



PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

14201 School Lane, Upper Marlboro, MD 20772 • www.pgcps.org



FY 2018 APPROVED

Board of Education
Annual Operating Budget

July 1, 2017—June 30, 2018

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

Board of Education

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Mary Kingston Roche, Member

Curtis Valentine, M.P.P., Member

Juwan Blocker – Student Board Member

*Kevin M. Maxwell, Ph.D., Chief Executive Officer and
Secretary-Treasurer*

Vision

PGCPS will be a GREAT school system recognized for providing education services which ensure that every student in our diverse school district graduates ready for college and careers in a global society.

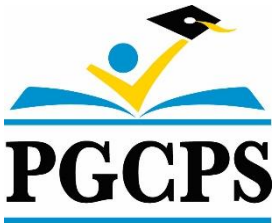
Mission

To provide a great education that empowers all students and contributes to thriving communities.

Core Values

Our core values articulate our key beliefs about students, academic achievement, and the elements necessary to achieve excellence in education and learning.

- Students are our priority and all students can achieve at high academic levels
- Families, students, and educators share the responsibility for student success
- High expectations inspire high performance
- All staff share the responsibility for a safe and supportive school environment contributing to excellence in education
- The support of everyone in our community is essential to the success of our schools and students, and this success enriches our community
- Continuous improvement in teaching, leadership, and accountability is the key to our destiny



July 1, 2017

BOARD OF EDUCATION
Telephone: 301-952-6308
Facsimile: 301-952-6114

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Kevin M. Maxwell, Ph.D.

ADMINISTRATION

Chief Executive Officer

Kevin M. Maxwell, Ph.D.

Telephone: 301-952-6008

Prince George's County families and community members:

The mission of Prince George's County Public Schools (PGCPS) is "to provide a great education that empowers all students and contributes to thriving communities." Our singular goal, as stated in our Strategic Plan, is "Outstanding Academic Achievement for All Students." These statements guide us as we move forward, ensuring that every child, in every school, receives rigorous, engaging, high quality educational experiences every day.

We are proud to present the Prince George's County Board of Education's Fiscal Year 2018 Annual Operating Budget, as approved by the County Council and adopted by the Board of Education. This budget covers the period from July 1, 2017 through June 30, 2018. Details of expenses are presented by operational departments as well as mandated state budget categories to provide a comprehensive, public view of our school system's plans for its financial resources.

The operating budget was carefully developed, through much collaborative work with PGCPS staff and the Board of Education. Public input, garnered through four hearings, two online budget surveys and several community events, was also instrumental in producing this approved budget. We also met with County Executive Rushern L. Baker III and the County Council, and requested their support in providing the best educational experience across communities.

Increases in federal, state and local revenue resulted in the approval of a \$1.975 billion operating budget. State aid revenue increased by \$19.4 million, which included full funding of the Geographical Cost of Education Index (GCEI) and the continued phase in (80%) of the Net Taxable Income (NTI) adjustment. County funds approved to support the operating budget total \$739.2 million, an increase of \$39.7 million. This increase in county funds exceeds the level mandated by state law, also known as Maintenance of Effort (MOE), by \$30.1 million.

MISSION STATEMENT

The Prince George's County Board of Education will advance the achievement of its diverse student body through community engagement, sound policy governance, accountability, and fiscal responsibility.

The funds allocated will help to move our school system forward. Increases in student achievement, additional literacy and numeracy supports, expansion of early childhood learning and access to rigorous and relevant coursework continue to be shared priorities for the Board of Education and the Chief Executive Officer.

This budget contains funding for many great programs and academic options for our growing and diverse student population:

- Continued expansion of our Language Immersion programs, including French, Chinese, and Spanish immersion.
- Implementation of two Pathways in Technology Early College High School (P-TECH) programs at Frederick Douglass High School where students can earn a high school diploma, industry certification and an associate's degree focused on Health Information Management and Hospitality Services Management.
- Literacy and Numeracy through additional Literacy Coaches and Math Specialists to provide intensive and focused work.
- More access to early childhood education through new full-day prekindergarten programs at four schools, and the expansion of 15 half-day programs to full-day programs, bringing the total to 69 full-day prekindergarten sites.
- Dedicating funds to pilot a Restorative Practices program.

Prince George's County Public Schools has made great progress towards our strategic priorities in recent years. We continue to move forward in small steps and giant leaps. However, much more needs to be done to achieve our vision of a world-class school system, recognized for providing education services that prepare every student for higher education and the global workforce. This commitment requires an ambitious approach that will serve all students' individualized needs.

Our mission is to provide the support and opportunities that take children from different starting places to the same finish line. All children must have the opportunity for a quality education, conducted in a safe and supportive environment.

Our own educational priorities, coupled with limitations on state and local funding, have made it necessary to redirect resources in order to meet these goals. For the third consecutive year, we employed an aggressive approach of realigning resources. Programs were examined for effectiveness. Program managers were charged with examining each detailed budget line to justify the true need for continued funding with an eye toward minimizing the direct impact on classroom instruction. These difficult reductions amounted to an additional \$19.1 million in resources from over 1,600 account lines.

July 1, 2017

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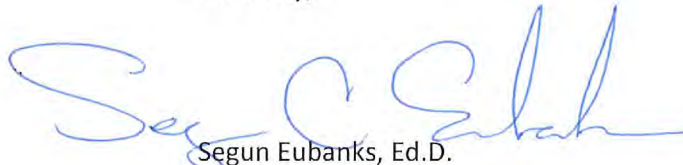
The school system is continuing to manage \$35.0 million in salary lapse for FY 2018. These funds, totaling more than \$54.1 million, were shifted to fund negotiated agreements, employee health and retirement benefits, charter school enrollment increases, security needs, technology upgrades, lease payments, and special education services.

Providing the best possible educational experience for every child requires the support of the entire educational community. We do, however, acknowledge and respect for the roles of the County Executive and County Council. They must take into account the needs of the county as a whole when setting addressing budget priorities. We hope our mutual concern for students' best interests will prevail as we strive to address system needs, strengthen existing programs, and continue to raise student achievement to the highest levels. We are committed to providing the resources needed so that all children can meet their highest potential.

We invite you to examine this budget document to understand how tax dollars are spent on education, and to assist you in becoming active and informed members of the community. Individuals having questions on any material contained within this budget document may contact our Budget Office, at 301-952-6090.

Thank you for your continued support of Prince George's County Public Schools.

Sincerely,

A handwritten signature in blue ink, appearing to read "Segun Eubanks".

Segun Eubanks, Ed.D.
Chair, Board of Education

A handwritten signature in blue ink, appearing to read "Kevin M. Maxwell".

Kevin M. Maxwell, Ph.D.
Chief Executive Officer

SCE:KMM:rhb:jmp

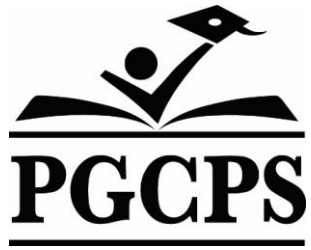


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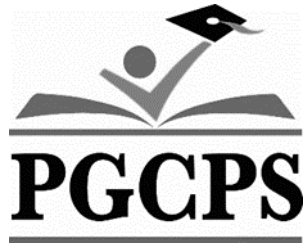
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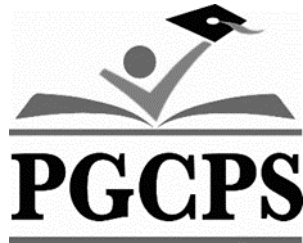
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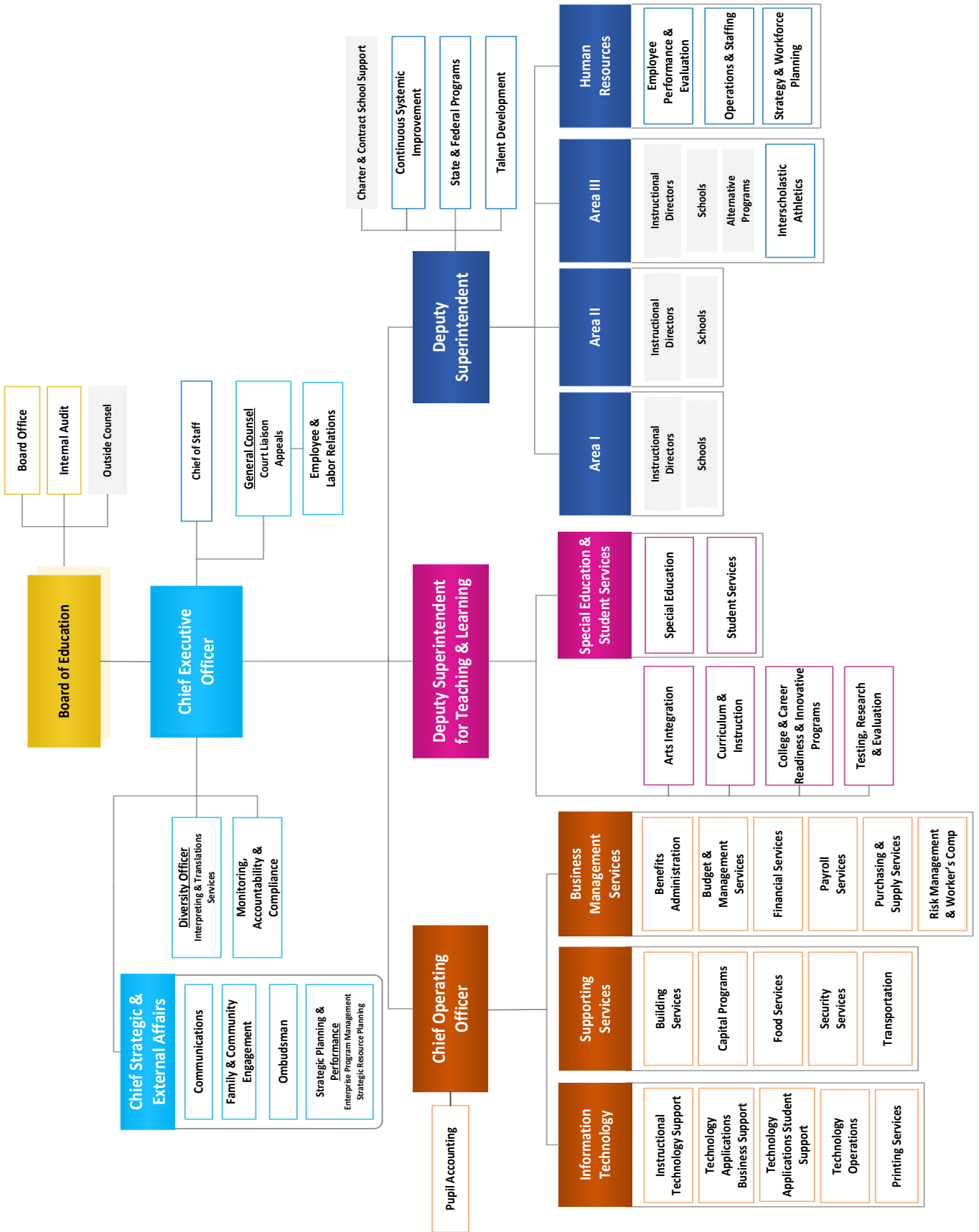


INTRODUCTION





SYSTEMIC ORGANIZATION CHART



STATEMENT OF BUDGET PROCESS

Why Publish a Budget?

Maryland law requires the Chief Executive Officer to prepare and present an annual operating budget that seeks “in every way to secure adequate funds from local authorities for the support and development of the public schools in the county” (Md. EDUCATION Ann. Code § 4-205).

Budget Development...

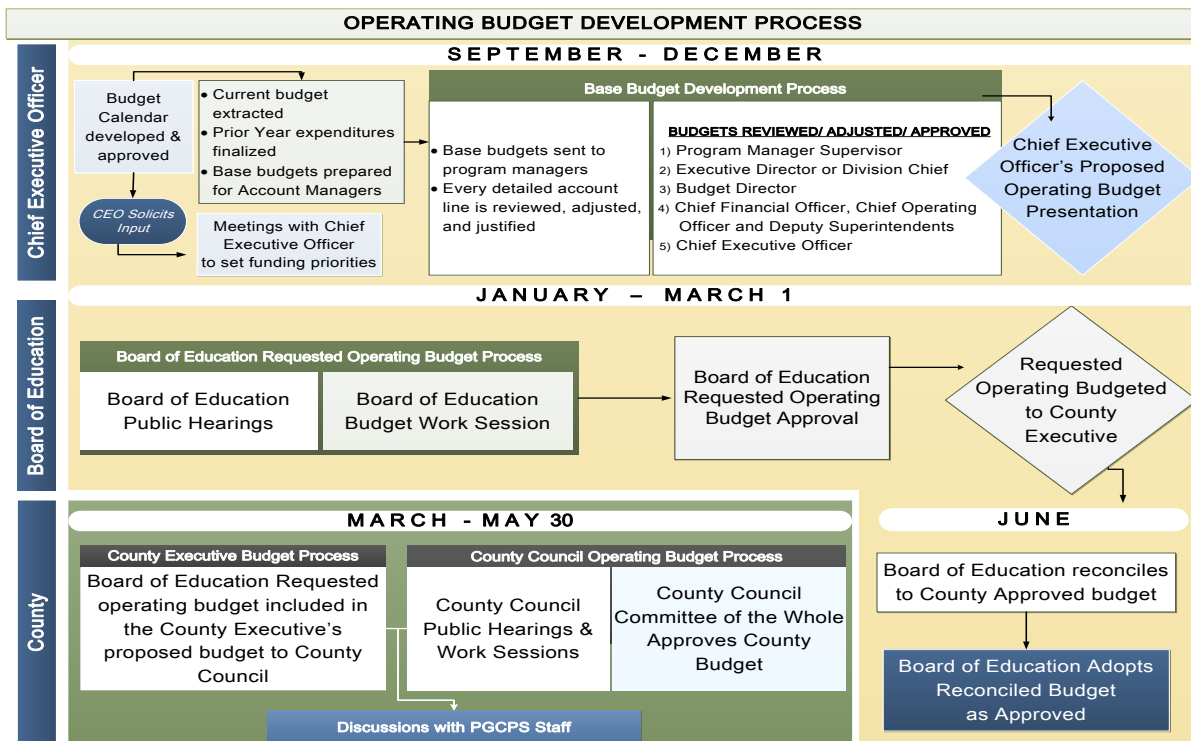
Maryland law requires the Chief Executive Officer to submit an estimate of the funds deemed to be needed during the next fiscal year for support of the public schools.

