the objectives, and bring the project to a successful completion. Describe the initial and ongoing staff training and development plan for the proposed project. Staff development can be provided by the awardee or obtained from an outside agency.

#### Project Evaluation

WATF/ETB applicants must present a clearly defined evaluation strategy which offers rational criteria for measuring the effectiveness of the proposed project in achieving its stated goals and objectives, including a projection of key measures of outcome or impact for each goal and objective, and specific evaluation instruments to be employed. Describe plans for measuring the long-term effects of the project. Identify which staff will be responsible for the evaluation. In conjunction with the evaluation strategy, the WATF/ETB will review the applicant's plan to disseminate the knowledge gained as a result of implementing the project and whether the project can contribute significantly to an understanding of how the telecommunications infrastructure can be used to improve the delivery of a wide range of educational services, social services, promote economic development, and enhance quality of life.

Funded applicants will be required to submit a written letter or report to the WATF/ETB one year after the project's implementation on the actual effectiveness in achieving its stated goals and objectives.

The applicant's proposed project design and summarized *Project Budget Form* from criteria one and four, respectively, will also be returned to funded applicants who must then identify the completion status of each task to be completed and the project's actual costs, and return this information to the WATF/ETB after the project's implementation. The final cash grant funds payment is contingent upon receipt of this information.

### 3. Partnerships and Community Support

WATF/ETB applicants must describe linkages or collaborations with other agencies and organizations involved in the proposed project. Activities with cooperating agencies, organizations, schools, or institutions should be explained and responsibilities delineated. Contributions from the community and types of cooperation should be described. Letters of support indicating the level of commitment and types of cooperation other organizations agree to provide must be included in the *Attachments* section.

Partnerships with broad community support are often essential to the viability of projects. Consequently, partnerships with diverse sectors of the community are preferred by the WATF/ETB and will be considered an integral part of proposals.

Evidence of strong community support may be shown by substantial cash and/or in-kind contributions. Beyond the commitment of a match, the WATF/ETB is concerned with the long-term sustainability or replicability of a project. Applicants should discuss how to sustain or replicate the proposed project after the maximum one-year period of WATF/ETB funding ends.

### Potential to Serve as a Model

The WATF/ETB is especially interested in supporting proposed projects whose ultimate impact will extend far beyond the scope of the activities funded. Therefore, the WATF/ETB will examine closely the degree to which a project has the potential to serve as a model for others to follow. A focus of this criterion will be the extent to which a project is innovative, not necessarily in terms of the technology to be used, but rather in the application of the technology in a particular setting, in the service of a particular population, or in the solution of a particular problem or opportunity. Projects will also be judged on whether they can be replicated in other communities and can serve as a catalyst or blueprint for others. Therefore, WATF/ETB applicants who intend their projects to be considered as models must address the issues of the sustainability and replicability of the project beyond the grant period, as noted above.

### 4. Applicant Financial Resources/Project Budget

WATF/ETB applicants must describe how the organization will maintain financial records for a grant award, including a statement of fiscal accountability. Include a copy of the organization's most recent (and audited) annual report, or financial statements. The revenue and expense budget for the proposed project must be submitted on the *Project Budget Form* provided, in such detail as to identify all costs associated with the project and be adequate to support the project purpose, goals, and objectives; identify committed and pending (uncommitted) revenues, WATF/ETB-requested and matching funds for expenses, and any comments. If the application involves a consortium, a separate *Project Budget Form* must be completed for each organization member in the consortium, as well as a summarized *Project Budget Form* for the consortium application. In the case of existing projects funded by existing grants, specify how the WATF/ETB funds would be utilized to support the proposed project. In-kind contributions and other relevant funding sources that would contribute to the project should be itemized in the space provided on the *Project Budget Form* by source, amount, and duration.

### ***Matching Funds Requirement***

Applicants to the WATF and ETB are required to provide at least 25% matching funds toward the total project cost. A project will not be considered eligible for funding unless the applicant can document the capacity to supply committed matching funds. Matching funds may be in the form of cash or in-kind contributions. For example, Federal, State, private foundation, other private source funds, and contributions from Wisconsin's telecommunications providers may be used as matching monies. It is important to note that Wisconsin's telecommunications providers are expected to make cash and/or in-kind contributions to the WATF, and can make up to \$3.5 million in in-kind contributions before January 1, 1997 to the WATF's *Fast Start Fund*. Consequently, telecommunications providers may participate with eligible applicants and projects in pledging in-kind contributions as part of an applicant's proposal for a cash and/or in-kind contribution grant award from the WATF, not to exceed \$20,000 per proposed project. All cash and/or in-kind contributions pledged to WATF/ETB eligible applicants and their proposed projects from non-telecommunications providers can be made in any dollar amount.

It is the responsibility of contributors and eligible applicants to *match-up* in-kind contributions to eligible projects.

In-kind contributions must be new, current technology, in compliance with all local, State, and Federal codes and regulations, and accompanied by documentation verifying independent appraisal of its value. Ownership must transfer to its recipient. In-kind contributions are limited to one or more of the following:

- fiber optic, copper, or coaxial cable for installation in a private telecommunications network inside buildings or between buildings;
- videoconferencing or audioconferencing hardware and software such as codecs, monitors, cameras, microphones, speakers, document stands, VCRs, slide projectors, electronic chalkboards, multi-point video switches with or without network drop-and-insert/framing capability, and audiographics;

- video- or audioconference room design, furniture, lighting, and acoustical treatment;
- personal computers and local/wide area network hardware, software, or peripherals;
- telecommunications systems, and network hardware such as CSU/DSU (Communication/Data Service Unit), multiplexors, channel banks, and modems;
- local Internet nodal access, so long as no other telecommunications provider is available;
- public telecommunications network infrastructure, so long as no other telecommunications provider is available; and,
- consulting, engineering, installation, and maintenance labor services on any of the above.

Please contact the WATF/ETB for more information if you have questions about matching funds requirements.

#### *Withdrawal of Application*

Applicant's may withdraw their proposal at any time by providing written notice to the WATF/ETB.

#### *Review and Selection Process*

##### General Comments (applies to WATF and ETB)

WATF/ETB awards are based on a competitive review process. Each application will be thoroughly reviewed by staff and review committees who have demonstrated expertise in both programmatic and technological aspects of the application.

##### Preliminary Review (applies to WATF and ETB)

An initial review of all applications will be made by WATF and ETB staff for compliance with format, content, and eligibility criteria contained in these common application guidelines. The WATF and ETB staff will provide their respective Board of Directors with a list of applicants meeting and not meeting the eligibility criteria. The respective Board of Directors may reject any application failing to meet the specifications published in these common grant application guidelines. Rejection of an application for failure to meet format, content, and eligibility criteria is not subject to appeal.

##### Intermediate Review

For the WATF, applications found to be in compliance with the format, content, and eligibility requirements will be forwarded to, and reviewed by, a committee representing a minority-number of the WATF's entire Board of Directors (excluding telecommunications provider) members. Based upon its review according to the evaluation criteria, the committee will then make non-binding recommendations of the highest-rated projects to the entire Board of Directors (excluding telecommunications provider members) which is the selecting body. Projects recommended for funding will be listed in priority order according to their total numerical score by the committee, which may include a rationale for, or commentary about, specific recommendations.

For the ETB, applications found to be in compliance with the format, content, and eligibility requirements will be forwarded to, and reviewed by, a committee representing a minority-number of the ETB's entire Board of Directors members. Based upon its review according to the evaluation criteria, the committee will then make non-binding recommendations of the highest-rated projects to the entire Board of Directors which is the selecting body. Projects recommended for funding will be listed in priority order according to their total numerical score by the committee, which may include a rationale for, or commentary about, specific recommendations.

### Final Review and Selection

For the WATF, approximately five weeks after a WATF/ETB application deadline, the committee will make a final review and funding recommendations to the WATF's entire Board of Directors (excluding telecommunications provider members), which will determine final awards based on its best judgment and the evaluation criteria.

