

MEMORANDUM

DATE: September 10, 2020

TO: Daniel Combs

FROM: Erica Price

SUBJ: Redirection of Funds

The Career & Technical Department has experienced a higher need for online curriculum and site license accesses than originally planned for last year when budget was entered. We have recently added a Dental program to JB Hensler that requires curriculum and supplies unforeseen last year. A grant was in process that would have purchased these items, however, we did not receive the grant and start-up items are now needing to be purchased from the CTE Instructional budget. In addition to Dental, there were several other new programs added (Computer Science, Cybersecurity, Aerospace) and curriculum updates to Project Lead the Way that are requiring more instructional supplies than originally anticipated. Also, due to COVID-19 we have an increased need for online instructional resources and support.

From: 199 13 6411 0000 999 22 0 581 0 – Professional Development Travel Account - \$40,000.00

Justification – Due to COVID-19 we do not plan to have any Professional Development overnight travel this year.

To: 199 11 6399 0000 999 22 0 581 0 – Instructional General Supply Account – \$40,000.00

Thank you for your consideration and continued support of our CTE programs.

Erica Price

CTE Director