In September/October, the Chief Executive Officer holds a community forum to receive public comment on educational priorities and holds several Budget Retreats with cabinet members to discuss short- and long-term priorities for the system and to balance any revenue gap. The Chief Executive Officer then prepares a budget and presents it to the Board of Education in December.

The Board then holds public hearings during January and February. Once the hearings are concluded, the Board makes any changes to the Chief Executive Officer’s proposal that it deems appropriate for public education in the County and adopts its Requested Budget. Board action to accept or amend the Chief Executive Officer’s budget proposal is conducted in public session after the public hearings have concluded. That budget must then be presented to the County Executive by March 1.

The County Executive prepares the County’s proposed budget including recommendations for public school funding. The County Executive is required by the County Charter to hold a budget hearing before approving the County budget and another hearing after releasing it. The budget is submitted to the County Council by March 15.

The County Council must adopt a budget for the County, including the Board of Education, by June 1. The Board then reconvenes in June to reconcile its budget request within approved funding levels, making needed changes by June 30.



Introduction

Elements of the Budget Book...

The FY 2018 Requested budget book consists of information covering four periods, which are presented as “**FY 2016 Actual,**” “**FY 2017 Approved,**” “**FY 2017 Revised,**” and “**FY 2018 Approved.**” The “FY 2016 Actual” column represents the fiscal year 2016 actual expenditures as reported in the Comprehensive Annual Financial Report (CAFR) for fiscal year ending June 30, 2016. The “FY 2017 Approved” column represents the Board of Education’s Approved spending on programs for fiscal year 2017. The “FY 2017 Revised” column reflects categorical adjustments made for the current budget year ending June 30, 2017. The “FY 2018 Approved” column represents the Board of Education approved spending levels on programs for the 2018 fiscal year.

The annual operating budget document includes the following sections:

INTRODUCTION: Provides the systemic organization chart, a statement of budgeting processes, operating budget calendar, Strategic Plan Executive Summary, fiscal highlights, pupil population, and an overview of the Capital Improvement Program.

FINANCIAL PLAN: This section includes a statement of budgeting basis for all funds; a description of funds subject to appropriation; budget highlights; a description of revenue sources and revenue; expenditures by category, object and organization; and staffing by category, organization and position type.

SCHOOL-BASED RESOURCES: Provides an overview of student-based budgeting, a list of locked school-based programs and associated funding, and school-based staffing and expenditures.

ORGANIZATION OVERVIEW AND ANALYSIS: Provides the mission, core services, and operating staffing and expenditures for each organization within the school system.

SUPPLEMENTAL INFORMATION: Contains approved program enhancements, restricted grants by category; non-operating staffing and expenditures; ten-year history of revenue, budget, pupil population and school facilities; acknowledgements; and a list of acronyms and a glossary.

FY 2018 BUDGET DEVELOPMENT CALENDAR

EVENT	MONTH
<i>Chief Executive Officer’s Budget Presentation to the Board of Education</i>	December 15, 2016
<i>Board of Education Budget Work Sessions and Public Hearings:</i> <i>January 24, 2017 – Budget Work Session – 5:00 pm</i> <i>January 24, 2017 – Budget Public Hearing – 7:00 pm</i> <i>January 31, 2017 – Budget Work Session – 5:00 pm</i> <i>January 31, 2017 – Budget Public Hearing – 7:00 pm</i> <i>February 7, 2017 – Budget Work Session – 5:00 pm</i> <i>February 7, 2017 – Budget Public Hearing – 7:00 pm</i> <i>February 23, 2017 – Board of Education Meeting – 7:00 pm</i> <i>(Requested Budget approval)</i>	January / February
<i>Board of Education submits Requested Budget to the County Executive</i>	March 1, 2017
<i>County Executive submits Requested Budget to the County Council</i>	March 2017
<i>Maryland State Legislature adopts its final budget including school funded amounts</i>	April 2017
<i>County Council holds two budget hearings</i>	April / May 2017
<i>County Council approves budget for Prince George’s County</i>	May 30, 2017
<i>Board of Education reconciles to the County approved budget</i>	June 2017
<i>Board of Education Budget Adoption</i>	June 2017
<i>Fiscal Year 2018 budget takes effect</i>	July 1, 2017

Introduction



Strategic Plan: EXECUTIVE SUMMARY

The 'GREAT BY CHOICE' trademark is owned by The Good to Great Project LLC and Morten T. Hansen. Used under license.

Prince George's County Public Schools is on the path to be *Great By Choice*. The SY16–SY20 PGCPS Strategic Plan is the roadmap that will guide us toward achieving the vision for all students to graduate ready for success in college and/or careers of their choice. It is centered on our fundamental belief that students are our priority and all students can achieve at high academic levels. Our Strategic Plan has been shaped by the realities of challenges we face and the boldness of our commitment to students to prepare them for success in a global society. It sets forth a clear direction and framework for change designed to positively – and rapidly - move the needle on academic achievement across our school district.

This plan is the product of a focused body of work begun under the leadership of Dr. Kevin Maxwell shortly after his appointment as Chief Executive Officer. The planning effort, commissioned by the Board of Education and led by executive staff, was informed by valued input and insights from a wide range of staff, parents, students, businesses, government, higher education representatives, and the general community. We are proud to present this plan as the collective work of the school district and the broader community.

Considering a world that is rapidly changing, our Strategic Plan is anchored by an inspired vision and renewed mission that emphasize our responsibility to ensure every student in our diverse school district graduates ready for college and careers. With an intense focus to empower all students with a great education that contributes to thriving communities, our Strategic Plan challenges us to raise the bar, set higher standards, invest in neighborhood schools, and develop a well-educated and better prepared workforce of tomorrow.

The promise of our vision and mission is reinforced by our single, focused goal of “**Outstanding Academic Achievement for All Students.**”

In establishing this single goal, we make clear that our commitment demands that every student, in every grade, receives rigorous, engaging and high-quality educational experiences that fully prepare each for college, careers, and life-long success in the 21st Century global society. Our ultimate success in this goal will be measured by our ability to prepare students to meet or exceed state averages for SAT and ACT scores; achieve a 90% graduation rate; and equip 100% of graduates to be ready for college and careers. We define college- and career- readiness as:

- meeting the requirements for entry into a two- or four-year college,
- meeting the requirements for acceptance into a technical school or the military, and/or
- earning a technical license or certification which enables entry into the workforce within six months of graduation.

To meet these ultimate measures of success, key indicators of academic performance have been identified for each of the Elementary, Middle, and High School levels and will be monitored regularly for evidence of improvement. These performance assessments include, but are not limited to Kindergarten Readiness, Partnership for Assessment of Readiness for College and Careers (PARCC), Advanced Placement (AP), International Baccalaureate (IB), Dual Enrollment, and Preliminary SAT (PSAT).

Building on our foundation of an aspiring vision, mission, single goal and critical success measures; the Strategic Plan establishes five Strategic Focus Areas which directly support the goal, address the requirements communicated by our stakeholders, and set forth the priorities by which resources will be invested over the course of this Strategic Plan's implementation. These Strategic Focus Areas for which we will hold ourselves accountable include:

- 1. Academic Excellence**
- 2. High-Performing Workforce**
- 3. Safe and Supportive Environments**
- 4. Family and Community Engagement**
- 5. Organizational Effectiveness**

Within these focus areas, we have defined and prioritized actionable strategies necessary for continued improvements in student outcomes and organizational effectiveness.

Detailed action plans and measureable outcomes will steer strategy execution throughout the Plan's implementation and will serve as the guideposts for monitoring our progress. Woven through all strategies is a strong emphasis on literacy, data, impeccable execution, and measurable results.

Finally, as responsible stewards of the resources entrusted to us, the Strategic Plan presents a sound, strategic investment plan which prioritizes resources around the focus areas and the strategies most crucial to ensuring college- and career-readiness of our students. Specifically, the **Strategic Plan requires** that:

- **to produce Great Schools, we must invest in our neighborhood schools as well as our specialty programs;**
- **to develop Great Staff, we must commit strategic and targeted resources for educators to support rigorous instruction for all students through the lens of literacy; and**
- **to cultivate a Great Community, we must establish partnerships and engagement opportunities through which families and the community will ensure students are prepared to achieve.**

PGCPS is poised and committed to implementing this Strategic Plan beginning in July 2015. The Plan communicates our commitment and promise to the parents, students and communities of Prince George's County to ensure all students graduate college- and career-ready. It provides a solid foundation for the collective work of all staff and community stakeholders as we jointly embark on the work to deliver on this promise. Flawless execution of this Strategic Plan combined with disciplined progress monitoring and strategic resource investment is vital to our success. We believe that being *Great By Choice* means creating an environment in which our students innovate, thrive, and excel.

"PGCPS must and will be Great By Choice"

2016 – 2020 PGCPs STRATEGY MAP

VISION

PGCPs will be a GREAT school system recognized for providing education services which ensure that every student in our diverse school district graduates ready for college and careers in a global society.

MISSION

To provide a great education that empowers all students and contributes to thriving communities.

GOAL: OUTSTANDING ACADEMIC ACHIEVEMENT FOR ALL STUDENTS

SAT/ACT

GRADUATION

COLLEGE/CAREER READINESS

FOCUS AREAS AND STRATEGIES

ACADEMIC EXCELLENCE	HIGH-PERFORMING WORKFORCE	SAFE AND SUPPORTIVE ENVIRONMENT	FAMILY AND COMMUNITY ENGAGEMENT	ORGANIZATIONAL EFFECTIVENESS
<p>Emphasize Rigorous Literacy Instruction</p> <p>Support Early Learning Readiness</p> <p>Establish College/ Career Readiness Benchmarks</p> <p>Embrace Data Wise as a Continuous Systemic Improvement Approach</p> <p>Extend Specialty Programs</p>	<p>Optimize Recruitment, Retention, Hiring, and Succession Planning</p> <p>Align Staff Development to System Goals</p>	<p>Promote Health & Wellness</p> <p>Ensure Safe Environments</p> <p>Improve Discipline Management</p> <p>Modernize Facilities & Technology</p> <p>Develop and Improve Policies and Procedures</p>	<p>Increase Family Engagement</p> <p>Strengthen Business Partnerships</p>	<p>Improve Communications, Customer Service, and culture in Schools and Offices</p> <p>Strengthen Strategic Focus</p> <p>Adopt and Embrace a Performance/ Process Excellence Discipline</p> <p>Improve Prioritization & Accountability</p>
EMPHASIS ON LITERACY				
PERFORMANCE MANAGEMENT SYSTEM OF ACCOUNTABILITY				

Introduction

FISCAL HIGHLIGHTS

The FY 2018 approved operating budget for Prince George’s County Public Schools (PGCPS) totals \$1,975,443,500. This represents an overall increase of \$42,964,400 or 2.2% over the FY 2017 revised budget of \$1,932,479,100.

Factors Affecting the Budget – Expenditures

Mandatory Costs reflect expenditures that are required by law, and support contract commitments. These expenditures support costs to cover employer obligations including retirement, unemployment insurance and other employee benefits; fund existing employee contracts covering compensation; charter school contracts and special education. The total increase in Mandatory Costs for FY 2018 totals \$28,650,242. Mandatory Costs include:

EXPENDITURES	FTE Change	Amount Change	Total Budget
Total Base Changes	(152.39)		\$ (19,139,209)
<u>Mandatory Costs:</u>			
Changes Required to Maintain the Existing Programs:			
Minimum Wage Increase	-	500,000	
	-	<u>500,000</u>	
Employer Obligations:			
Teacher Pension Shift	-	835,285	
	-	<u>835,285</u>	
Internal Services and Other Essential Support:			
Background Checks	2.00	550,000	
Charter Schools	45.50	4,100,000	
Compensation Negotiated Commitments	-	11,356,989	
Lease Purchases	-	2,100,637	
Pathways in Technology (P-Tech)	2.00	914,131	
Special Education (MOE)	-	3,200,000	
Student Health Records Management Database	-	180,000	
High School - Increase Graduation	-	4,763,200	
Website Accessibility	-	150,000	
	<u>49.50</u>	<u>\$ 27,314,957</u>	
Total Mandatory Costs	49.50		\$ 28,650,242

Cost of Doing Business reflects expenditures that provide essential health/safety services and maintains existing workforce. These expenditures support costs for employer obligations including pending employee compensation, social security, employee and retiree health insurance and other employee benefits; manage risk for the school system through self-insured programs supporting worker's compensation, general liability and excess property claims; and leases. The total increase in Cost of Doing Business for FY 2018 totals \$16,280,831. Cost of Doing Business costs include:

EXPENDITURES	FTE Change	Amount Change	Total Budget
<u>Cost of Doing Business:</u>			
Employer Obligations:			
Health Insurance	-	3,583,326	
Life Insurance (Retirees)	-	200,000	
	-	<u>3,783,326</u>	
Risk Management:			
General Insurances	-	98,000	
	-	<u>98,000</u>	
Utilities and Other Essential Support:			
Building Services	-	1,844,142	
Internal Student Data Dashboard Software	-	180,000	
Lease Purchases	-	2,599,363	
Legal Fees	-	700,000	
Student Based Budgeting (SBB)	235.70	6,200,000	
Performance Audit	-	500,000	
Technology Applications	-	376,000	
	<u>235.70</u>	<u>\$ 12,399,505</u>	
Total Costs of Doing Business	235.70	\$ 16,280,831	

Organization Improvements fund instructional programs, facilities, and services that are consistent with the Strategic Plan that enhances teaching and learning for all students and strengthens accountability and support systems. The Organizational Improvements include:

EXPENDITURES	FTE Change	Amount Change	Total Budget
<u>Organization Improvements:</u>			
Focus Area 1: Academic Excellence			
Academic Programs	35.00	4,465,331	
Diversity Specialist & Supports	1.00	289,568	
Guidance Software for Students	-	200,000	
Healthy Start Breakfast	-	200,000	
Literacy & Numeracy Supports	12.00	1,171,538	
Middle College - Teacher Academy	4.00	560,090	
Pre-K Expansion	83.00	5,590,217	
Program Exam Fees (AP/IB/PSAT)	-	843,900	
Restorative Practices	1.00	129,661	
STEM Classroom Supports	-	139,326	
World Languages Staffing	11.50	928,666	

EXPENDITURES	FTE Change	Amount Change	Total Budget
Focus Area 2: High-Performing Workforce			
Mentor and Peer Assistance & Review (PAR) Teachers	4.00	465,998	
Focus Area 3: Safe and Supportive Environments			
Athletic Trainers	-	509,250	
Security Assistants/Investigators	5.00	344,923	
Student Safety Task Force	-	50,000	
Transportation	20.00	1,130,801	
Focus Area 4: Family and Community Engagement			
Summer Youth Employment	-	153,267	
Total Organization Improvements	176.50		\$ 17,172,536
Total Change from FY 2017 Revised	309.31		\$ 42,964,400
<i>FY 2018 Board of Education Approved Operating Budget</i>	<i>19,268.09</i>		<i>\$ 1,975,443,500</i>

PUPIL POPULATION

	FY 2016 Actual as of 09/30/15	FY 2017 Actual as of 09/30/16	FY 2018 Projection for 09/30/17	Change from FY 2017 Actual to FY 2018 Projected	
				Number	Percent
Full-Time					
<u>Regular and Special Education Day Programs:</u>					
Kindergarten @ 100%	10,018	9,897	9,992	95	1.0%
Elementary Grades 1 to 6	59,485	60,661	61,586	925	1.5%
Middle School Grades 7 and 8	18,178	18,386	18,945	559	3.0%
High School Grades 9 to 12	35,393	36,100	36,841	741	2.1%
Total Regular and Special Education	123,074	125,044	127,364	2,320	1.9%
<u>Pre-school:</u>					
Pre-school Head Start (1)	1,003	0	0	0	0.0%
Prekindergarten	4,505	5,421	5,309	(112)	-2.1%
Montessori	357	351	352	1	0.3%
Total Pre-School	5,865	5,772	5,661	(111)	-1.9%
Total Pre-K to 12 Enrollment	128,939	130,816	133,025	2,209	1.7%
Nonpublic Schools - Students with Disabilities	737	838	862	24	2.9%
Total Full-Time Enrollment	129,676	131,654	133,887	2,233	1.7%
Part-Time					
<u>Summer School:</u>					
Regular Instructional Programs	4,064	3,586	4,909	1,323	36.9%
Extended School Year Services for Students with Disabilities	1,875	2,099	2,901	802	38.2%
Total Summer School	5,939	5,685	7,810	2,125	37.4%
Evening High School (2)	668	310	310	0	0.0%
Home and Hospital Teaching	665	612	612	0	0.0%
Total Part-Time	7,272	6,607	8,732	2,125	32.2%

(1) Pre-School Head Start - Prince George's County Public Schools is no longer a Federal Head Start Program provider.

(2) Evening High School - Some of the Evening HS student enrollment numbers are also included in grades 9 - 12 full time.

CAPITAL PROJECT FUNDS

Budget Process...

The Capital Improvement Program (CIP) is prepared, approved and published under separate cover. The following summarizes the budget formulation process for the CIP. The process commences with the release of the Chief Executive Officer's approved CIP representing a period of six years. Prior to September 1 of each year, the Board of Education receives the Chief Executive Officer's proposal for consideration. A minimum of one public hearing is held between August 10 and September 15 and is scheduled at least one week after the CIP has been made available to the public. The proposal prepared by the Chief Executive Officer includes a listing of individual capital projects with each project detailing the proposed expenditures and revenues by funding year. A breakdown of revenues by source (i.e., State, County and other) is included. Board action to accept or amend the Chief Executive Officer's proposal is conducted in public session after the public hearings have concluded. The budget is then submitted to the County Executive and the State of Maryland Interagency Committee on School Construction (IAC). The IAC oversees and implements the Public School Construction Program (PSCP).

Similar to the operating budget process, the County Executive prepares the County's CIP, including recommendations for public school construction funding. The County Executive is required by the County Charter to hold a budget hearing before proposing the County budget and another hearing after releasing it. The County CIP, including proposals for the Board, is approved and authorized by individual project and funding year. The budget is submitted to the County Council by March 15. The County Council must adopt a budget for the County, including the Board of Education, by June 1. Amounts appropriated to fund capital projects become available July 1.

Concurrent with the County's review process of the Board's budget request, the IAC conducts hearings on the submissions from each Local Education Agency (LEA) within the State. After the hearings are concluded, the IAC forwards a recommendation to the State Board of Public Works. The State Board of Public Works conducts a public hearing in January on the IAC recommendations. Following the hearing by the Board of Public Works, a capital projects budget is considered by the Governor and the State Legislature. The latter approves a funding program, by project, for each LEA within the state of Maryland.



Capital Improvement Program...

The Capital Improvement Program (CIP) represents the plan of the Chief Executive Officer and the Board of Education to fund capital projects during the fiscal year covered by the capital budget and the succeeding five fiscal years. Through the CIP, educational facilities are planned, designed, renovated and constructed in support of the Educational Facility Master Plan (EFMP) of Prince George's County Public Schools. The Capital budget provides the funds needed for projects scheduled to begin planning, design, and/or construction during the first fiscal year included in the Six-Year Capital Improvement Program, and for projects that require construction funds in addition to those previously allocated.

In the fall of 2014, PGCPSS engaged a consultant to assist the school system to develop a more effective way to prioritize the next 20 years of school construction and renovation projects. The ranking of schools by each factor can be found in the adopted FY 2017 EFMP available on the PGCPSS web site. The overall goal of the CIP is to coordinate future facility modifications and improvements supportive of educational objectives on a priority basis that is realistic, achievable, and sustainable subject to the annual availability of funds. The recommended \$8.5 billion more than triples PGCPSS' current annual capital expenditures over the next 20 years. While the whole of the required funding is not immediately available, the school system must advance to this more holistic approach to meet the needs of its students, staff and community. In

October 2016, the Board of Education approved the Chief Executive Officer's request for FY 2018 Capital Improvement Program budget in the amount of \$330.1 million. The proposed budget requested \$237 million from the County and \$96.2 million from the State which approximately \$55.5 million for our critically needed systemic renovation projects, and \$9.3 million for four school construction projects approved by the State that were fully funded by the county. Many of the funding requests in the CIP are for 'State Planning Approval' and local funds for design and implementation. The requested systemic projects with state participation are approximately \$100 million. These 40 projects are for critically needed capital replacements and repairs and are a small percentage of the major maintenance backlog that plagues the system. In addition to contributing its portion of the State supported projects, Prince George's County locally funds many programs to address code compliance, ADA and site-specific needs. These needed repairs and replacements are an often unseen but critical component to operating a large school system with older buildings.

In May 2017, the State and Prince George's County Council approved the FY 18 CIP budget of \$166.3 million. This amount includes \$52.3 million commitment from the State and \$114 million from the County and other special revenue appropriations. The approved FY 18 CIP budget includes \$29.7 million for ongoing and new modernizations, and new schools (seven projects); \$89.1 million for critically needed systemic renovations (33 projects), and \$47.5 million addressing compliance mandates, major repairs and some backlog of deferred maintenance projects.

The need far exceeds the approved budget. As previously identified in the updated Parsons 2008 Facility Condition Index (FCI) assessment for PGCPs schools, an estimated (a minimum of) \$275 million annually was recommended just to address the backlog of deferred maintenance over a ten year period. The requested amount of \$330.1 million holistically moves PGCPs towards its goal of addressing the deferred maintenance backlog while modernizing the inventory of more than 200 buildings on a 40-year life cycle schedule—that is, an average schedule of five (5) modernizations a year over a 40-year period. This is a major planning and design year for PGCPs. As the system progresses into fiscal year 2019 and 2020, the requested amount for FY 2018 CIP (\$330.1 million) would have paved the way for the implementation of a modernization program that supports the long-term vision for Prince George's County Public Schools.

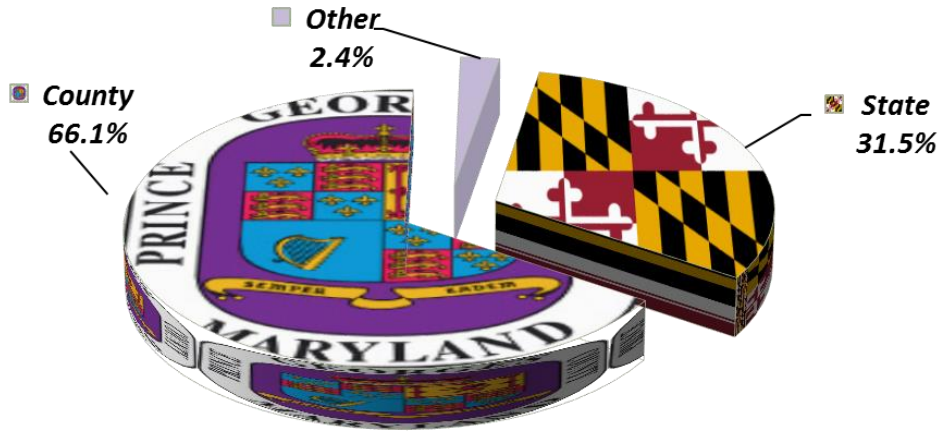
CAPITAL PROGRAM FY 2018 – FY 2023 FUNDING

FISCAL YEAR	FUNDING SOURCE			TOTAL
	STATE	COUNTY	OTHER	
FY 2018	\$ 52,325,000	\$ 109,971,000	\$ 3,985,000	\$ 166,281,000
FY 2019	156,484,000	287,544,000	2,000,000	446,028,000
FY 2020	184,167,000	241,665,000	2,000,000	427,832,000
FY 2021	135,917,000	276,549,000	2,000,000	414,466,000
FY 2022	122,421,000	187,296,000	2,000,000	311,717,000
FY 2023	118,913,000	190,494,000	2,000,000	311,407,000
TOTAL FUNDING	\$ 770,227,000	\$ 1,293,519,000	\$ 13,985,000	\$ 2,077,731,000

Notes:

1. County funded projects are included in the above numbers.
2. The fiscal year funding reflected above represents State, County and State reimbursement funds.
3. FY 2018 reflects actual funding; FY 2019-2023 are projected County, State and other funds.

BOARD OF EDUCATION APPROVED FY 2018 CIP FUNDING
\$166,281,000



FY 2018 LIST OF CAPITAL IMPROVEMENT PROJECTS

FY 2018 LIST OF CAPITAL IMPROVEMENT PROJECTS				
PROJECT	STATE SHARE	COUNTY SHARE	OTHER SHARE	TOTAL APPROVED
Modernizations/New Schools:				
Fairmont Heights HS-Replacement	\$ -	\$ 9,000,000	\$ -	\$ 9,000,000
Tulip Grove ES Major Renovation/ Addition (State - EGRC)	4,885,000	2,000,000	-	6,885,000
Stephen Decatur MS-Major Renovation, and Addition (SEI)	-	-	-	-
C. Elizabeth Rieg Regional Center-Limited Renovation	-	-	-	-
Bowie Belair HS Annex-Limited Renovation	-	-	-	-
William Wirt MS-Replacement	-	4,344,000	-	4,344,000
William Schmidt Outdoor Educational Center-Major Renovation and Addition (Planning)	-	-	-	-
William Schmidt Outdoor Educational Center-Major Renovation and Addition (Funding)	-	1,520,000	-	1,520,000
New Adelphi Area Middle School No.1	-	-	-	-
New Glenridge Area Middle School No.2	-	-	-	-
Suitland HS Complex-Renovation/Replacement	-	6,000,000	-	6,000,000
New International High School at Langley Park	-	1,000,000	-	1,000,000
Benjamin Stoddert MS-Renovation/Replacement	-	-	-	-
Kenmoor MS-Renovation/Replacement	-	-	-	-
New Northern Area High School No. 1 (Site Acquisition)	-	-	-	-
New Elementary School Planning Area 3 (Site Acquisition)	-	1,000,000	-	1,000,000
Systemic Projects:				
Oaklands ES Roof Replacement	611,000	488,000	-	1,099,000
Rogers Heights ES Elevator Conveyance System Modification	178,000	142,000	-	320,000
Eleanor Roosevelt HS Elevator Conveyance System Modification	180,000	144,000	-	324,000
Riverdale ES RTU & AHU Replacement	142,000	113,000	-	255,000
Rockledge ES Roof Replacement	796,000	635,000	-	1,431,000
Judge Sylvania Woods ES Chiller Replacement	355,000	284,000	-	639,000
Kingsford ES Chiller Replacement	355,000	284,000	-	639,000
Largo HS Replacement of existing Gymnasium lighting with	497,000	397,000	-	894,000
Mount Rainier ES Cooling Tower Replacement	213,000	170,000	-	383,000
Dwight D. Eisenhower MS Chiller and Cooling Tower	533,000	425,000	-	958,000
Tayac ES HVAC Equipment Upgrade	2,586,000	2,768,000	-	5,354,000
Springhill Lake ES Roof Replacement	852,000	681,000	-	1,533,000
Arrowhead ES Mechanical Equipment Upgrade	1,068,000	848,000	-	1,916,000
Paint Branch ES Gymnasium Mechanical Equipment Upgrade	214,000	170,000	-	384,000
Phyllis E Williams HVAC Unitary Replacement and Controls	-	-	-	-
Central HS HVAC Modernization	11,267,000	8,951,000	-	20,218,000
Andrew Jackson Academy HVAC Equipment Upgrade	9,831,000	7,810,000	-	17,641,000
Annapolis Road Academy Exterior Windows Replacement	142,000	113,000	-	255,000
Beltsville Academy Roof Replacement	1,364,000	1,089,000	-	2,453,000
Fort Foote ES Windows and Doors Replacement	710,000	567,000	-	1,277,000
Fort Foote ES Packaged Univent Replacement	796,000	635,000	-	1,431,000