For the ETB, approximately five weeks after a WATF/ETB application deadline, the committee will make a final review and funding recommendations to the ETB's entire Board of Directors, which will determine final awards based on its best judgment and the evaluation criteria.

In making its decisions, the respective WATF and ETB board of directors will consider the following:

1. statutory requirements;
2. applicant proposals and the recommendations of the review committee;
3. the degree to which applications satisfy the WATF/ETB's stated purposes;
4. the geographic distribution of the proposed grants, consistent with statutory requirements;
5. the diversity of the information and telecommunications technologies employed by the proposed grants;
6. the variety of projects represented by the proposed grants;
7. avoidance of redundancy and conflicts with the initiatives of Federal and State agencies; and,
8. the availability of funds.

The WATF/ETB will notify all grant applicants in writing of its intended award decisions approximately seven weeks after a WATF/ETB application deadline. Notification of final awards and disbursement of grant award funds will be sent to all finalists at the conclusion of an appeals process.

After notification of awards are made, and under the supervision of WATF and ETB staff, copies of all proposals will be available for public inspection from 9:00 a.m. to 4:00 p.m., Monday through Friday (except holidays) in the WATF/ETB office.

WATF/ETB grant projects are expected to start within three months of award notification. The proposed project cannot exceed one year in duration. A total of 50% of a cash grant will be available to the applicant upon award notification and signing of a grant award acceptance agreement, with the remaining amount paid upon project implementation and return of the necessary project evaluation information noted in criterion two above. The WATF and ETB retain the right to revoke a grant if the funded project does not comply with WATF/ETB guidelines or fails to implement the project in accordance with the application as submitted and accepted. In addition to revocation, the WATF/ETB reserves the right to impose other sanctions or take other action in the event an accepted project is implemented in a manner inconsistent with a grant award.

### ***No Obligation for Future Funding***

If an application is selected for funding, the WATF and ETB have no obligation to provide any additional future funding in connection with any award. A subsequent award of funding for a project is entirely at the discretion of the WATF and ETB. Receipt of a WATF or ETB grant, however, will not disqualify the recipient from consideration for future funding, including previously-funded projects by the WATF and ETB and a project's future costs.

### ***Appeals Process***

After notification of the intended awards, a WATF/ETB applicant whose project has not been approved will be given an opportunity to discuss with the WATF/ETB's Executive Director the reasons for non-funding, or may write the WATF/ETB requesting the reasons for the decision. Upon request, the

WATF/ETB's Executive Director will clarify non-funding reasons verbally or will respond in writing explaining the reasons for the project not being funded.

Applicants may appeal a non-funding decision of the WATF and/or ETB Board of Directors. The appeal must be in writing and fully and clearly identify and describe all contested issues.

An appeal to the WATF may only be made on the grounds that the WATF made a substantial procedural error in handling the application, or the WATF failed to follow its enabling statute 1994 *Act 496* (at section 14.28 Wisconsin Statutes).

An appeal to the ETB may only be made on the grounds that the ETB violated a Statute of Wisconsin Administrative Code provision.

WATF and/or ETB appeals shall be limited to review of the written record.

Written appeals must be filed with the WATF/ETB's Executive Director and received no later than ten (10) days after notification of non-funding or announcement of the awards granted in the year of application, whichever occurs first.

#### ***Technical Assistance***

1. Technical assistance will be equally available to all prospective applicants on a first-come, first-served basis until the time that a proposal has been submitted to the WATF/ETB.
2. WATF and ETB staff offer information technology consulting, as well as professional conferences and meetings outreach. In addition, regional workshops will be conducted on a regular basis to provide potential applicants with information on the grant and loan application process.
3. WATF/ETB staff will respond to prospective applicants who have reviewed the written materials available and have a specific question to be answered. Individuals with several questions should schedule a telephone appointment.
4. WATF/ETB staff will only provide answers to specific questions and make general comments regarding the application guidelines. Staff will not provide specific programmatic suggestions for a particular applicant.
5. WATF/ETB staff will not review proposal drafts.
6. In compliance with State regulations regarding conflict of interest, WATF and ETB Board of Directors members will not provide any form of technical assistance or advice to prospective applicants. All applicants will be referred to WATF/ETB staff.
7. A workshop for WATF/ETB award recipients will be held after the award notification for each funding cycle to support grant/loan program implementation.
8. Information about the WATF and ETB, including the common grant application guidelines and forms will eventually be retrievable electronically via the Internet and World Wide Web. Until such time, please use the following contact information.

#### ***For Further Information, Contact:***

Todd M. Penske, Executive Director  
 Wisconsin Advanced Telecommunications Foundation and Educational Technology Board  
 3319 West Beltline Highway  
 Madison, Wisconsin 53713-4296  
 (608) 266-7878 (VOICE) (608) 266-1215 (FAX)  
 (608) 266-1213 (TDD - Telecommunications Device for the Deaf)  
 tpenske@mail.state.wi.us (Penske EMAIL)  
 watfetb@mail.state.wi.us (WATF/ETB General Office EMAIL)

**COVER SHEET FORM**

Today's Date: \_\_\_\_\_

\_\_\_\_\_  
Legal Name of Organization Telephone Number Fax Telephone Number

\_\_\_\_\_  
Street Address City State Zip Code

\_\_\_\_\_  
Chief Executive Officer/Administrator Name Title

\_\_\_\_\_  
Contact Name and Title for this Proposal Telephone Number Fax Telephone Number

Principal Purpose of Organization: \_\_\_\_\_ Year Founded: \_\_\_\_\_

Geographic Area Served:

Number of Targeted End Users  
Served Annually: \_\_\_\_\_ Employer Identification Number: \_\_\_\_\_

Identify End Users: \_\_\_\_\_

What Eligible Applicant Category Are You Applying For: *(Check All That Apply)*

- |  |  |
|--|--|
| <input type="checkbox"/> State Government Agency                                 | <input type="checkbox"/> Library                         |
| <input type="checkbox"/> Local Government Unit                                   | <input type="checkbox"/> Health Care Information Service |
| <input type="checkbox"/> Public, Educational, or<br>Governmental Access Facility | <input type="checkbox"/> Consortium                      |
| <input type="checkbox"/> Education Institution                                   | <input type="checkbox"/> Other (Identify) _____          |

Number of Employees: Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_ Volunteers: \_\_\_\_\_

Summary of Proposed Project: \_\_\_\_\_ Project Budget: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Time Period Funds will be Spent: From \_\_\_\_\_ To \_\_\_\_\_

Organization's Annual Operating Budget: \_\_\_\_\_ Organization Not-for-Profit? \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature Typed Name Title Date



**PROJECT BUDGET FORM**

From: \_\_\_\_\_ To: \_\_\_\_\_

**REVENUES:**

- 1. Grants-Contracts-Contributions
  - a. Federal/State Government
  - b. Municipal/County Government
  - c. Private Foundations (Itemize)
  - d. Corporations (Itemize)
  - e. Individuals
- 2. Earned Income
  - a. Events, Publications and Products
- 3. Membership Income
- 4. User Fees
- 5. In-Kind Contributions (Itemize)
- 6. Tax Levy
- 7. Other (Itemize)
- 8. Total Revenues

Committed	Pending	Comments

**EXPENSES:**

- 1. Audioconferencing Hardware/Software
- 2. Cable/Wire (Fiber, Copper, Coaxial)
- 3. Consultant/Professional Fees
- 4. Insurance
- 5. Instructional Materials
- 6. Internet Access
- 7. Labor Services
- 8. Local/Wide Area Network Hardware/Software
- 9. Local/Wide Area Network Peripherals
- 10. Maintenance and Repair Services
- 11. Marketing and Communications
- 12. Membership Dues
- 13. Personal Computer Hardware/Software
- 14. Personal Computer Peripherals
- 15. Printing/Photocopying
- 16. Postage/Courier Delivery
- 17. Rent
- 18. Room Design (Acoustics, Furniture, Lighting)
- 19. Staff Training and Development
- 20. Supplies
- 21. Telecommunications Network Usage
- 22. Telephone/Fax (Local/Long Distance) Service
- 23. Travel
- 24. Videoconferencing Hardware/Software
- 25. Other (Itemize)
- 26. Total Expenses