FY 2018 LIST OF CAPITAL IMPROVEMENT PROJECTS				
PROJECT	STATE SHARE	COUNTY SHARE	OTHER SHARE	TOTAL APPROVED
Systemic Projects:				
Glassmanor ES Exterior Windows, Window Walls, and Storefront Replacement	725,000	579,000	-	1,304,000
Glassmanor ES Central HVAC Conversion	1,208,000	964,000	-	2,172,000
James Madison MS Replacement of Existing Gymnasium Lighting with LED Lighting	142,000	113,000	-	255,000
Langley Park McCormick ES Elevator Conveyance System Modification	179,000	143,000	-	322,000
Largo HS Elevator Conveyance System Modification	180,000	143,000	-	323,000
Largo HS Exterior Window Walls, Storefronts and Classroom	498,000	397,000	-	895,000
Laurel HS Elevator Conveyance System Modification	172,000	137,000	-	309,000
Hyattsville ES Elevator Conveyance System Modification	177,000	141,000	-	318,000
Nicholas Orem MS All Exterior Storefronts with Doors and all exterior Windows Replacement, Curtain Wall System including the Tech Fab Panels and Windows Replacement at Gymnasium and Courtyard	2,131,000	1,702,000	-	3,833,000
Nicholas Orem MS Packaged Univent Replacement	852,000	681,000	-	1,533,000
Riverdale ES Exterior Windows with Transom Panels, Storefronts with Doors, Single Hung Doors with Transoms and Double Doors with Transoms Replacement	568,000	454,000	-	1,022,000
Chillum ES Elevator Conveyance System Modification	176,000	141,000	-	317,000
Robert Goddard Montessori HVAC Equipment Upgrade	5,042,000	12,005,000	-	17,047,000
Woodridge ES Limited HVAC Upgrade	-	-	-	-
Walker Mill ES Elevator Conveyance System Modification	-	-	-	-
Mount Rainier ES Elevator Conveyance System Modification	-	-	-	-
Andrew Jackson MS Exterior Windows Replacement	-	-	-	-
Other County Projects:				
Asbestos (HCT) Ceiling and (HFT) Hot Floor Tile Replacement	-	1,570,000	550,000	2,120,000
ADA Compliance	-	1,500,000	25,000	1,525,000
Buried Fuel Tank Replacement (Underground Storage Tanks)	-	1,500,000	200,000	1,700,000
Lead Remediation	-	200,000	-	200,000
Code Corrections (Fire Alarms, Hydrants)	-	4,000,000	-	4,000,000
CFC Control and AC Modernization	-	300,000	-	300,000
AC Upgrades (in major projects)	-	3,000,000	420,000	3,420,000
Central Garage & Transportation	-	4,000,000	-	4,000,000
Kitchen and Food Service	-	3,000,000	-	3,000,000
Land and Building Acquisition	-	2,000,000	-	2,000,000
Major Repairs	2,700,000	14,442,000	875,000	18,017,000
Parking lots/Driveways	-	2,000,000	-	2,000,000
Playground Equipment and Repairs for Educational	-	210,000	135,000	345,000
Security Upgrades	-	71,000	-	71,000
Planning Approval (Design)	-	3,000,000	-	3,000,000
Future QZAB	-	-	570,000	570,000
Future ASP	-	-	1,210,000	1,210,000

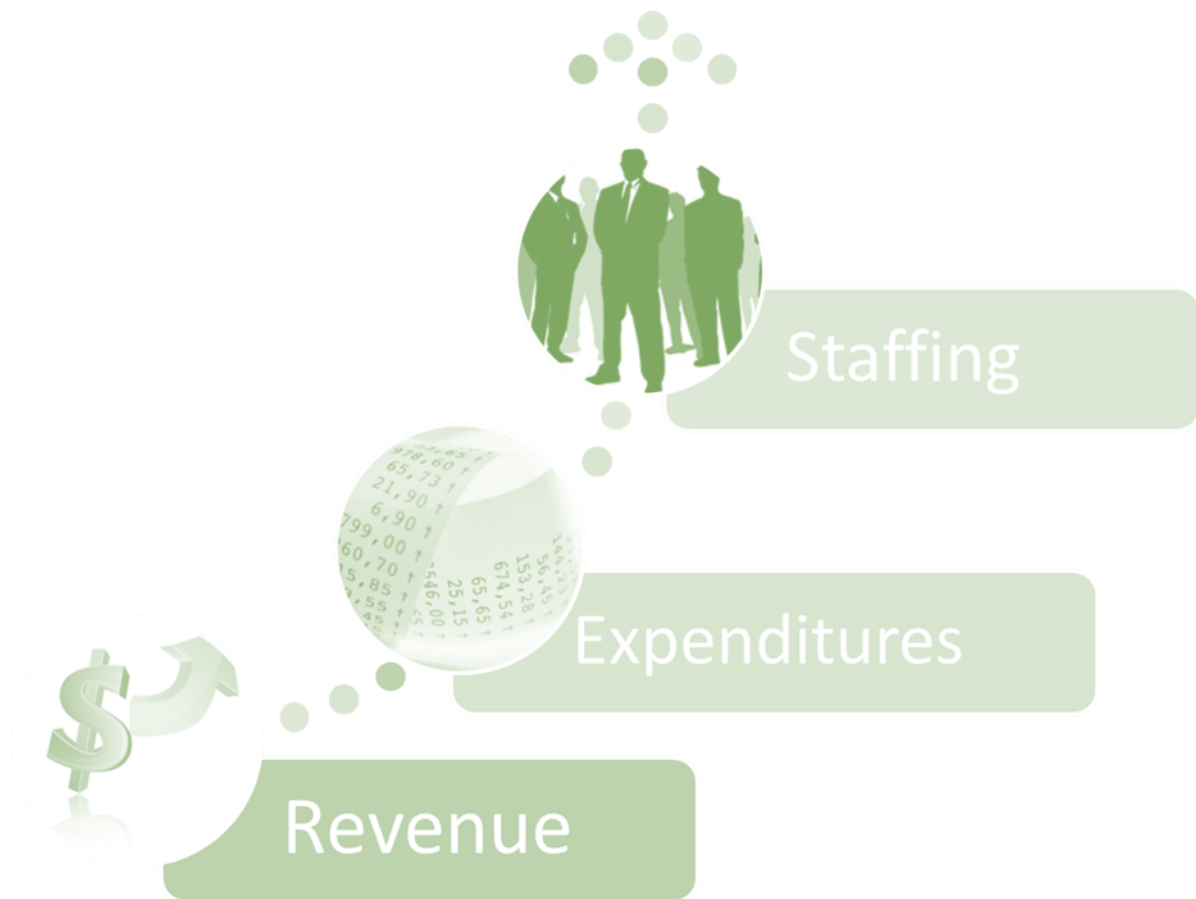
FY 2018 LIST OF CAPITAL IMPROVEMENT PROJECTS				
PROJECT	STATE SHARE	COUNTY SHARE	OTHER SHARE	TOTAL APPROVED
Systemic Projects:				
Forward Funding Reimbursement:				
Rosa Parks ES	-	-	-	-
Mary Harris "Mother" Jones ES	-	-	-	-
Suitland ES	-	-	-	-
Lake Arbor ES	-	-	-	-
TOTAL	\$52,325,000	\$109,971,000	\$3,985,000	\$166,281,000

CAPITAL IMPROVEMENT PROGRAM BUDGET DEVELOPMENT CALENDAR

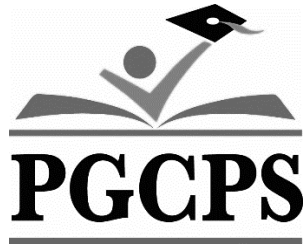
Key dates in the develop process for the fiscal year 2018 Capital Improvement Program budget area presented below:

<i>EVENT</i>	<i>MONTH</i>
<i>First Reader of Requested CIP</i>	August 2016
<i>Public Hearing</i>	September 2016
<i>Board of Education Approval of CIP budget</i>	September 2016
<i>CIP Budget submitted to County Executive and County Council</i>	October 2016
<i>First submission to the State Interagency Committee</i>	October 2016
<i>PSCP recommends projects to IAC and LEAs are subsequently notified of Designee's recommendations</i>	November 2016
<i>Final submission to the State Interagency Committee</i>	November 2016
<i>Interagency Committee Hearing</i>	December 2016
<i>IAC recommendations submitted to Board of Public Works</i>	December 2016
<i>State Board of Public Works Hearing and approval of initial projects</i>	January 2017
<i>County Executive holds Public Hearing</i>	January 2017
<i>IAC recommendations on 90% of the proposed capital budget submitted to Board of Public Works, legislative leaders, and other (per requirement of 2007 capital budget).</i>	January 2017
<i>County Executive's second required Public Hearing</i>	April 2017
<i>Maryland State Legislature adopts its final budget, including school funded amounts</i>	April 2017
<i>County Council holds two budget hearing</i>	April / May 2017
<i>Board of Public Works adopts final budget</i>	May 2017
<i>County Council approves budget for Prince George's County</i>	May 2017
<i>State allocations available</i>	June 1, 2017
<i>Fiscal year 2018 budget takes effect</i>	July 1, 2017

FINANCIAL PLAN



Financial Plan



STATEMENT OF BUDGETING BASIS FOR ALL FUNDS

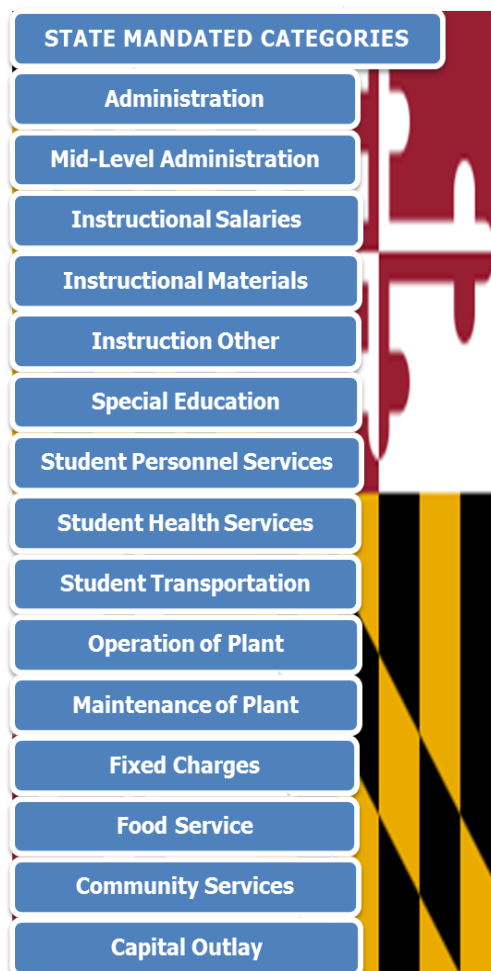
Basis of Budgeting...

In Accordance with §5-101 of the Education Article of the Annotated Code of Maryland, and with the advice of the Chief Executive Officer, the Board of Education prepares and adopts an annual budget. The general fund is subdivided into state mandated categories. Categories include: Administration, Mid-level Administration, Instructional Salaries, Instruction Materials, Instruction Other, Special Education, Student Personnel Services, Student Health Services, Student Transportation Services, Operation of Plant and Maintenance of Plant, Fixed Charges, Food Services, Community Services, and Capital Outlay. With the annual budget, the Board shall provide the number of full-time equivalent positions included within each major category, and a description of any fund balances or other moneys held by any outside source, including insurers that are undesignated or unreserved and are under the direction and control of the Board of Education.

The Chief Executive Officer is responsible for the management of the Operating Budget so as to make the most effective use of resources in meeting the objectives of the school system, and for limiting expenditures to prevent exceeding the appropriations authorized in the annual operating budget. The Board of Education may approve changes to the budget recommended by the Chief Executive Officer by transferring funds within categories. However, transfers between categories must be approved by the Board of Education and the County Council in accordance with Board Policy 3160 – Transfer of Funds (Adopted 8/24/78, Amended 3/13/03) and pursuant to Education Article, Section 5-105 of the Annotated Code of Maryland (Revised 2009) prior to actual transfer. All unexpended or unencumbered appropriations terminate at year-end and are not available for use in subsequent periods.

The legal level of budgetary control is at the category level (the level at which expenditures cannot legally exceed the approved budget). However, school and office budgets contain detail by object class (i.e., salaries and wages, supply and materials, contracted services, etc.), and by line item within each object class (i.e., full-time salaries, health insurance, life insurance, etc.). Through the use of summary templates, a functionality of the software used by the Board of Education, schools and offices have the flexibility of expending funds as needed, as long as the total of their budgets are not exceeded. Adjustments to the budget that are within category and below \$100,000 for unrestricted funds and \$500,000 for restricted funds require the approval of the Chief Financial Officer, or designee. Adjustments above \$100,000 unrestricted funds and \$500,000 restricted funds within category or that changes the authorized position total, require Board approval. Any adjustment that changes category totals, regardless of the amount, requires Board and County Council approval.

A budget is not adopted by the County Council for the Special Revenue fund supporting Food and Nutrition Services program but expense appropriations are made under the Division of Supporting Services by the Board of Education.



Summary of Significant Accounting Policies...

The accounting policies of the Board conform to generally accepted accounting principles as applicable to state and local government entities. The significant accounting policies applicable to various funds and account groups of the Board are outlined below:

BASIS OF FUND ACCOUNTING – the Board maintains accounts based on funds, each of which is considered a separate accounting entity with separate sets of self-balancing accounts that comprise its assets, liabilities, fund balance/retained earnings and revenue and expenditures/expenses. The basis used for all funds is in accordance with generally accepted accounting principles applicable to state and local governments.