WATF/ETB Funds	Matching Funds	Comments

Organization Name: \_\_\_\_\_

Organization Fiscal Year: From: \_\_\_\_\_ To: \_\_\_\_\_

## Educational Technology Board 1996 Funding Cycle One Distribution Plan

		ETB Estimated Cost														
ETN Workshop	Feb. 23, 1996 - <i>State Funding Sources for Educational Technology</i> Topics: <ul style="list-style-type: none"> <li>• Educational Technology Board</li> <li>• Wisconsin Advanced Telecommunications Foundation</li> <li>• Universal Service Fund</li> <li>• Educational Communications Board</li> </ul>	0														
Labels	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Public School District Administrators</td> <td style="text-align: right;">426</td> </tr> <tr> <td>All Public School Principals</td> <td style="text-align: right;">2,035</td> </tr> <tr> <td>CESA Administrators</td> <td style="text-align: right;">12</td> </tr> <tr> <td>Public Library Directors</td> <td style="text-align: right;">379</td> </tr> <tr> <td>Public Library System &amp; Resource Library Directors</td> <td style="text-align: right;">16</td> </tr> <tr> <td>Special Requests</td> <td style="text-align: right;"><u>50</u></td> </tr> <tr> <td style="padding-left: 20px;">Total Labels</td> <td style="text-align: right;">2,918</td> </tr> </table>	Public School District Administrators	426	All Public School Principals	2,035	CESA Administrators	12	Public Library Directors	379	Public Library System & Resource Library Directors	16	Special Requests	<u>50</u>	Total Labels	2,918	
Public School District Administrators	426															
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Special Requests	<u>50</u>															
Total Labels	2,918															
Printing	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>Envelopes</td> <td style="text-align: right;">\$250</td> </tr> <tr> <td>Letterhead and cover letter</td> <td style="text-align: right;">60</td> </tr> <tr> <td>Application</td> <td style="text-align: right;"><u>700</u></td> </tr> <tr> <td></td> <td style="text-align: right;">\$1,010</td> </tr> </table>	Envelopes	\$250	Letterhead and cover letter	60	Application	<u>700</u>		\$1,010	\$505						
Envelopes	\$250															
Letterhead and cover letter	60															
Application	<u>700</u>															
	\$1,010															
Postage	2,918 pieces @ \$.78/piece (3 oz. presort rate)      \$2,276	\$1,127														
<b>Educational Technology Board 1996 Funding Cycle One Distribution Costs</b>		<b>\$1,632</b>														

March 6, 1996

(Vacant Job Transfer Recommendation, and ETB/  
Educational Communications Board (ECB)/Wisconsin  
Advanced Telecommunications Foundation (WATF)  
Collaborative Team Proposal)

Dear : (ETB Board of Directors Members)

I am writing to inform you of a proposal I would like to present at our meeting next week related to staffing the Educational Technology Board (ETB), as required by 1995 Wisconsin Act 27. As you know, there is no easy solution to this issue; however, I believe this plan best addresses many of the concerns expressed at our last meeting.

The plan, which has been agreed to by the Department of Administration (DOA), would do the following:

1. Immediately use staff resources provided by the Educational Communications Board (ECB) to assist in the start-up of the Pioneering Partners Program and the review of applications for our first funding cycle. ECB currently has staff that administer an operating distance education technologies program that includes statewide technology consulting services and grant writing assistance. Use of ECB staff for the near future is recommended for two primary reasons:
  - Immediate assistance from ECB staff will help us initiate the Pioneering Partners Programs so that we can maintain our proposed schedule to make awards to schools and libraries in a timely manner for the 1996-97 academic year; and
  - Using ECB staff also allows us to save significant funds in both FY96 and FY97 from our current appropriation and does not require us to seek additional funds from other agencies for the remainder of FY96. Furthermore, we would recommend to DOA and the Joint Committee on Finance (JCF) that funds not expended by the ETB in FY96 (at least \$17,000) be carried over into FY97, thus reducing the additional cost to fund 2.0 FTE transferred positions from other state agencies (see next point).
2. Transfer 1.0 GPR-funded vacant position each from the University of Wisconsin-Extension (UWEX) and the Department of Public Instruction (DPI) and approximately \$75,250 GPR from each agency, beginning on July 1, 1996 (FY97) to the ETB's appropriation. Use of UWEX and DPI vacant positions is desirable for the following reasons:

- At our last meeting, some Board members indicated a preference in using existing vacant positions within state government to transfer to the ETB so that the Board could perform its own recruitment of its staff. Transferring 2.0 FTE vacant positions on July 1, 1996 provides the ETB with sufficient time and the opportunity to hire its own staff within a budget approved by the Board; and
- Both UWEX and DPI, in addition to ECB, are involved in distance education activities, and the use of a vacant position from each agency would indicate their commitment to share in the start-up of the ETB and its new Pioneering Partners Program.

Thus, beginning in July 1996, ETB and ECB staff would form a collaborative team to begin performing the statutory responsibilities of the Pioneering Partners Program, without delaying the implementation of providing technical assistance to schools and libraries throughout the state.

This plan, which would reduce the ETB's requested budget for FY97, should not result in a reduction of services and would allow us to still employ a 1.0 FTE teacher project position, as was originally desired for FY97.

I would ask that you please review this plan, which will be presented in more detail at our meeting next Wednesday, March 13. Please contact either Todd Penske or me if you have any questions or concerns.

Sincerely,

Art Keenan

**EDUCATIONAL TECHNOLOGY BOARD (ETB)**

Job Position Description (revised 3-11-96)

*Note: Applies to up to four FTEs, and one or more K-12 public school teachers under contract*

Job Title: Information Technology Consultant  
*Administrative Officer 1 (Proposed)*

**POSITION SUMMARY:**

Under the direction and supervision of the Educational Technology Board (ETB), and the supervision of the Executive Director, this position is responsible for providing information technology leadership and consultation to public schools and libraries in planning for and utilization of current and emerging computer technologies, distance learning technologies, educational media and electronic resources, electronic information dissemination, and telecommunications technologies. The position provides initial review of grant application proposals for compliance, format, content, and eligibility criteria.

**POSITION GOALS AND WORKER ACTIVITIES:**

55% A. Provision of current and emerging computer, distance learning, educational media and electronic resources, electronic information dissemination, and telecommunications technologies leadership and consultation to public schools and libraries.

A1. Assist public schools and libraries in technology project planning, including problem/opportunity definition, goals and objectives identification, design, linkages or collaboration, funding strategies, management, budgeting, and evaluation.

A2. Provide programmatic assistance to public schools and libraries, including curriculum integration, professional development, equity, access, and use, implementation strategies, technology standards, procurement, maintenance, staffing, and policies and procedures.

A3. Serve as a clearinghouse on grant application opportunities, and facilitate the completion of application proposals by public schools and libraries to the Educational Technology Board and Wisconsin Advanced Telecommunications Foundation.

A4. Provide staff training and development opportunities on information technologies to public schools and libraries.

A5. Encourage collaboration among public schools, libraries, and other organizations to plan for and implement cooperative information technology projects.

A6. Develop, present, and participate in continuing education opportunities on information technology for public schools and libraries.

A7. Serve as a clearinghouse of available educational materials on information technology for public schools and libraries.

- 15% B. Policy review, development, and implementation of the Educational Technology Board *Pioneering Partners Grants and Loans* Program.
- B1. Formulate ETB polices and procedures for accomplishment of the Board of Director's mission and objectives.
  - B2. Recommend policies and procedures to the Executive Director and Board of Directors for approval.
  - B3. Administer ETB polices and procedures.
  - B4. Prepare legislative requests and justifications.
  - B5. Perform economic and policy analysis on program alternatives, including identification of new technologies and applications.
  - B6. Establish a procedure and forum for receiving feedback on the effectiveness of the program, and future directions of the program.
- 25% C. Development and implementation of Educational Technology Board *Pioneering Partners Grants and Loans* Program.
- C1. Develop overall goals, objectives, and strategies for grants and loans program.
  - C2. Develop program design, policies and procedures, tasks, timelines, application guidelines and forms, and evaluation criteria.
  - C3. Review, rank, and recommend grant and/or loan application proposals to the ETB Review Committee.
  - C4. Perform qualitative evaluations of program activities to determine their effectiveness. Develop program and policy options to improve program design, implementation, and effectiveness.
  - C5. Develop methodology for and perform quantitative evaluation procedures.
  - C6. Plan and conduct professional conferences and regional workshops to provide public schools and libraries with information on the ETB grant and loan application process.
- 5% D. Provision of Professional staff support.
- D1. Collaborate with the Department of Public Instruction, Cooperative Educational Service Agencies (CESAs), University of Wisconsin System, Educational Communications Board, Wisconsin Library Association, Wisconsin Educational Media Association, Wisconsin Technical College System, and Department of Administration, among others, to identify common information technology needs of public schools and libraries and to maximize use of financial resources.
  - D2. Represent the ETB and Wisconsin Advanced Telecommunications Foundation (WATF) on work groups, committees, and task forces.
  - D3. Read professional journals, attend conferences and workshops, and participate in professional organizations.
  - D4. Perform other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. Demonstrated knowledge and experience in current and emerging:
  - computer technologies
  - distance learning technologies
  - telecommunications technologies
  - electronic information dissemination
  - educational media and electronic resources.
2. Knowledge of CESA, public K-12 school district, and municipal and county library operations.
3. Knowledge of current and emerging developments in public education curriculums and delivery processes, including information technology integration.
4. Knowledge of grant application processes, writing, and review.
5. Effective interpersonal, oral, and written communications skills, including public speaking.
6. Ability to use a personal computer as a business tool.
7. Ability to travel (20% of time minimum).
8. K-12 and adult learner teaching experience (preferred).
9. Wisconsin teaching license (applies to one or more contracted teachers).

SHARED SERVICES AND RESOURCES AGREEMENT  
BETWEEN THE  
EDUCATIONAL TECHNOLOGY BOARD, STATE OF WISCONSIN  
AND THE  
WISCONSIN ADVANCED TELECOMMUNICATIONS FOUNDATION

THIS AGREEMENT is made and entered into by and between the Educational Technology Board (hereinafter "ETB"), the State of Wisconsin, and the Wisconsin Advanced Telecommunications Foundation (hereinafter "WATF").

WHEREAS, the ETB and WATF deem it advisable to share certain services and resources for the purpose of better meeting their joint statutory goals for providing funds to public schools and libraries in order to enhance access to an inter-connectivity of new, advanced educational communications technologies; and

WHEREAS, it appears that engaging the services of the Executive Director and administrative/clerical staff of the WATF shall benefit the ETB and, sharing the services of the ETB administrative staff shall be a benefit to the WATF, and sharing an office, related office equipment and other resources shall benefit both the ETB and the WATF; and

WHEREAS, the WATF and the ETB have signified willingness to provide various shared services and resources with each other; and

WHEREAS, it appears that the sharing of such services and resources can be performed more economically under a contract;

NOW, THEREFORE, in consideration of the premises and of their mutual and dependent agreements, the parties hereto agree as set forth in the following pages as follows:

I. GENERAL PROVISIONS

A. Shared Services and Resources.

1. The WATF shall provide the services of its Executive Director and one administrative/clerical assistant to the ETB as more fully set forth in Section II and in accordance with applicable professional standards.
2. The ETB shall provide the services of up to four FTE positions to the WATF as more fully set forth in Section II in accordance with applicable professional standards.



3. Both parties shall share an office, office equipment, and other resources as more fully set forth in Section II.

B. Subletting or Assignment of Agreement. Neither party shall sublet or assign all or any part of the work, services or resources under this Agreement without prior written approval of the other party.

C. Employment. Except as set forth in Section II, the WATF shall not engage the services of any person or persons now employed by the State, including any department, commission or board thereof, to provide services relating to this Agreement without the written consent of the employer of such person or persons and of the ETB.

D. Nondiscrimination in Employment. Chapter 16.765 of the Wisconsin Statutes requires the following provision to be included in every contract executed by agencies of the State. The WATF agrees to the provisions as stated below:

In connection with the performance of work under this Agreement, the WATF agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training; including apprenticeship. Except with respect to sexual orientation, the WATF further agrees to take affirmative action to ensure equal employment opportunities. The WATF agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the WATF officers setting forth the provisions of the non-discrimination clause.

E. Legal Relations and Regulations. The WATF shall at all times comply with and observe all federal and state laws and published circulars, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct.

F. Duration of Agreement. This Agreement shall be effective from the date it is executed by the parties, and shall continue until the demise of one or the other party. The parties shall conduct an annual review of the shared services allocated by and to each party, and shall adjust the reimbursement ratios for the succeeding year based on that year's allocation of services.

G. Applicable Law. This Agreement shall be governed by the laws of the State of Wisconsin. Venue for all actions resulting from this contract shall be Dane County, Wisconsin.

H. Examination of Records. The WATF and ETB agree that the records maintained by each are subject to the Wisconsin Public Records Law, Subchapter III, Chapter 19,

Wisconsin Statutes. The WATF agrees that the ETB may, at any time upon reasonable notice, have access to and the right to examine, audit, excerpt, transcribe and copy any records any computer tapes of the WATF which are directly pertinent and specifically involve transactions relating to this Agreement. If the material is on computer tapes, the WATF shall provide copies of the tapes or such computer printout as may be requested by the ETB. Such material shall be retained for 3 years by the WATF following final payment under the contract. This provision shall also apply in the event of termination pursuant to Article H. and Article K. of this Agreement.

I. Continuance of Contract. Continuance of this contract beyond the limits of funds available shall be contingent upon legislative appropriation of the necessary funds and termination of this Agreement for lack of appropriated funds shall be without penalty to either party.

J. Independent Contractors. The Executive Director and clerical assistant of the WATF provided under this Agreement shall, in all respects, be an independent contractor, and not an employee, of the ETB or the State of Wisconsin.

K. Entire Agreement. This Agreement and all attachments comprise the entire Agreement of both parties. This Agreement may not be changed orally but only by written Agreement signed by both parties.

L. Binding Effect. This Agreement shall inure to the benefit of, and shall be binding upon, the ETB and the WATF.

M. Article and Section Headings. All article and section headings are included for convenience only and shall not be considered a part nor shall they affect in any manner the construction or interpretation of this Agreement.

N. Severability. If any provision of this Agreement shall be adjudged to become unlawful or contrary to public policy then that provision shall be deemed null and severable from the remaining provisions and shall in no way affect the validity of this Agreement.

## II. SCOPE OF SHARED SERVICES AND RESOURCES

A. WATF Executive Director. The WATF Executive Director shall provide services to the ETB on the basis of a half-time (50%) equivalent position. The services to be provided by the WATF Executive Director to the ETB include, but are not limited to, conducting and supervising the day-to-day financial and administrative operation, applicant screening and project review, planning, budgeting, employee management, and other office and administrative activities and functions, all under the direction of the ETB and ETB Chairperson. In addition, the WATF Executive Director may oversee and manage the day-to-day functions and duties of the ETB staff.

The WATF Executive Director shall not have, and may not exercise, the authority reserved to the ETB as an appointing authority for employee related matters under the Chapter 230, Stats., and related administrative code rules, except to the extent specifically delegated by the ETB and its Chairperson for day-to-day oversight of ETB staff duties. The WATF Executive Director may make non-binding recommendations regarding employee matters to the ETB and its Chairperson.

B. The Administrative/Clerical Assistant. The WATF shall provide to the ETB the services of one administrative/clerical assistant on the basis of a half-time (50%) equivalent position. The duties and functions to be performed by this assistant shall be determined by the WATF Executive Director under the authority of the WATF.