BASIS OF ACCOUNTING – all governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. PGCPs primary sources of revenue are funds appropriated by other governmental units. Accordingly, most revenues are considered to be available at the time they are appropriated. Governmental fund expenditures are recognized when the liability is incurred. PGCPs uses the modified accrual basis of accounting for governmental funds. All proprietary and trust funds follow the accrual basis of accounting. These funds are accounted for on a flow of economic resources measurement focus (i.e., internal service funds).

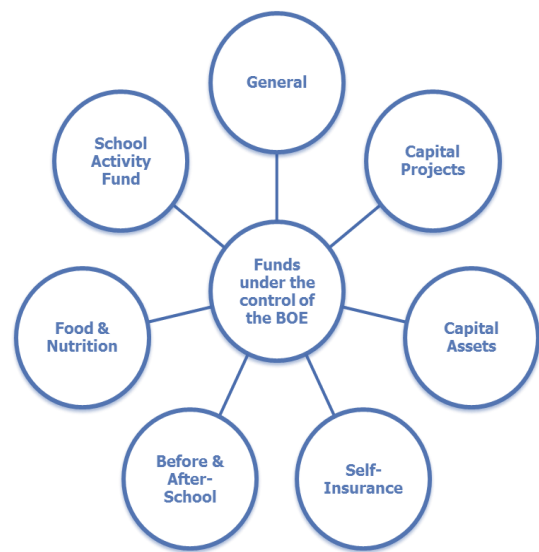
ENCUMBRANCE METHOD OF ACCOUNTING – the Board’s legal budget for the General Fund is prepared using the encumbrance method of accounting. Under this method, commitments such as purchase orders and contracts are recorded or accrued as expenditures when liabilities are incurred for goods received or services rendered. When the actual expenditure takes place, the accounts are adjusted for any difference between the actual expenditure and the commitment previously recorded. Any outstanding commitments at the end of the fiscal year are reserved in the fund balance.

Budgetary control is maintained at various levels by the encumbrance of estimated purchase amounts prior to release of purchase orders to vendors. Purchase orders that result in an over-obligation of available balances are not released until additional appropriations are made available. Open encumbrances are reported as reservations of fund balance. All unexpended or unencumbered appropriations terminate at year-end and are not available for use in subsequent periods.

Fund Classification Structure...

The budget consists of seven funds under the control of the Board of Education. These funds are:

GENERAL (CURRENT EXPENSE) FUND – the General Fund (also known as the “Current Expense Fund”) accounts for all financial transactions in support of the educational process which are not recorded in other funds. Maryland law requires that this fund operate under a legally adopted annual budget. The General Fund budget is prepared using the encumbrance method for budget accounting and is approved by the Board of Education and the Prince George’s County Council. Budgetary Control – the General Fund operates under a legally adopted, annual budget.



The “restricted” revenues and expenditures of the Current Expense Fund relate primarily to grant activities for which the Board receives funding by various sponsoring governmental agencies and others. Revenues from these activities are recognized when funds are expended for the purposes of the grant award. Accordingly, funds received for grant activities for which expenditures have not yet been made are recorded as deferred revenue.

CAPITAL PROJECTS FUND – the Capital Projects Fund accounts for all financial transactions relating to the Capital Improvement Program (CIP) that includes construction or major renovation of buildings and facilities, purchase and installation of related equipment, and other purchases of fixed assets not accounted for in other funds. The CIP operates under an annual budget legally adopted at the County government level. (This budget is presented in a separate document.) The Capital Projects Fund is maintained on a modified accrual basis and operates under an annual budget legally adopted at the County level. Under this method of accounting, revenues and other governmental fund financial resource increments are recognized in the accounting period in which they become susceptible to accrual; that is, when they become both measurable and available to finance expenditures of the fiscal period. The primary revenue sources susceptible to accrual under the modified accrual basis are from the County and State Government. Approved County funded projects are to be paid through proceeds of County School Construction Bond sales and reimbursed to the Board for approved capital project expenditures. Periodically, the Board enters into lease purchase agreements to fund large expenditures for school buses, utility vehicles and major durable equipment that are reported as part of the Capital Projects Fund. Due to the length of time required for production between ordering and receiving these items, a portion of the expenditures related to these items occur in the fiscal year preceding the agreement.

FOOD AND NUTRITION SERVICES FUND – the Food and Nutrition Service Fund, a special revenue fund, accounts for financial transactions relating to the school breakfast, school lunch, and child and adult nutrition care programs. This fund is dependent upon federal and state subsidies to supplement and support the breakfast and lunch programs. Federal subsidies are the sole support of the child and adult nutrition care programs.

The Food and Nutrition Services Fund is maintained on a modified accrual basis. Under this method of accounting, revenues and other governmental fund financial resources. Increments are recognized in the accounting period in which they become susceptible to accrual; that is, when they become both measurable and available to finance measurement expenditures of the fiscal period. The primary revenue sources susceptible to accrual under the modified accrual basis are from the State and Federal Government. The measurement focus for the Food and Nutrition Services Fund is on changes in the net current assets. Commitments such as purchase orders and contracts are not recorded as expenditures until a liability is incurred for goods received or services rendered. However, these outstanding commitments, if any, are reserved in the fund balance of the fund at the end of the fiscal year.

BEFORE AND AFTER-SCHOOL FUND – the Before and After-School Fund, a special revenue fund, accounts for financial transactions relating to providing school age child care services before and after school hours. This fund is dependent upon fees collected from participants.

The Before and After-School Fund is maintained on a modified accrual basis. Under this method of accounting, revenues and other governmental fund financial resource increments are recognized in the accounting period in which they become susceptible to accrual; that is, when they become both measurable and available to finance expenditures of the fiscal period. The measurement focus for Before- and After-School funds is on changes in the net current assets. Commitments such as purchase orders and contracts are not recorded as expenditures until a liability is incurred for goods received or services rendered. However, these outstanding commitments, if any, are reserved in the fund balance of the fund at the end of the fiscal year.

SELF-INSURANCE FUND – the Self-Insurance Fund is a proprietary fund where revenues are recorded when earned and expenses are recorded when liabilities are incurred. This fund is an internal service fund and accounts for activities relating to funding the Board’s Vehicle Liability, Group Life and Health Insurance programs. Services provided are exclusive to the Board and are distinguishable from activities provided by other funds.

The Board is self-insured for group and vehicle claim liabilities. The commercial insurance carrier, for a fee based on the claims and participation, performs processing of claims and other administrative matters. Under the arrangement, the Board is required to pay additional amounts to the insurance carrier if actual annual claims are more than an “aggregate claims target.” Administrative costs, such as printing, legal services and clerical support are borne by the fund. The Board is fully insured for group life insurance.

During 1995, the Board entered into a new agreement with a commercial insurance carrier to provide group health, vision, and prescription insurance for Board employees. Employees may also participate with another commercial insurance carrier to obtain dental insurance.

SCHOOL ACTIVITY FUND – each individual school maintains a school activity fund to account for cash resources of various clubs, organizations, and annual Board allotments. These agency funds, classified as fiduciary funds, are subject to annual review by the Board’s Internal Audit Department.

These funds account for all monies raised in the name of schools or school organizations, monies collected from students and all monies collected at school sponsored activities. Responsibility for administering the funds rests with each school principal. Board of Education procedures require uniform financial accountability for receipts and disbursements. School activity funds are administered at all schools and special centers; each has its own bank account and is subject to review by the Board’s Internal Audit Department. The students and community populations generate the majority of the cash receipts which flows through school activity funds. The balance originates from the Board’s General Fund.

CAPITAL ASSETS FUND – expenditures of the Capital Assets Fund, as well as purchases of major durable equipment charged to the General and Food Nutrition Services funds, are capitalized in accordance with the school system’s capitalization policy and reported in the statement of Net Assets (one of the two school system-wide financial statements). Land, buildings, site improvements, vehicles, equipment and construction-in-progress with an initial cost of \$5,000 or more and estimated useful lives in excess of one year are classified as capital assets. Capital assets are recorded at historical cost when the value is known and at estimated historical cost when the actual acquisition cost is not known. Depreciation is calculated using the straight-line method.

BUDGET HIGHLIGHTS

	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
REVENUE				
Board Sources	16,637,312	13,383,900	13,383,900	13,159,500
County Sources	669,827,296	698,329,100	699,448,100	739,181,200
Federal Sources	87,580,112	96,520,100	96,520,100	90,026,500
State Sources	1,040,707,063	1,091,627,000	1,091,627,000	1,111,076,300
Fund Balance - Prior Year	-	24,000,000	31,500,000	22,000,000
Total Revenue:	\$ 1,814,751,783	\$ 1,923,860,100	\$ 1,932,479,100	\$ 1,975,443,500

EXPENDITURE**Restricted and Unrestricted:**

Unrestricted Programs	1,712,069,263	1,814,729,300	1,823,348,300	1,875,023,750
Restricted Programs	103,282,373	109,130,800	109,130,800	100,419,750
Total Expenditures	\$ 1,815,351,636	\$ 1,923,860,100	\$ 1,932,479,100	\$ 1,975,443,500

Category:

Administration	54,214,630	55,768,574	55,867,700	62,257,611
Mid-Level Administration	116,894,880	121,039,512	121,375,600	124,535,766
Instructional Salaries	617,614,482	654,369,600	654,369,600	668,958,484
Textbooks and Instructional Materials	17,911,793	17,037,200	17,209,200	18,618,120
Other Instructional Costs	66,240,917	61,806,478	66,095,900	75,755,215
Special Education	269,622,922	269,722,101	269,802,000	273,834,437
Student Personnel Services	18,590,103	19,369,700	19,384,200	20,631,919
Student Health Services	17,088,127	18,203,000	18,231,000	19,839,795
Student Transportation Services	99,395,875	102,087,400	102,711,900	106,167,843
Operation of Plant	115,721,641	126,073,590	126,140,900	129,988,227
Maintenance of Plant	41,199,650	33,217,945	36,126,100	39,270,648
Fixed Charges	376,871,584	438,153,700	438,153,700	427,838,978
Food Service Subsidy	1,187,900	4,110,000	4,110,000	4,326,388
Community Services	2,797,131	2,651,300	2,651,300	3,170,069
Capital Outlay	-	250,000	250,000	250,000
Total Expenditures:	\$ 1,815,351,636	\$ 1,923,860,100	\$ 1,932,479,100	\$ 1,975,443,500

Enrollment

K - 12	123,094	123,094	125,044	127,364
Pre-K - 12	128,936	128,936	130,816	133,025

Cost Per Pupil*

K - 12	\$13,927	\$14,877	\$14,709	\$14,755
Pre-K - 12	\$13,547	\$14,470	\$14,288	\$14,360

Schools In Operation**

Elementary	123	122	122	121
Academies	13	13	13	13
Secondary	53	53	53	52
Special Centers	7	7	7	7
Charters	10	10	10	10
Other	2	5	5	5
Total School Facilities:	208	210	210	208

Temporary Buildings

Temporaries	526	534	534	543
Estimated number of students in temporary classrooms	13,150	13,350	13,350	13,575
Percent of students in temporary classrooms	10.2%	10.4%	10.2%	10.2%

*Per Pupil Cost calculation is based on the State formula which excludes equipment, community services, and outgoing transfers, from total school system costs.

**Includes Charter Schools

DESCRIPTION OF REVENUE SOURCES

Revenue sources supporting the Board of Education's Operating Budget are appropriated in five major categories as required by the Education Articles of the Public School Laws of Maryland, §5-101:

FEDERAL: Restricted grant programs comprise the majority of federal source revenue and includes programs such as Title I, Title II, Junior ROTC, Medicaid reimbursement and the State Pass-through Grant for Special Education. Amounts budgeted for restricted federal programs are based on information provided by federal agencies supporting the grants, information provided by MSDE as the pass-through State Educational Agency for certain federal grants, and historical trend. Unrestricted federal revenue is from Impact Aid, which assists local school districts that have lost property tax revenue due to the presence of tax-exempt Federal property.

STATE: The General Assembly passed the Bridge to Excellence in Public Schools Act during the 2002 legislative session. This act established the Major State Aid Programs unrestricted funding structure. Amounts budgeted for the State Share of the Foundation Program, State Compensatory Education, Limited English Proficiency Aid, Student Transportation Aid and Students with Disabilities are all formula-based calculations provided by the Maryland State Department of Education (MSDE). Also included in state revenue is the Geographic Cost of Education Index (GCEI). This discretionary revenue was funded at 50% of the formula in fiscal year 2016. GCEI is budgeted at 100% percent in this budget, as this formula was legislated as a mandatory revenue source as of FY 2017. Net Taxable Income (NTI) is also considered unrestricted state revenue, and it budgeted at an 80% phase-in rate, up from the 60% rate budgeted in FY 2017. Restricted grants that are competitive in nature are estimated based on historical trends for similar programs.

BOARD: Amounts budgeted as Board Source revenue includes non-government sources such as tuition for non-resident students, community building use fees & reimbursements, interest earnings on cash investments, and other miscellaneous revenues. These revenue sources do not vary greatly and therefore are budgeted based on historical trends, but adjusted for anticipated fees and/or participation changes.

Federal Revenue for FY 2018 is estimated at \$90,026,500 supporting 4.6% of the Operating budget. This amount is (\$6,493,600) lower than FY 2017 Revised funding level and is mainly attributable to the discontinuance of the Federal Head Start Program.

State Revenue for FY 2018 is estimated at \$1,111,076,300, supporting 56.2% of the Operating budget. This amount is \$19,449,300 above the FY 2017 Revised funding level, and is mainly attributable to formula increases due to student enrollment and an increase in Net Taxable Income.

Board Revenue for FY 2018 is estimated at \$13,159,500 supporting 0.7% of the Operating budget. This amount is (\$224,400) lower than FY 2017 Revised funding level, and is mainly due to a reduction in E-rate revenue.