C. Independent Contractors. The services to be provided to the ETB by the WATF's Executive Director and administrative/clerical assistant shall not affect the relationship between the parties to this contract, which is that of independent contractors. The WATF's Executive Director and administrative/clerical assistant are not, and shall not be deemed to be, state employees under either the classified or unclassified service by virtue of this Agreement.

D. ETB FTE Staff Consultants and Contracted Teachers. The ETB shall provide to the WATF 20% of up to four FTE staff consultants and one or more contracted teachers to provide consultation services to municipal libraries and public schools consortium applicants for WATF funds. The ETB staff consultants and contracted teachers shall work under the day-to-day management and direction of the WATF Executive Director; however, the consultants and teachers shall remain under the supervision of the ETB as appointing authority under ch. 230 of the Wisconsin Statutes.

### III. FINANCIAL ACCOUNTING

The parties agree to the following breakdown of obligations for costs of the referenced shared services and resources:

A. The WATF Executive Director and Administrative/Clerical Assistant. The WATF and the ETB shall each be responsible for 50% of the salaries and fringe benefits of these two positions.

B. ETB FTE Staff Consultants and Contracted Teachers. The ETB shall be responsible for 80% of the salaries and fringe benefits of these positions. The WATF shall be responsible for the remaining 20% of the salary and fringe benefits for these positions.

C. Office Space.

1. **One-time Costs.** The office space set aside for the WATF Executive Director and administrative/clerical assistant at 3319 West Beltline Highway, Madison, Wisconsin

53713-4296 shall be divided between the WATF and the ETB on a 50% basis. All one-time costs associated with the remaining space shall be shared as follows: 80% of the costs associated shall be the responsibility of the ETB; 20% of the cost shall be the responsibility of the WATF.

2. **Recurring costs.** All annual recurring costs for the WATF/ETB office, including the space provided for the WATF Executive Director and administrative/clerical assistant shall be divided as follows: 80% of these costs shall be the responsibility of the ETB; 20% of these costs shall be the responsibility of the WATF.

D. Audit and Financial Settlement. Within thirty (30) days of the close of State of Wisconsin's fiscal year (June 30), the Department of Administration's Division of Administrative Services (DOAS) shall make an accounting of all costs and expenses to the ETB related to the shared services and resources provided to and received from the WATF, as set forth above. After all costs and expenses of both parties have been netted-out, the DOAS shall notify the parties whether any party owes the other for such costs and expenses. The "owing" party shall settle that account by making a reimbursement payment to the other party within thirty (30) days after receiving said notice from the DOAS.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

WISCONSIN ADVANCED TELECOMMUNICATIONS FOUNDATION

By: \_\_\_\_\_  
James Wigdale, President

EDUCATIONAL TECHNOLOGY BOARD

By: \_\_\_\_\_  
Arthur Keenan, Chairperson



## Legislative Fiscal Bureau

One East Main, Suite 301 • Madison, WI 53703 • (608) 266-3847 • Fax: (608) 267-6873

April 16, 1996

TO: Members  
Joint Committee on Finance

FROM: Bob Lang, Director

SUBJECT: Public Instruction--Section 13.10 Request for Approval of Report on 1995 Act 27  
Unallocated Budget Reductions for 1996-97--Agenda Item XVIII

The 1995-97 biennial budget (Act 27) specifically reduced DPI's operating budget by \$1,497,900 GPR and 29.18 GPR positions in 1995-96 and \$2,520,700 GPR and an additional 17.75 GPR positions in 1996-97. In addition to these specified reductions, Act 27 further reduced DPI's budget by \$904,800 GPR 1995-96 and \$3,524,000 GPR in 1996-97 and required that the agency submit a report by September 1, 1995, to the Joint Committee on Finance recommending how these reductions would be allocated among its GPR appropriations (excluding local assistance appropriations and the appropriation for library service contracts).

It should be noted that the Committee is not being asked to approve the actual funding reductions. Those reductions were approved in Act 27 and, therefore, have already been incorporated into the Chapter 20 appropriations schedule for the Department. Furthermore, the Department's appropriations for the 1995-97 biennium are not affected by the Wisconsin Supreme Court's recent decision to void the provisions of Act 27 which would restructure the governance of DPI (Thompson v. Craney).

Under Act 27, the unallocated reductions were taken from DPI's general program operations appropriation which funds the agency's operations excluding the two residential schools (School for the Deaf in Delavan and School for the Visually Handicapped in Janesville). The Department was provided the opportunity to reallocate this reduction to as many as eight other GPR appropriations.

In its report, which was submitted to the Committee on September 1, 1995, DPI recommended that the total 1995-96 reduction (\$904,800) be allocated to the general program operations appropriation. This recommendation, as well as the deletion of 14.94 GPR positions,

was approved by the Committee at its s. 13.10 meeting of October 26, 1995. However, action on the Department's recommendations for 1996-97 was delayed until a subsequent s. 13.10 meeting.

On March 18, 1996, the Department resubmitted its recommendations for the allocation of the 1996-97 reductions. While the total amount of the reductions shown in the agency's March report is identical to that shown for 1996-97 in the September report, the reports differ in two ways. First, the September report identified the specific positions which would be eliminated in 1995-96, but did not provide similar detail for the positions to be eliminated in 1996-97 (although the number to be deleted was identified by division). The agency's March report includes the specific positions to be eliminated in 1996-97. Second, due to staff attrition and retirements which have occurred since September, 1995, the Department has reallocated many of the position reductions for 1996-97 which were proposed in its initial report.

The Department recommends that in 1996-97, the reduction of \$3,524,000 would be distributed among four appropriations: (a) general program operations (\$2,038,300); (b) residential schools operations (\$1,135,700); (c) educational assessment operations (\$250,000); and (d) minority pupil precollege scholarships (\$100,000). The following table compares the Act 27 appropriations with the Department's proposed reallocation. In total, \$1,485,700 GPR would be shifted in 1996-97 from three appropriations to general program operations.

<u>Appropriation</u>	<u>Act 27</u>	<u>Proposal</u>	<u>Change</u>
General Program Operations	\$9,807,100	\$11,292,800	\$1,485,700
Residential Schools	10,044,800	8,909,100	-1,135,700
Educational Assessment	622,000	372,000	-250,000
Minority Pupil Scholarships	1,000,000	900,000	-100,000

In 1994-95, DPI was authorized 427.28 GPR positions, of which 221.03 positions were allocated to the state's two residential schools and 206.25 positions were assigned to agency operations. The following table shows the position reductions under Act 27, the additional positions deleted by the Committee for 1995-96, and the reductions in position authority proposed by DPI to meet the unallocated GPR funding reductions required under Act 27 for 1996-97.

**GPR Position Authority  
for the Department of Public Instruction**

	1994-95 Base	1995-96			1996-97		
		Act 27 Change to Base	DPI/Joint Finance Change to Act 27	Total 1995-96	Act 27 Change to 1995-96	DPI Proposed Change to Act 27	Total 1996-97
DPI Operations	206.25	-20.35	-14.94	170.96	-14.50	-20.01	136.45
Residential Schools	<u>221.03</u>	<u>-9.08</u>	<u>0.00</u>	<u>211.95</u>	<u>0.00</u>	<u>-20.34</u>	<u>191.61</u>
Total	427.28	-29.43*	-14.94	382.91	-14.50*	-40.35	328.06

\*Act 27 deleted 29.18 GPR positions in 1995-96 and an additional 17.75 GPR positions in 1996-97. However, in implementing the specified reductions, the actual number deleted by DPI were 29.43 GPR positions in 1995-96 and an additional 14.50 GPR positions in 1996-97.

Although Act 27 did not delete any GPR positions as part of the unallocated reduction, at its October, 1995, meeting, the Committee deleted 14.94 GPR positions in 1995-96 to correspond with the Department's recommendations. If the Committee approves the Department's recommendations for 1996-97, the agency's position authority could also be reduced as part of this s. 13.10 action by 52.29 GPR positions in 1996-97 (which includes the 14.94 GPR positions deleted in 1995-96 under the Committee's action in October, 1995). In total, the agency's authorized positions would be reduced by 99.22 GPR positions in 1996-97.

Some of the GPR positions which would be deleted under DPI's proposal would actually be transferred to other fund sources. In 1996-97, the agency has proposed transferring 16.81 positions and \$1,032,800 to FED. The majority of these positions (14.76 FTEs) staff the residential schools and would be transferred to federal Individuals with Disabilities Education Act (IDEA) monies. (Of the GPR positions deleted in 1995-96, 5.575 positions and \$262,200 were transferred to FED and PR.)

The total amount of the "unspecified reductions" recommended in DPI's report does not equal the \$3,524,000 required under Act 27. Similarly, the total reductions approved for 1995-96 did not equal the Act 27 required reductions of \$904,800. In some cases, the positions specifically deleted in the Act had already been reallocated or eliminated by the agency. In addition, due to changes in salaries, the funding amounts associated with some of the specified position reductions did not correspond to the actual positions to be eliminated. As a result, the actual savings from the position reductions specified in Act 27 are less than the amounts required in the Act. However, to compensate for this difference, DPI has increased the total unallocated reductions. The combined specified and unspecified reductions contained in DPI's recommendations are equal to the total reductions to the base (\$2,402,700 in 1995-96 and \$6,044,700 in 1996-97) required under Act 27. The following table shows the total specified and unspecified reductions under DPI's proposal, for each year of the biennium.

**Total GPR Position and Funding Reductions**

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>	
	FTE		FTE	
	<u>Positions</u>	<u>Funding</u>	<u>Positions</u>	<u>Funding</u>
Specified Reductions	29.43	\$1,487,800	43.93	\$2,238,800
Unspecified Reductions	<u>14.94</u>	<u>914,900</u>	<u>55.29</u>	<u>3,805,900</u>
<b>Total Reductions</b>	<b>44.37</b>	<b>\$2,402,700</b>	<b>99.22</b>	<b>\$6,044,700</b>

The following tables summarize the reductions for 1995-96, which have been approved by the Committee, as well as DPI's recommendations for the allocation of the 1996-97 reductions, by division and team/bureau. In addition, the tables indicate the positions which would be transferred to other sources of funding. The attachment provides a summary of all the reductions, both specified and unspecified, by division and team/bureau.

In all cases, the 1995-96 reductions will continue in 1996-97 and this continuation is reflected in the amounts shown for fiscal year 1996-97. For example, the school administration consultant deleted from the Office of the State Superintendent in 1995-96 will remain deleted in 1996-97. If the Department has recommended an additional reduction for 1996-97 (beyond that approved for 1995-96), this will be apparent in the tables either because: (1) an amount is shown only for fiscal year 1996-97; or (2) the amount shown for 1996-97 is greater than the amount shown for 1995-96.

**Office of the State Superintendent**

**Position and Funding Reductions**

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>	
	FTE		FTE	
	<u>Positions</u>	<u>Funding</u>	<u>Positions</u>	<u>Funding</u>
<b>Divisionwide</b>				
Executive Assistant(1)	1.00	\$0	1.00	\$0
<b>Outreach Team</b>				
School Administration Consultant	<u>1.00</u>	<u>74,300</u>	<u>1.00</u>	<u>74,300</u>
<b>TOTAL</b>	<b>2.00</b>	<b>\$74,300</b>	<b>2.00</b>	<b>\$74,300</b>

(1) Funding for the Executive Assistant position (\$107,800 annually) was deleted in Act 27.



**Division for Learning Support -- Instructional Services** (whose functions include teacher education and licensing programs; early childhood education; curriculum development and assistance; and the administration of various state and federal grant programs)

Position and Funding Reductions

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>	
	<u>FTE</u>		<u>FTE</u>	
	<u>Positions</u>	<u>Funding</u>	<u>Positions</u>	<u>Funding</u>
<b>Divisionwide</b>				
Administrative Officer (1)	0.20	\$16,800	0.20	\$16,800
Program Assistant (1)	0.25	9,300	0.25	9,300
Administrative Assistant (2)	0.20	9,100	0.20	9,100
<b>Integrated-Applied Curricula Team</b>				
Environmental Education Consultant	0.60	34,300	0.60	34,300
Program Assistant			0.55	16,500
<b>Instructional Strategies Team</b>				
Community Services Specialist	0.295	13,100	0.295	13,100
Research Technician (Vocational Education)	0.20	7,900	0.20	7,900
Program Assistant (2)	0.20	7,700	0.20	7,700
Education Program Coordinator			0.35	28,300
Gifted and Talented Education Consultant			0.50	37,200
<b>Science World (3)</b>	<u>      </u>	<u>96,000</u>	<u>      </u>	<u>96,000</u>
<b>TOTAL</b>	1.945	\$194,200	3.345	\$276,200

- (1) These positions would be transferred to PR (teacher licensing and certification fees).
- (2) These positions would be transferred to PR-S (federal Carl Perkins Vocational and Applied Technology Education Act).
- (3) DPI indicates that it would continue to offer this summer enrichment program using FED and PR funds, but that the number of teachers and pupils served by the program would be reduced.

**Division for Learning Support--Equity and Advocacy** (whose functions include administration of state and federal laws regarding handicapped and bilingual education; pupil services programs; and the state's two residential schools--School for the Visually Handicapped and School for the Deaf).

**Position and Funding Reductions**

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>	
	<u>FTE</u> <u>Positions</u>	<u>Funding</u>	<u>FTE</u> <u>Positions</u>	<u>Funding</u>
<b>Exceptional Education Team</b>				
Education Program Coordinator	0.25	\$20,000	0.25	\$20,000
Education Consultant (1)	0.75	60,300	0.75	60,300
Program Assistants (1)	1.825	59,900	2.325	79,600
School Administration Consultant (1)			0.25	19,200
<b>Student Services, Prevention and Wellness Team (2)</b>				
Education Consultants			1.21	85,500
Program Assistant			0.50	17,600
<b>Educational Equity Team</b>				
Program Assistant			0.40	13,800
<b>Residential Schools</b>				
Teachers (3)			13.16	857,300
Teacher Assistants (3)			1.60	58,800
Cook			1.00	21,900
Food Service Worker			1.00	27,900
Custodian			0.30	7,000
Student Summer School (4)			1.798	97,100
Adult Summer School (5)			1.482	64,600
Supplies and Services (3)				<u>1,100</u>
<b>TOTAL</b>	<b>2.825</b>	<b>\$140,200</b>	<b>26.025</b>	<b>\$1,431,700</b>

- (1) These positions would be transferred to FED [Individuals with Disabilities Education Act (IDEA)].
- (2) Of these positions, 0.80 FTE and \$39,800 would be transferred to FED (Drug Free Schools and Communities Act)
- (3) These positions (14.76 FTE and \$916,100) and \$1,100 in supplies and services funding would be transferred to FED (IDEA).
- (4) In 1996, the student summer school at the Wisconsin School for the Deaf will not be held due to facilities renovation. DPI intends to seek federal IDEA funds for the program beginning in 1997.
- (5) The adult summer school at the Wisconsin School for the Visually Handicapped would be shortened from five weeks to three weeks.

In 1995-96, DPI will receive \$42.6 million in federal funds for special education through Part B of the Individuals with Disabilities Education Act (IDEA). (DPI believes that IDEA funding will remain at approximately this level in 1996-97.) Of this total, 20% may be used by the Department for discretionary purposes in support of special education, 5% may be used for administration and 75% must be distributed to school districts on a formula basis.