COUNTY: County revenue is provided through appropriation by the County Council. Property taxes, income taxes, telecommunications tax (HB-949), fines and fees are the sources for the majority of the local revenues. FY 2018 amounts include \$31.1 million estimated from telecommunications tax and \$34.6 million estimated from energy taxes. Telecommunications Tax rate is 9%, an increase of 1% per Council County CB-32-2015. Prince George's County Board of Education received \$30.8 million in new dedicated real property tax revenue in FY 2016 and will be included in the Minimum Required County Contribution for all future years. In fiscal year 2016 Real Property taxes were increased in Prince George's County by \$0.04 per County Council CB-32-2015 applied to the assess able real property base to \$1.00 per \$100 of assessed value. County Charter limits taxable assessment growth from the prior year for owner occupied residential property to the growth in the Consumer Price Index over the previous 12 months, but not more than 5%. The Charter also requires voter approval of most other fee increases.

County Revenue for FY 2018 is \$739,181,200 supporting 37.4% of the Operating budget. This amount is \$39,733,100 above FY 2017 Revised funding level.

FUND BALANCE: Amounts budgeted as the unreserved fund balance are a one-time source that may be needed to provide a funding bridge in support of school system priorities, fund one-time purchases, unanticipated expenditure requirements or offset an unanticipated shortfall in revenue.

Fund Balance for FY 2018 totals \$22,000,000. This amount is (\$9.5 million) less than the FY 2017 Revised funding level.

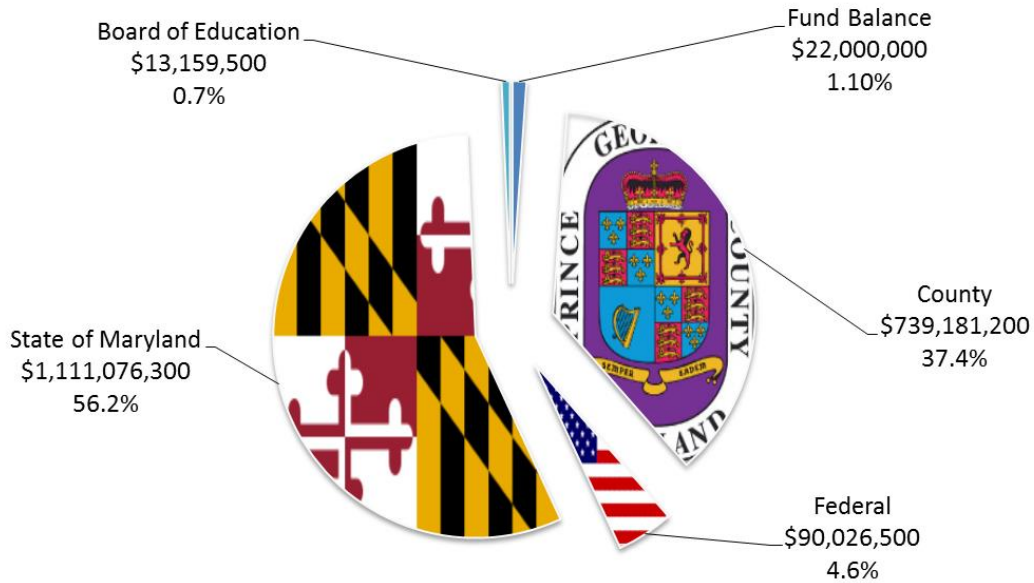
MAINTENANCE OF EFFORT: State law requires each County to at least provide local funds for the next fiscal year at the same per pupil level as the current fiscal year. The formula, also known as the "Maintenance of Effort" (MOE) funding level, compares enrollment for the current fiscal year with enrollment from the previous fiscal year to determine the required local funding level for the next fiscal year. The MOE requirement, when met, ensures that local funds change by at least the rate of enrollment growth from the prior year. The Maintenance of Effort increase required for FY 2018 is \$9,689,358. Local funds may be appropriated above the MOE, and those will be included in future years' calculations, unless excluded in certain cases under state law. For the FY 2018 Approved Budget, the County Contribution is projected to exceed the MOE requirement by \$30.1 million.

As a result of the transfer of the normal cost of Teacher's Pension (HB 1801) to the Board of Education, the county was required to supplement local funding at a predetermined amount for FY 2013 through FY 2016. For FY 2017 and beyond, the FY 2016 predetermined amount was included in the base MOE calculation; and therefore, will be included in the Minimum Required County Contribution.

FIVE-YEAR HISTORY OF COUNTY MAINTENANCE OF EFFORT CALCULATION

Fiscal Year	Minimum Required County Contribution	Retirement HB 1801	Energy and Telecom Taxes, Program Shift	Approved County Contribution	Amount Over Maintenance of Effort
2018	\$ 642,966,558	\$ -	\$ 66,116,300	\$ 739,181,200	\$ 30,098,342
2017	\$ 613,240,844	\$ -	\$ 66,170,900	\$ 698,329,100	\$ 18,917,356
2016	\$ 564,085,892	\$ 29,631,799	\$ 62,470,325	\$ 669,292,125	\$ 13,104,109
2015	\$ 552,564,496	\$ 24,951,664	\$ 50,537,100	\$ 630,218,800	\$ 2,165,540
2014	\$ 545,637,499	\$ 24,785,979	\$ 53,302,900	\$ 623,743,913	\$ 17,535

FY 2018 REVENUE AS PERCENT OF TOTAL APPROVED BUDGET \$1,975,443,500



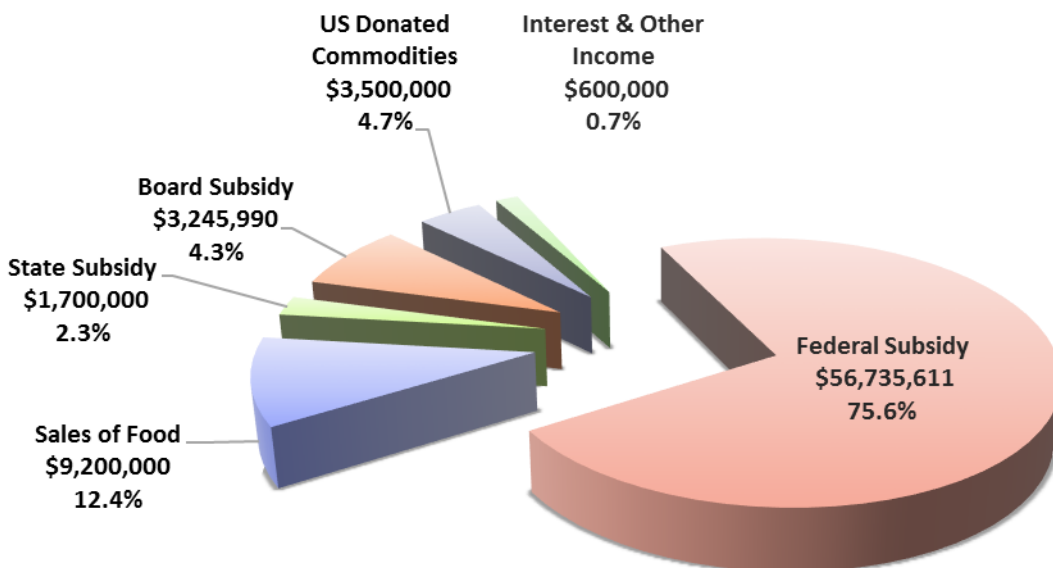
Financial Plan

SPECIAL REVENUE FUNDS

Food and Nutrition Services...

The Food and Nutrition Services program is not included in the Board of Education's Operating Budget total that is appropriated by the County Council. It is reported in the budget document under the heading "Non-Operating Budget." As a Special Revenue Fund, revenues related to the Food and Nutrition Services operations are set apart or limited to support the preparation and distribution of meals for students and to sponsor the Adult Care Food Program. Budgeted revenues for the program are comprised of Board subsidies; US Donated Commodities, Federal Subsidies, Interest and Other Income, Sales and State subsidies. Federal subsidies and Sales of Food provide the majority of the revenues for the program comprising 75.6% and 12.4% of the total budget respectively. Board and state subsidies, donated commodities, and other income make up the remaining 12.0%.

FY 2018 Revenue as Percent of Food and Nutrition Services
\$74,981,601



Revenue Assumptions and Trends...

Federal and state subsidies supporting the Food and Nutrition program are estimated based on the formula applied to the number of students eligible for free and reduced meals and estimated participation. Revenues valuing United States donated commodities are based on historical trends adjusted for anticipated availability. Sales estimated reflect student participation trends adjusted for anticipated meal price changes. The Board subsidy funds ongoing Food and Nutrition Services expenses.

CHANGES IN REVENUE

Revenue Source	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved	Change	% Change
					from FY 2017 Revised FY 2018 Approved	from FY 2017 Revised FY 2018 Approved
Federal Sources:						
<i>Unrestricted:</i>						
Impact Aid	71,670	147,100	147,100	80,026	(67,074)	-45.6%
<i>Restricted:</i>						
Medicaid Reimbursement	6,538,025	5,200,000	5,200,000	6,756,050	1,556,050	29.9%
Federal Restricted Grants	80,970,417	91,173,000	91,173,000	83,190,424	(7,982,576)	-8.8%
Total Restricted:	\$ 87,508,442	\$ 96,373,000	\$ 96,373,000	\$ 89,946,474	\$ (6,426,526)	-6.7%
Total Federal Sources	\$ 87,580,112	\$ 96,520,100	\$ 96,520,100	\$ 90,026,500	\$ (6,493,600)	-6.7%
State Sources:						
<i>Unrestricted:</i>						
Limited English Proficiency Aid	81,882,976	86,900,405	86,900,405	94,280,507	7,380,102	8.5%
Foundation Program	514,335,119	522,038,416	522,038,416	530,518,361	8,479,945	1.6%
Geographic Cost of Education Ind	20,297,766	41,083,951	41,083,951	42,000,057	916,106	2.2%
Compensatory Education	281,138,643	282,241,948	282,241,948	282,089,241	(152,707)	-0.1%
Guaranteed Tax Base	6,212,311	8,529,659	8,529,659	5,665,296	(2,864,363)	0.0%
Special Education	42,246,017	43,735,150	43,735,150	44,578,999	843,849	1.9%
Nonpublic Placements	21,340,958	23,863,738	23,863,738	23,863,677	(61)	0.0%
Transportation Aid	39,146,128	39,757,631	39,757,631	40,693,791	936,160	2.4%
Supplemental Grant	20,505,652	20,505,652	20,505,652	20,505,652	-	0.0%
Net Taxable Income ¹	10,041,691	18,459,850	18,459,850	22,370,119	3,910,269	100.0%
Other State Aid	24,279	-	-	-	-	0.0%
Total Unrestricted:	\$ 1,037,171,540	\$ 1,087,116,400	\$ 1,087,116,400	\$ 1,106,565,700	\$ 19,449,300	1.8%
<i>Restricted:</i>						
State Restricted Grants	3,535,523	4,510,600	4,510,600	4,510,600	-	0.0%
Total Restricted:	\$ 3,535,523	\$ 4,510,600	\$ 4,510,600	\$ 4,510,600	\$ -	0.0%
Total State Sources	\$ 1,040,707,063	\$ 1,091,627,000	\$ 1,091,627,000	\$ 1,111,076,300	\$ 19,449,300	1.8%
Board Sources:						
<i>Unrestricted:</i>						
Tuition and Texts						
General	3,624,266	3,508,400	3,508,400	3,538,400	30,000	0.9%
Reimbursement for use of Buildings & Vehicles	4,421,831	3,912,700	3,912,700	3,962,700	50,000	1.3%
Interest Earned	493,548	280,000	280,000	700,400	420,400	150.1%
Miscellaneous	5,225,082	4,717,000	4,717,000	3,992,200	(724,800)	-15.4%
<i>Restricted:</i>						
Board Sources	2,872,585	965,800	965,800	965,800	-	0.0%
Total Board Sources	\$ 16,637,312	\$ 13,383,900	\$ 13,383,900	\$ 13,159,500	\$ (224,400)	-1.7%
County Sources:						
<i>Unrestricted:</i>						
County Contribution	662,176,897	691,047,700	692,166,700	734,184,324	42,017,624	6.1%
<i>Restricted:</i>						
County Restricted Contribution	7,115,228	6,641,310	6,641,310	4,356,786	(2,284,524)	-34.4%
County Restricted Other Agencies	535,171	640,090	640,090	640,090	-	0.0%
Total County Sources	\$ 669,827,296	\$ 698,329,100	\$ 699,448,100	\$ 739,181,200	\$ 39,733,100	5.7%
Prior Year Fund Balance	\$ -	\$ 24,000,000	\$ 31,500,000	\$ 22,000,000	\$ (9,500,000)	-30.2%
TOTAL REVENUE	\$ 1,814,751,783	\$ 1,923,860,100	\$ 1,932,479,100	\$ 1,975,443,500	\$ 42,964,400	2.2%

¹Senate Bill 0277 - Requires that State education aid formulas that are dependent upon local wealth be calculated twice, using wealth figures that are based upon a net taxable income (NTI) amount for each county using tax return data filed by September 1 and again using data filed by November 1. Each local school system will receive the greater total State aid amount of the results from the two calculations. The increase State Aid is phased in over a five-year period, 20% per year, beginning in FY 2014. This phase-in was halted at 40% for FY 2016. FY 2018 is funded at 80% of Net Taxable Income.