Of \$9.4 million allotted by DPI for discretionary purposes in 1995-96 (which includes carryover funds from the prior year's allocation), \$6.1 million (65%) is distributed for special projects administered by local education agencies (school districts and CESAs), \$2.1 million (22%) supports the residential schools and the remaining \$1.2 million (13%) supports DPI efforts to monitor special education and other statewide projects administered by the Department. Under DPI's reallocation plan, of an estimated \$9.4 million available for discretionary purposes in 1996-97, a \$0.9 million shift toward support of the residential schools would result in \$5.2 million (55%) distributed to local education agencies and \$3.0 million (32%) allocated to the residential schools with the remaining \$1.2 million (13%) for DPI statewide projects.

**Division for Financial Resources and Management Services** (whose functions include school finance consultation; school aid administration; state and federal child nutrition programs; and services to minority and disadvantaged students).

Position and Funding Reductions

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>	
	<u>FTE</u> <u>Positions</u>	<u>Funding</u>	<u>FTE</u> <u>Positions</u>	<u>Funding</u>
<b>Divisionwide</b>				
Assistant State Superintendent	1.00	\$106,600	1.00	\$106,600
Program Assistants (1)	1.00	27,700	2.05	60,400
<b>Financial Services Team</b>				
Administrative Officer (2)			0.10	6,700
<b>Consultative Services Team</b>				
School Administration Consultant			1.00	58,400
Education Administrative Director (3)			0.25	21,000
School Finance Auditors (4)			0.10	7,400
<b>Wisconsin Educational Opportunity Program (WEOP)</b>				
Education Specialist			0.75	30,100
Limited Term Employees		18,200		50,800
Supplies and Services		31,800		31,800
Minority Precollege Scholarships (5)	—	—	—	<u>100,000</u>
<b>TOTAL</b>	<b>2.00</b>	<b>\$184,300</b>	<b>5.25</b>	<b>\$473,200</b>

- (1) Of these positions, 0.05 FTE position and \$1,800 in 1996-97 would be transferred to FED (Title VI of the Improving America's Schools Act (IASA)).
- (2) This position would be transferred to FED (Title VI of IASA).
- (3) This position would be transferred to FED (Title VI of IASA).
- (4) This position would be transferred to FED (National School Lunch Program).
- (5) The minority precollege scholarship program would be reduced by \$100,000 below the base level of \$1,000,000.

**Division for Educational Accountability, Policy and Management Support** (whose functions include data collection and reporting; pupil assessment programs; agency support and legal services; and budget and administrative rules development).

Position and Funding Reductions

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>	
	<u>FTE Positions</u>	<u>Funding</u>	<u>FTE Positions</u>	<u>Funding</u>
<b>Bureau for Management Services</b>				
Financial Supervisor	1.00	\$62,900	1.00	\$62,900
<b>Bureau for Policy and Budget</b>				
Budget and Policy Officer	1.00	60,400	1.00	60,400
<b>Bureau for Information Management</b>				
Management Information Technicians (1)	1.92	64,000	2.92	106,800
Program Assistants	0.40	7,800	1.40	36,300
Management Information Specialist			1.00	48,700
Administrative Assistant			1.00	49,000
<b>Office of Educational Accountability</b>				
Education Program Specialist			1.00	67,100
Supplies and Services (2)				250,000
<b>Office of Legal Services</b>				
Attorney			0.75	58,300
Legal Secretary			0.25	7,400
<b>Supplies and Services</b>		9,500		9,500
<b>Limited Term Employees</b>		<u>9,500</u>		<u>9,500</u>
<b>TOTAL</b>	<b>4.32</b>	<b>\$214,100</b>	<b>10.32</b>	<b>\$765,900</b>

(1) Of these positions, 0.5 FTE and \$17,200 annually would be transferred to PR-S (internal data processing charges).

(2) DPI indicates that the decrease in supplies and services funding would reduce technical assistance and staff development activities in the area of pupil assessment.

**Division for Libraries and Community Learning** (whose functions include instructional technology; community education; operation of the State Reference and Loan Library; and assistance to, and administration of aid programs for, school and public libraries)

Position and Funding Reductions

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>	
	<u>FTE</u>		<u>FTE</u>	
	<u>Positions</u>	<u>Funding</u>	<u>Positions</u>	<u>Funding</u>
<b>Community Services and Publications Team</b>				
School Administration Consultant			1.00	\$76,700
<b>Library Development Team</b>				
Library Consultant	0.20	\$13,900	0.20	13,900
<b>Resource Sharing Team (1)</b>				
Administrative Officer	1.00	57,700	1.00	57,700
Library Services Assistants	0.65	24,200	4.65	151,400
Librarians			1.50	81,800
<b>Supplies and Services</b>		6,000		31,000
<b>Capital Equipment</b>		<u>6,000</u>		<u>56,000</u>
<b>TOTAL</b>	<b>1.85</b>	<b>\$107,800</b>	<b>8.35</b>	<b>\$468,500</b>

(1) Of these positions, 1.65 positions and \$81,900 annually would be transferred to FED (Library Services and Construction Act). The Resource Sharing Team includes the State Reference and Loan Library.

**All Agency**

Supplies and services funding for the agency (excluding the residential schools, the State Reference and Loan Library and the Wisconsin Educational Opportunity Program) would be reduced by \$316,100, beginning in 1996-97. Of the total, DPI indicates that savings of \$66,100 in rent for office space is expected to result from the reduction in staff.

**Conclusion**

The Department's report complies with the requirements under Act 27. Therefore, the Committee may wish to approve the agency's 1996-97 recommendations regarding the allocation of the budget reductions by appropriation. In addition, the Committee could approve the deletion of 52.29 GPR positions in 1996-97 from the Department's authorized position count (which includes the 14.94 GPR positions deleted in 1995-96 under the Committee's action in October, 1995).

Prepared by: Merry Bukolt and Charlie Toulmin

**ATTACHMENT**

**SUMMARY OF SPECIFIED  
AND UNSPECIFIED REDUCTIONS  
BY DIVISION AND TEAM/BUREAU WITHIN  
THE DEPARTMENT OF PUBLIC INSTRUCTION**

**TABLE 1**

**Summary of 1996-97 GPR Position Reductions and  
Transfers to Other Fund Sources (PR and FED)**

	1994-95 GPR Base <u>Positions</u>	1996-97 <u>Reductions*</u>		Transferred to other <u>Funds</u>	Net <u>Positions</u>
		<u>Specified</u>	<u>Unspecified</u>		
Office of State Superintendent	17.95	7.00	2.00	0.00	8.95
Division for Learning Support-- Instructional Services	30.04	3.00	3.345	0.85	24.545
Division for Learning Support-- Equity and Advocacy	18.13	5.75	5.685	4.13	10.825
Residential Schools	221.03	9.08	20.34	14.76	206.37
Division for Financial Resources and Management Services	51.01	6.00	5.25	0.50	40.26
Division for Educational Accountability, Policy and Management Support	57.92	10.10	10.32	0.50	38.00
Division for Libraries and Community Learning	<u>31.20</u>	<u>3.00</u>	<u>8.35</u>	<u>1.65</u>	<u>21.50</u>
<b>TOTAL</b>	<b>427.28</b>	<b>43.93</b>	<b>55.29</b>	<b>22.39</b>	<b>350.45</b>

\*Includes positions deleted beginning in 1995-96.



**TABLE 2**

**Office of the State Superintendent**

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>	
	<u>FTE</u>		<u>FTE</u>	
	<u>Positions</u>	<u>Funding</u>	<u>Positions</u>	<u>Funding</u>
<b>Specified Reductions</b>				
• Intergovernmental Relations & Public Information	4.50	\$326,600	4.50	\$326,600
• Outreach Team	0.00	0	2.50	173,900
• Supplies and Services	<u>0.00</u>	<u>36,000</u>	<u>0.00</u>	<u>36,000</u>
Total--Specified Reductions	4.50	\$362,600	7.00	\$536,500
<b>Unspecified Reductions</b>				
• Divisionwide (1)	1.00	\$0	1.00	\$0
• Outreach Team	<u>1.00</u>	<u>74,300</u>	<u>1.00</u>	<u>74,300</u>
Total--Unspecified Reductions	2.00	\$74,300	2.00	\$74,300
<b>TOTAL</b>	6.50	\$436,900	9.00	\$610,800

(1) Funding for an Executive Assistant position (\$107,800 annually) was deleted in Act 27; this reduction would delete the associated 1.0 position.