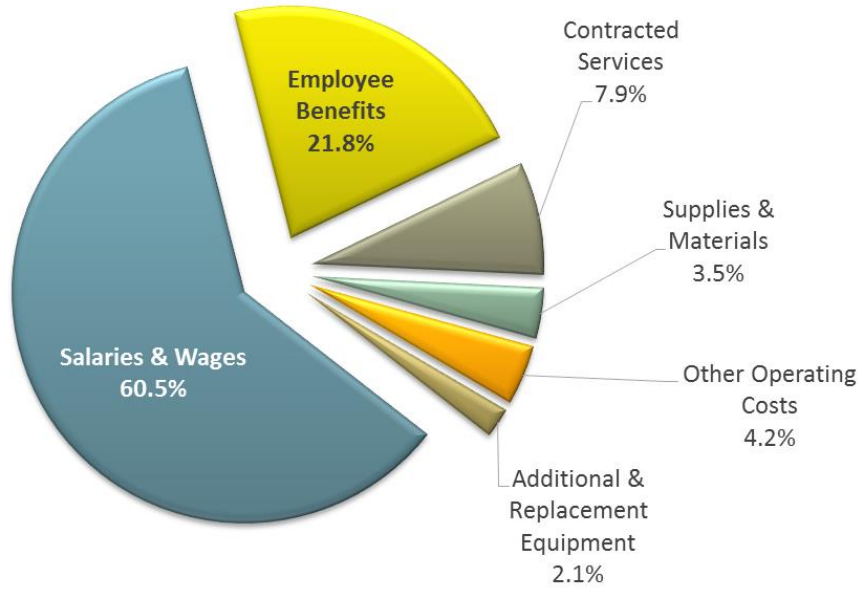
RESTRICTED PROGRAM SUMMARY

Restricted Program	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved	Change from FY 2017 Revised to FY 2018 Approved	% Change from FY 2017 Revised to FY 2018 Approved
MAJOR FEDERAL AID FORMULA GRANT PROGRAMS:						
TITLE I	26,410,296	36,570,613	36,570,613	36,570,613	-	0.0%
TITLE II - Eisenhower Teacher Quality	952,115	4,768,263	4,768,263	4,768,263	-	0.0%
TITLE III - Emergency Immigrant Ed	1,751,353	2,947,027	2,947,027	3,065,465	118,438	4.0%
PERKINS CTE Program	1,196,507	1,338,079	1,338,079	1,224,079	(114,000)	-8.5%
SPECIAL EDUCATION GRANTS - IDEA PART B	24,204,891	25,132,808	25,132,808	25,132,808	-	0.0%
Total Major Federal Aid Formula Grant Programs:	\$ 54,515,162	\$ 70,756,790	\$ 70,756,790	\$ 70,761,228	\$ 4,438	0.0%
FEDERAL/STATE PROJECT GRANTS:						
Adolescent Single Parenting Program	198,090	198,090	198,090	175,000	(23,090)	-11.7%
Fine Arts Initiative Grant	37,946	70,367	70,367	70,367	-	0.0%
Head Start	8,419,337	8,027,575	2,484,369	-	(2,484,369)	-100.0%
Homeless Education	69,009	90,485	90,485	90,485	-	0.0%
JP Hoyer Early Care & Education Grant	131,046	323,333	323,333	323,333	-	0.0%
JP Hoyer Enhancement Grant	98,021	117,504	117,504	117,504	-	0.0%
JROTC	5,262,687	5,129,180	5,129,180	5,604,659	475,479	9.3%
MSDE - Personnel Assignments	55,991	-	-	-	-	0.0%
Neediest Kids Grant	-	2,500	2,500	2,500	-	0.0%
Other Restricted Programs	22,585,558	10,556,711	16,099,917	10,452,416	(5,647,501)	-35.1%
PG Community Television - COMCAST	100,838	75,000	75,000	75,000	-	0.0%
Special Education Grants	9,799,393	11,695,458	11,695,458	11,695,458	-	0.0%
TITLE I - School Improvement Part A., 1003 (a) Program	354,975	1,051,800	1,051,800	1,051,800	-	0.0%
TITLE I - School Improvement 1003 (g) Turnaround Grant	896,607	1,036,007	1,036,007	-	(1,036,007)	0.0%
Wallace Foundation Grant	757,713	-	-	-	-	0.0%
TOTAL Federal/State/Local Project Grant Programs:	\$ 48,767,211	\$ 38,374,010	\$ 38,374,010	\$ 29,658,522	\$ (8,715,488)	-22.7%
GRAND TOTAL GRANT PROGRAMS:	\$ 103,282,373	\$ 109,130,800	\$ 109,130,800	\$ 100,419,750	\$ (8,711,050)	-8.0%

Notes:

1. Formula Grants are allocations of money to states or their subdivisions in accordance with distribution formulas prescribed by law or administrative regulation, for activities of a continuing nature not confined to a specific project.
2. Project Grants are funds for fixed or known periods, for a specific project which can include fellowships, scholarships, research grants, training grants, traineeships, experimental and demonstration grants. Also, grants for evaluation, planning, technical assistance and construction fall in this classification.

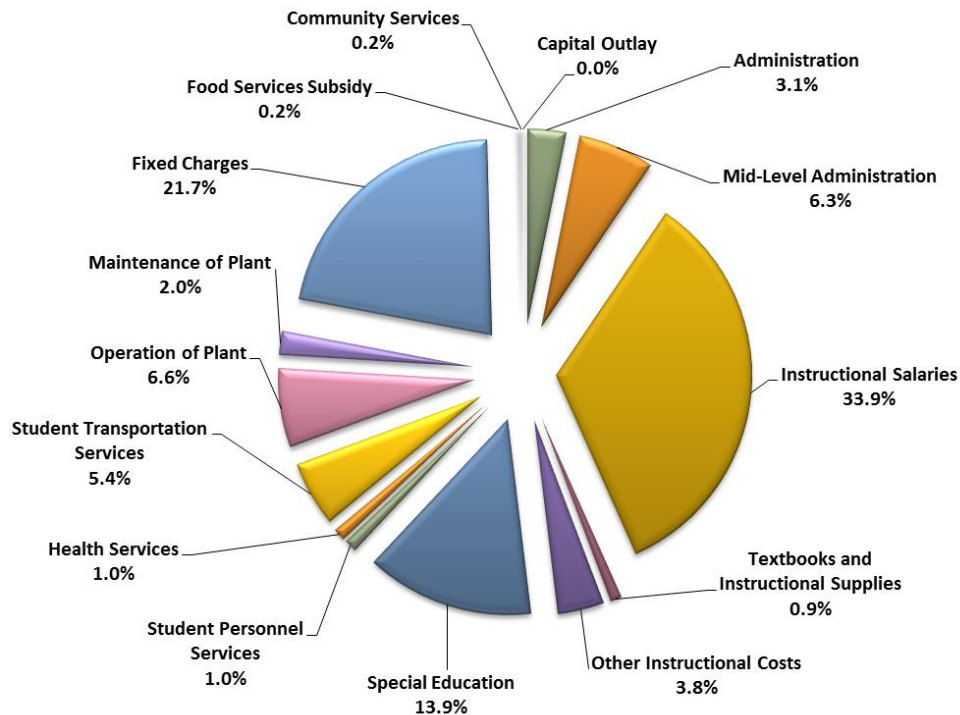
PERCENT OF TOTAL RESTRICTED EXPENDITURES BY OBJECT
\$100,419,750



CHANGES IN OPERATING EXPENDITURES BY CATEGORY

Expenditures by Category	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved	Change FY 2017 Revised to FY 2018 Approved	Percent Change Revised to Approved
Administration	54,212,037	55,768,574	55,867,700	62,257,611	6,389,911	11.4%
Mid-Level Administration	116,894,987	121,039,512	121,375,600	124,535,766	3,160,166	2.6%
Instructional Salaries	617,610,995	654,369,600	654,369,600	668,958,484	14,588,884	2.2%
Textbooks and Instructional Materials	17,893,997	17,037,200	17,209,200	18,618,120	1,408,920	8.2%
Other Instructional Costs	66,235,837	61,806,478	66,095,900	75,755,215	9,659,315	14.6%
Special Education	269,630,496	269,722,101	269,802,000	273,834,437	4,032,437	1.5%
Student Personnel Services	18,590,103	19,369,700	19,384,200	20,631,919	1,247,719	6.4%
Student Health Services	17,089,316	18,203,000	18,231,000	19,839,795	1,608,795	8.8%
Student Transportation Services	99,387,361	102,087,400	102,711,900	106,167,843	3,455,943	3.4%
Operation of Plant	115,722,429	126,073,590	126,140,900	129,988,227	3,847,327	3.1%
Maintenance of Plant	41,221,695	33,217,945	36,126,100	39,270,648	3,144,548	8.7%
Fixed Charges	376,873,763	438,153,700	438,153,700	427,838,978	(10,314,722)	-2.4%
Food Services	1,187,900	4,110,000	4,110,000	4,326,388	216,388	5.3%
Community Services	2,736,376	2,651,300	2,651,300	3,170,069	518,769	19.6%
Capital Outlay	-	250,000	250,000	250,000	-	0.0%
Total Expenditures by Category:	\$1,815,287,292	\$1,923,860,100	\$1,932,479,100	\$1,975,443,500	\$42,964,400	2.2%

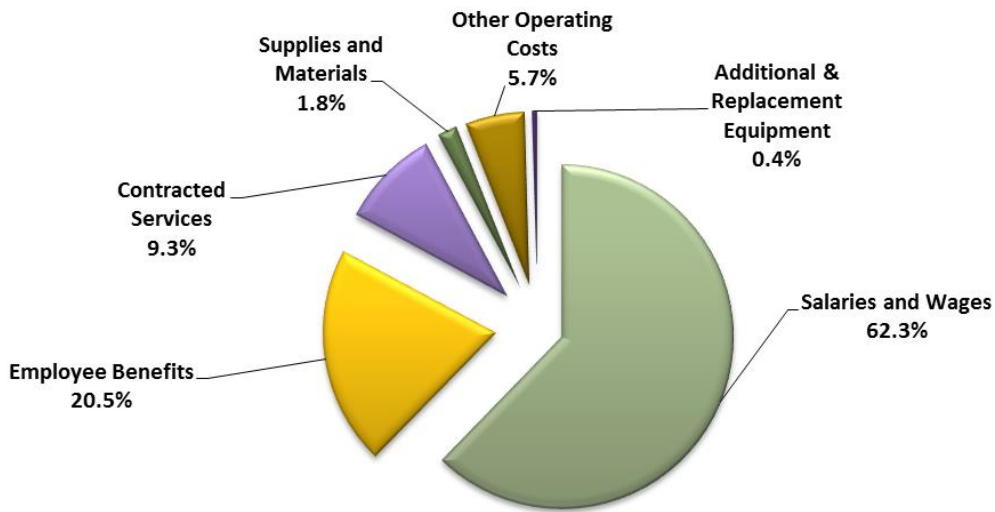
PERCENT OF TOTAL OPERATING EXPENDITURES BY CATEGORY \$1,975,443,500



CHANGES IN OPERATING EXPENDITURES BY OBJECT

Expenditures by Object	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved	Change FY 2017 Revised to FY 2018 Approved	Percent Change Revised to Approved
Salaries and Wages	1,153,367,030	1,199,921,460	1,199,040,889	1,230,596,855	31,555,966	2.6%
Employee Benefits	360,129,852	407,137,653	407,137,653	405,777,431	(1,360,222)	-0.3%
Contracted Services	206,472,973	165,355,017	167,669,925	184,092,621	16,422,696	9.8%
Supplies and Materials	34,774,333	30,578,995	33,040,541	36,300,323	3,259,782	9.9%
Other Operating Costs	51,321,306	118,875,150	118,300,544	110,158,791	(8,141,753)	-6.9%
Additional & Replacement Equipment	9,221,798	1,991,825	7,289,548	8,517,479	1,227,931	16.8%
Total Expenditures by Object:	\$1,815,287,292	\$1,923,860,100	\$1,932,479,100	\$1,975,443,500	\$ 42,964,400	2.2%

PERCENT OF TOTAL OPERATING EXPENDITURES BY OBJECT
\$1,975,443,500



Financial Plan

CHANGES IN OPERATING EXPENDITURES BY ORGANIZATION

OPERATING	FY 2017 Revised		FY 2018 Approved		Change from FY 2017 Revised to FY 2018 Approved	
	Total	Restricted	Total	Restricted	Total	Restricted
Board of Education	2,303,389	550	2,351,347	-	47,958	(550)
Internal Audit	1,818,567	-	1,875,701	-	57,134	-
Total Board of Education	\$ 4,121,956	\$ 550	\$ 4,227,048	\$ -	\$ 105,092	\$ (550)
Chief Executive Officer	1,087,076	-	1,024,492	-	(62,584)	-
Diversity Officer	1,302,134	-	1,609,184	-	307,050	-
General Counsel	2,430,067	-	3,259,055	-	828,988	-
Employee & Labor Relations	2,023,256	-	1,568,920	-	(454,336)	-
Monitoring, Accountability & Compliance	432,456	-	417,860	-	(14,596)	-
Total Chief Executive Officer	\$ 7,274,989	\$ -	\$ 7,879,511	\$ -	\$ 604,522	\$ -
Chief, Strategic & External Affairs	771,005	-	757,812	-	(13,193)	-
Communications	2,670,155	117,670	2,449,447	97,612	(220,708)	(20,058)
Family & Community Engagement	1,046,552	-	1,180,565	-	134,013	-
Ombudsman	500,859	-	543,932	-	43,073	-
Strategy, Planning & Performance	309,359	-	314,693	-	5,334	-
Enterprise Program Management	1,167,948	-	1,184,821	-	16,873	-
Strategic Resource Planning	527,485	-	529,067	-	1,582	-
Total Strategic & External Affairs	\$ 6,993,363	\$ 117,670	\$ 6,960,337	\$ 97,612	\$ (33,026)	\$ (20,058)
Chief Operating Officer	396,958	-	408,547	-	11,589	-
Pupil Accounting	1,498,198	-	1,249,317	-	(248,881)	-
Total Chief Operating Officer	\$ 1,895,156	\$ -	\$ 1,657,864	\$ -	\$ (237,292)	\$ -
Chief Financial Officer	1,140,530	500	989,800	500	(150,730)	-
Benefits Administration*	321,173	2,712	345,381	9	24,208	(2,703)
Budget & Management Services	1,792,301	-	2,045,046	-	252,745	-
Financial Services (formerly Business Ops)	6,246,677	1,606,753	6,203,226	1,383,260	(43,451)	(223,493)
Payroll Services	2,405,289	-	2,425,598	-	20,309	-
Purchasing & Supply	5,135,474	-	5,206,472	-	70,998	-
Risk Management & Workers Comp*	14,393,712	-	5,501,514	-	(8,892,198)	-
Other Fixed Charges	108,353,342	-	110,472,479	-	2,119,137	-
Total Chief Financial Officer	\$ 139,788,498	\$ 1,609,965	\$ 133,189,516	\$ 1,383,769	\$ (6,598,982)	\$ (226,196)
Chief Information Officer	7,566,440	-	8,665,159	-	1,098,719	-
Instructional Technology Support	13,439,873	37,319	13,672,953	-	233,080	(37,319)
Printing Services*	7,228,881	-	7,239,593	-	10,712	-
Technology Applications - Business Support	5,837,966	-	4,391,867	-	(1,446,099)	-
Technology Applications - Student Support	-	-	2,243,377	-	2,243,377	-
Technology Operations	12,022,648	-	12,018,078	-	(4,570)	-
Total Chief Information Officer	\$ 46,095,808	\$ 37,319	\$ 48,231,027	\$ -	\$ 2,135,219	\$ (37,319)
Associate Superintendent for Supporting Services	270,593	-	299,450	-	28,857	-
Building Services	63,858,885	-	67,200,063	-	3,341,178	-
Capital Programs*	-	-	229,439	-	229,439	-
Food & Nutrition Services*	6,678	6,678	-	-	(6,678)	(6,678)
Security Services	13,165,623	-	13,718,270	-	552,647	-
Transportation & Central Garage	115,257,484	-	119,119,881	-	3,862,397	-
Total Supporting Services	\$ 192,559,263	\$ 6,678	\$ 200,567,103	\$ -	\$ 8,007,840	\$ (6,678)
Deputy Superintendent	1,179,545	-	1,202,333	-	22,788	-
Continuous Systemic Improvement	1,766,063	-	1,778,568	-	12,505	-
State and Federal Programs	14,453,463	14,017,425	11,684,091	11,240,980	(2,769,372)	(2,776,445)
Talent Development	10,286,145	2,995,067	9,381,342	1,626,038	(904,803)	(1,369,029)
Total Deputy Superintendent	\$ 27,685,216	\$ 17,012,492	\$ 24,046,334	\$ 12,867,018	\$ (3,638,882)	\$ (4,145,474)

* Non-Operating Organizations – see the Supplemental Information section for details.