**TABLE 3**

**Division for Learning Support--Instructional Services**

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>	
	FTE		FTE	
	<u>Positions</u>	<u>Funding</u>	<u>Positions</u>	<u>Funding</u>
<b>Specified Reductions</b>				
• Divisionwide	0.50	\$15,000	0.50	\$15,000
• Integrated & Applied Curricula Team	0.00	0	1.00	67,100
• Instructional Strategies Team	0.50	37,200	1.50	106,700
• Supplies and Services	<u>0.00</u>	<u>2,800</u>	<u>0.00</u>	<u>2,800</u>
Total--Specified Reductions	1.00	\$55,000	3.00	\$191,600
<b>Unspecified Reductions</b>				
• Divisionwide (1)	0.65	\$35,200	0.65	\$35,200
• Integrated-Applied Curricula Team	0.60	34,300	1.15	50,800
• Instructional Strategies Team (1)	0.695	28,700	1.545	94,200
• Science World	<u>0.00</u>	<u>96,000</u>	<u>0.00</u>	<u>96,000</u>
Total--Unspecified Reductions	1.945	\$194,200	3.345	\$276,200
<b>TOTAL</b>	2.945	\$249,200	6.345	\$467,800

(1) Of these positions, 0.45 FTE and \$26,100 annually would be transferred to PR (teacher licensing and certification fees), and 0.4 FTE and \$16,800 annually would be transferred to PR-S (federal Carl Perkins Vocational and Applied Technology Education Act).

**TABLE 4**

**Division for Learning Support--Equity and Advocacy**

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>	
	<u>FTE</u>		<u>FTE</u>	
	<u>Positions</u>	<u>Funding</u>	<u>Positions</u>	<u>Funding</u>
<b>Specified Reductions</b>				
• Exceptional Education Team	1.00	\$34,500	1.00	\$34,500
• Student Services, Prevention and Wellness Team	2.75	187,500	2.75	187,500
• Educational Equity Team	2.00	93,600	2.00	93,600
• Residential Schools	<u>9.08</u>	<u>275,100</u>	<u>9.08</u>	<u>275,100</u>
Total--Specified Reductions	14.83	\$590,700	14.83	\$590,700
<b>Unspecified Reductions</b>				
• Exceptional Education Team (1)	2.825	\$140,200	3.575	\$179,100
• Student Services, Prevention and Wellness Team (2)	0.00	0	1.71	103,100
• Educational Equity Team	0.00	0	0.40	13,800
• Residential Schools (3)	<u>0.00</u>	<u>0</u>	<u>20.34</u>	<u>1,135,700</u>
Total--Unspecified Reductions	2.825	\$140,200	26.025	\$1,431,700
<b>TOTAL</b>	17.655	\$730,900	40.855	\$2,022,400

(1) Of these positions, 2.575 FTEs and \$120,200 in 1995-96 and an additional 0.75 FTE and \$39,200 in 1996-97 would be transferred to FED [Individuals with Disabilities Education Act (IDEA)].

(2) Of these positions, 0.80 FTE and \$39,800 would be transferred to FED (Drug Free Schools and Communities Act).

(3) Of these positions, 14.76 FTE and \$916,100 and \$1,100 in supplies and services funding would be transferred to FED (IDEA).

**TABLE 5**

**Division for Financial Resources and Management Services**

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>	
	<u>FTE</u>	<u>Funding</u>	<u>FTE</u>	<u>Funding</u>
	<u>Positions</u>		<u>Positions</u>	
<b>Specified Reductions</b>				
• Divisionwide	0.00	\$0	1.00	\$39,500
• Financial Services Team	1.00	55,900	2.00	93,300
• Consultative Services	0.00	0	2.00	124,700
• WI Educational Opportunity Program	<u>1.00</u>	<u>57,200</u>	<u>1.00</u>	<u>57,200</u>
Total--Specified Reductions	2.00	\$113,100	6.00	\$314,700
<b>Unspecified Reductions</b>				
• Divisionwide (1)	2.00	\$134,300	3.05	\$167,000
• Financial Services Team (2)	0.00	0	0.10	6,700
• Consultative Services Team (3)	0.00	0	1.35	86,800
• Wisc Educational Opportunity Program	<u>0.00</u>	<u>50,000</u>	<u>0.75</u>	<u>212,700</u>
Total--Unspecified Reductions	2.00	\$184,300	5.25	\$473,200
<b>TOTAL</b>	4.00	\$297,400	11.25	\$787,900

(1) Of these positions, 0.05 FTE and \$1,800 in 1996-97 would be transferred to FED (Title VI of the Improving America's Schools Act (IASA)).

(2) This position would be transferred to FED (Title VI of IASA).

(3) Of these positions, 0.25 FTE and \$21,000 would be transferred to FED (Title VI of IASA), and 0.10 FTE and \$7,400 would be transferred to FED (National School Lunch Program).

**TABLE 6**

**Division for Educational Accountability,  
Policy and Management Services**

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>	
	<u>FTE</u>		<u>FTE</u>	
	<u>Positions</u>	<u>Funding</u>	<u>Positions</u>	<u>Funding</u>
<b>Specified Reductions</b>				
• Management Services Team	1.00	\$61,600	3.00	\$121,500
• Bureau for Policy and Budget	1.00	54,800	3.00	155,600
• Bureau for Information Management	1.10	51,300	2.10	88,900
• Human Resource Services	<u>1.00</u>	<u>71,700</u>	<u>2.00</u>	<u>112,300</u>
Total--Specified Reductions	4.10	\$239,400	10.10	\$478,300
<b>Unspecified Reductions</b>				
• Bureau for Management Services	1.00	\$62,900	1.00	\$62,900
• Bureau for Policy and Budget	1.00	60,400	1.00	60,400
• Bureau for Information Management (1)	2.32	71,800	6.32	240,800
• Office of Educational Accountability	0.00	0	1.00	317,100
• Office of Legal Services	0.00	0	1.00	65,700
• Supplies and Services	0.00	9,500	0.00	9,500
• Limited Term Employees	<u>0.00</u>	<u>9,500</u>	<u>0.00</u>	<u>9,500</u>
Total--Unspecified Reductions	4.32	\$214,100	10.32	\$765,900
<b>TOTAL</b>	8.42	\$453,500	20.42	\$1,244,200

(1) Of these positions, 0.5 FTE and \$17,200 annually would be transferred to PR-S (internal data processing charges).

**TABLE 7**

**Division for Libraries and Community Learning**

	<u>Fiscal Year 1995-96</u>		<u>Fiscal Year 1996-97</u>	
	<u>FTE</u>		<u>FTE</u>	
	<u>Positions</u>	<u>Funding</u>	<u>Positions</u>	<u>Funding</u>
<b>Specified Reductions</b>				
• Library Development Team	1.00	\$56,200	1.00	\$56,200
• Community Services and Publications	1.00	39,900	1.00	39,900
• Resource Sharing Team	<u>1.00</u>	<u>30,900</u>	<u>1.00</u>	<u>30,900</u>
Total--Specified Reductions	3.00	\$127,000	3.00	\$127,000
<b>Unspecified Reductions</b>				
• Community Services and Publications Team	0.00	\$0	1.00	\$76,700
• Library Development Team	0.20	13,900	0.20	13,900
• Resource Sharing Team (1)	1.65	81,900	7.15	290,900
• Supplies and Services	0.00	6,000	0.00	31,000
• Capital Equipment	<u>0.00</u>	<u>6,000</u>	<u>0.00</u>	<u>56,000</u>
Total--Unspecified Reductions	1.85	\$107,800	8.35	\$468,500
<b>TOTAL</b>	4.85	\$234,800	11.35	\$595,500

(1) Of these positions, 1.65 FTE and \$81,900 annually would be transferred to FED (Library Services and Construction Act).