OPERATING	FY 2017 Revised		FY 2018 Approved		Change from FY 2017 Revised to FY 2018 Approved	
	Total	Restricted	Total	Restricted	Total	Restricted
School-Based Resources	1,208,532,754	47,131,366	1,250,447,192	57,119,219	41,914,438	9,987,853
Total School-Based Resources	\$ 1,208,532,754	\$ 47,131,366	\$ 1,250,447,192	\$ 57,119,219	\$ 41,914,438	\$ 9,987,853
Area Associate Superintendents	31,835,157	146,888	36,581,456	241,975	4,746,299	95,087
Interscholastic Athletics	5,674,595	4,325	6,272,716	-	598,121	(4,325)
Total Area Superintendents	\$ 37,509,752	\$ 151,213	\$ 42,854,172	\$ 241,975	\$ 5,344,420	90,762
Chief Human Resources	531,914	-	499,376	-	(32,538)	-
Employee Performance & Evaluation	4,984,186	-	5,298,270	-	314,084	-
HR Operations & Staffing	7,961,308	-	7,872,105	-	(89,203)	-
HR Strategy & Workforce Planning	2,808,878	581,362	3,943,696	400,538	1,134,818	(180,824)
Total Human Resources	\$ 16,286,286	\$ 581,362	\$ 17,613,447	\$ 400,538	\$ 1,327,161	\$ (180,824)
Deputy Superintendent - Teaching & Learning	1,541,992	10,000	1,497,273	-	(44,719)	(10,000)
Arts Integration	3,778,351	149,027	3,863,283	100,367	84,932	(48,660)
College & Career Readiness & Innovative Programs	9,949,859	2,245,669	9,991,607	1,902,736	41,748	(342,933)
Curriculum & Instruction, Office	19,860,797	105,000	19,172,291	105,000	(688,506)	-
Academic Programs	35,483,840	13,723,684	34,117,284	6,710,823	(1,366,556)	(7,012,861)
Early Childhood Programs	8,180,545	3,959,587	6,140,133	1,333,737	(2,040,412)	(2,625,850)
Testing, Research & Evaluation	5,508,666	-	6,252,124	-	743,458	-
Total Deputy, Teaching & Learning	\$ 84,304,050	\$ 20,192,967	\$ 81,033,995	\$ 10,152,663	\$ (3,270,055)	\$ (10,040,304)
Associate Superintendent for Special Ed & Student Services	347,172	-	349,233	-	2,061	-
Special Education	116,599,374	21,139,584	113,001,568	16,923,627	(3,597,806)	(4,215,957)
Student Services	42,485,463	1,149,634	43,385,153	1,233,329	899,690	83,695
Total Special Ed & Student Services	\$ 159,432,009	\$ 22,289,218	\$ 156,735,954	\$ 18,156,956	\$ (2,696,055)	\$ (4,132,262)
Total Operating Budget Appropriation	\$ 1,932,479,100	\$ 109,130,800	\$ 1,975,443,500	\$ 100,419,750	\$ 42,964,400	\$ (8,711,050)

OPERATING STAFFING BY CATEGORY

CATEGORY	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved	Change	% Change
					FY 2017 Revised to FY 2018 Approved	FY 2017 Revised to FY 2018 Approved
<u>General Programs</u>						
Administration	466.00	471.00	469.00	472.00	3.00	0.6%
Mid-Level Administration	1,220.60	1,245.10	1,248.10	1,261.60	13.50	1.1%
Instruction	8,264.72	8,305.52	8,403.52	8,698.42	294.90	3.5%
Special Education	3,064.01	3,084.01	3,085.01	3,087.01	2.00	0.1%
Student Personnel Services	268.62	280.12	278.12	280.62	2.50	0.9%
Health Services	238.00	236.00	236.00	238.00	2.00	0.8%
Student Transportation	1,467.77	1,467.77	1,467.77	1,487.77	20.00	1.4%
Operation of Plant	1,426.13	1,422.13	1,423.13	1,442.13	19.00	1.3%
Maintenance of Plant	286.00	286.00	286.00	286.00	0.00	0.0%
Community Services	1.00	1.00	1.00	1.00	0.00	0.0%
Total General Programs	16,702.85	16,798.65	16,897.65	17,254.55	356.90	2.1%
<u>Restricted Projects</u>						
Administration	4.00	4.00	11.00	14.00	3.00	27.3%
Mid-Level Administration	56.00	48.00	48.00	31.00	-17.00	-35.4%
Instruction	463.64	490.64	381.64	361.64	-20.00	-5.2%
Special Education	300.90	294.90	296.90	291.90	-5.00	-1.7%
Student Personnel Services	4.00	3.00	4.00	6.00	2.00	50.0%
Health Services	2.00	2.00	2.00	0.00	-2.00	-100.0%
Maintenance of Plant	1.00	1.00	1.00	1.00	0.00	0.0%
Community Services	1.00	1.00	1.00	2.00	1.00	100.0%
Total Restricted Projects	832.54	844.54	745.54	707.54	-38.00	-5.1%
TOTAL OPERATING POSITIONS	17,535.39	17,643.19	17,643.19	17,962.09	318.90	1.8%

OPERATING STAFFING BY ORGANIZATION

Organization	FY 2016	FY 2017	FY 2017	FY 2018	Change
	Actual	Approved	Revised	Approved	FY 2017 Revised to FY 2018 Approved
Board of Education	19.00	19.00	19.00	19.00	0.00
Internal Audit	15.00	15.00	15.00	15.00	0.00
Chief Executive Officer	9.00	12.00	5.00	4.00	-1.00
Diversity Officer	10.00	10.00	10.00	11.00	1.00
General Counsel	15.00	15.00	16.00	16.00	0.00
Employee & Labor Relations	9.00	12.00	11.00	10.00	-1.00
Monitoring, Accountability & Compliance	0.00	0.00	3.00	3.00	0.00
Chief, Strategic & External Affairs	4.00	4.00	4.00	4.00	0.00
Communications	20.00	20.00	20.00	18.00	-2.00
Family & Community Engagement	5.00	7.00	8.00	8.00	0.00
Ombudsman	0.00	0.00	4.00	4.00	0.00
Strategy, Planning & Performance	2.00	2.00	2.00	2.00	0.00
Enterprise Program Management	8.00	8.00	8.00	8.00	0.00
Strategic Resources Planning	3.00	3.00	3.00	3.00	0.00
Chief Operating Officer	2.00	2.00	2.00	2.00	0.00
Pupil Accounting	11.00	11.00	11.00	9.00	-2.00
Chief Financial Officer	5.00	4.00	4.00	3.00	-1.00
Benefits Administration*	3.00	3.00	3.00	3.00	0.00
Budget & Management Services	13.00	14.00	14.00	15.00	1.00
Financial Services (formerly Business Ops)	52.00	52.00	52.00	52.00	0.00
Payroll Services	26.00	26.00	26.00	26.00	0.00
Purchasing & Supply Services	66.00	66.00	56.00	56.00	0.00
Risk Management & Worker's Compensation*	8.00	8.00	8.00	8.00	0.00
Chief Information Officer	4.00	4.00	3.00	3.00	0.00
Instructional Technology Support	122.50	124.50	125.50	125.50	0.00
Printing Services*	1.00	1.00	11.00	11.00	0.00
Technology Applications - Business Support	19.00	18.00	18.00	18.00	0.00
Technology Applications - Student Support	9.00	11.00	11.00	11.00	0.00
Technology Operations	29.00	28.00	27.00	27.00	0.00
Associate Superintendent for Supporting Services	2.00	2.00	2.00	2.00	0.00
Building Services	350.00	350.00	352.00	352.00	0.00
Capital Programs*	0.00	0.00	0.00	2.00	2.00
Food and Nutrition Services*	0.00	0.00	0.00	0.00	0.00
Security Services	224.00	224.00	224.00	229.00	5.00
Transportation & Central Garage Services	1,467.77	1,467.77	1,467.77	1,487.77	20.00

*Non-Operating Organizations – see the Supplemental Information section for details.

**The number of school-based positions (FTE) may change pending SBB.

Organization	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved	Change FY 2017 Revised to FY 2018 Approved
Deputy Superintendent	6.00	6.00	6.00	6.00	0.00
Continuous Systemic Improvement	12.00	12.00	12.00	12.00	0.00
State & Federal Programs	37.00	30.00	30.00	30.00	0.00
Talent Development	54.50	54.50	54.50	59.50	5.00
Area Associate Superintendents	220.50	235.50	186.00	257.50	71.50
Interscholastic Athletics	3.00	3.00	3.00	3.00	0.00
School-Based Positions**	13,309.99	13,392.79	13,462.29	13,679.49	217.20
Chief Administrator for Human Resources	4.00	3.00	3.00	3.00	0.00
Employee Performance and Evaluation	32.00	33.00	33.00	35.00	2.00
HR Operations & Staffing	43.00	46.00	46.00	45.00	-1.00
HR Strategy & Workforce Planning	31.00	26.00	26.00	29.00	3.00
Deputy Superintendent for Teaching & Learning	5.00	5.00	5.00	6.00	1.00
Arts Integration	17.00	18.00	18.00	18.00	0.00
College, Career Readiness & Innovation Programs	40.00	39.00	39.00	39.00	0.00
Curriculum & Instruction, Office	47.00	41.00	39.00	10.00	-29.00
Academic Programs	120.10	141.10	141.10	181.10	40.00
Early Childhood Programs	38.00	38.00	19.00	20.00	1.00
Testing, Research & Evaluation	33.00	33.00	33.00	33.00	0.00
Associate Superintendent, Special Ed & Student Services	2.00	2.00	2.00	2.00	0.00
Special Education	515.91	507.91	507.91	492.11	-15.80
Student Services	429.12	433.12	432.12	434.12	2.00
Grand Total Staffing	17,533.39	17,643.19	17,643.19	17,962.09	318.90

* Non-Operating Organizations – see the Supplemental Information section for details.

** The number of school-based positions (FTE) may change pending SBB.

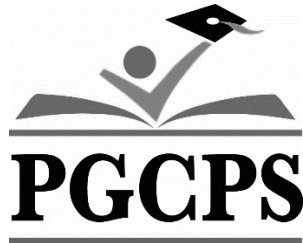
OPERATING STAFFING BY POSITION TYPE

POSITION TYPE	FY 2016	FY 2017	FY 2017	FY 2018	Change	% Change
	Actual	Approved	Revised	Approved	FY 2017 Revised to FY 2018 Approved	FY 2017 Revised to FY 2018 Approved
Superintendent, Chief, Administrator, Area Assistant Superintendent	16.00	16.00	15.00	15.00	0.00	0.0%
Director, Coordinator, Supervisor, Specialist	454.50	462.50	464.50	451.00	-13.50	-2.9%
Principal	214.50	215.50	215.50	217.50	2.00	0.9%
Assistant Principal	272.00	287.00	289.00	304.00	15.00	5.2%
Teacher	9,195.90	9,293.50	9,290.00	9,533.90	243.90	2.6%
Therapist	169.21	171.21	171.21	171.21	0.00	0.0%
Guidance Counselor	351.50	352.50	352.00	359.50	7.50	2.1%
Librarian	131.00	129.00	129.00	133.50	4.50	3.5%
Psychologist	90.00	91.00	91.00	93.00	2.00	2.2%
Pupil Personnel Worker, School Social Worker	57.00	56.00	56.00	61.00	5.00	8.9%
Nurse	231.00	232.00	231.00	233.00	2.00	0.9%
Other Professional Staff	288.00	279.00	279.00	289.00	10.00	3.6%
Secretary and Clerk	816.12	823.62	823.62	823.12	-0.50	-0.1%
Bus Driver	1,437.77	1,437.77	1,437.77	1,452.77	15.00	1.0%
Aide - Paraprofessional	2,007.76	1,995.46	1,998.46	2,010.46	12.00	0.6%
Other Staff	1,803.13	1,801.13	1,800.13	1,814.13	14.00	0.8%
TOTAL OPERATING POSITIONS	17,535.39	17,643.19	17,643.19	17,962.09	318.90	1.8%

SCHOOL-BASED RESOURCES



School-Based Resources



STUDENT-BASED BUDGETING OVERVIEW

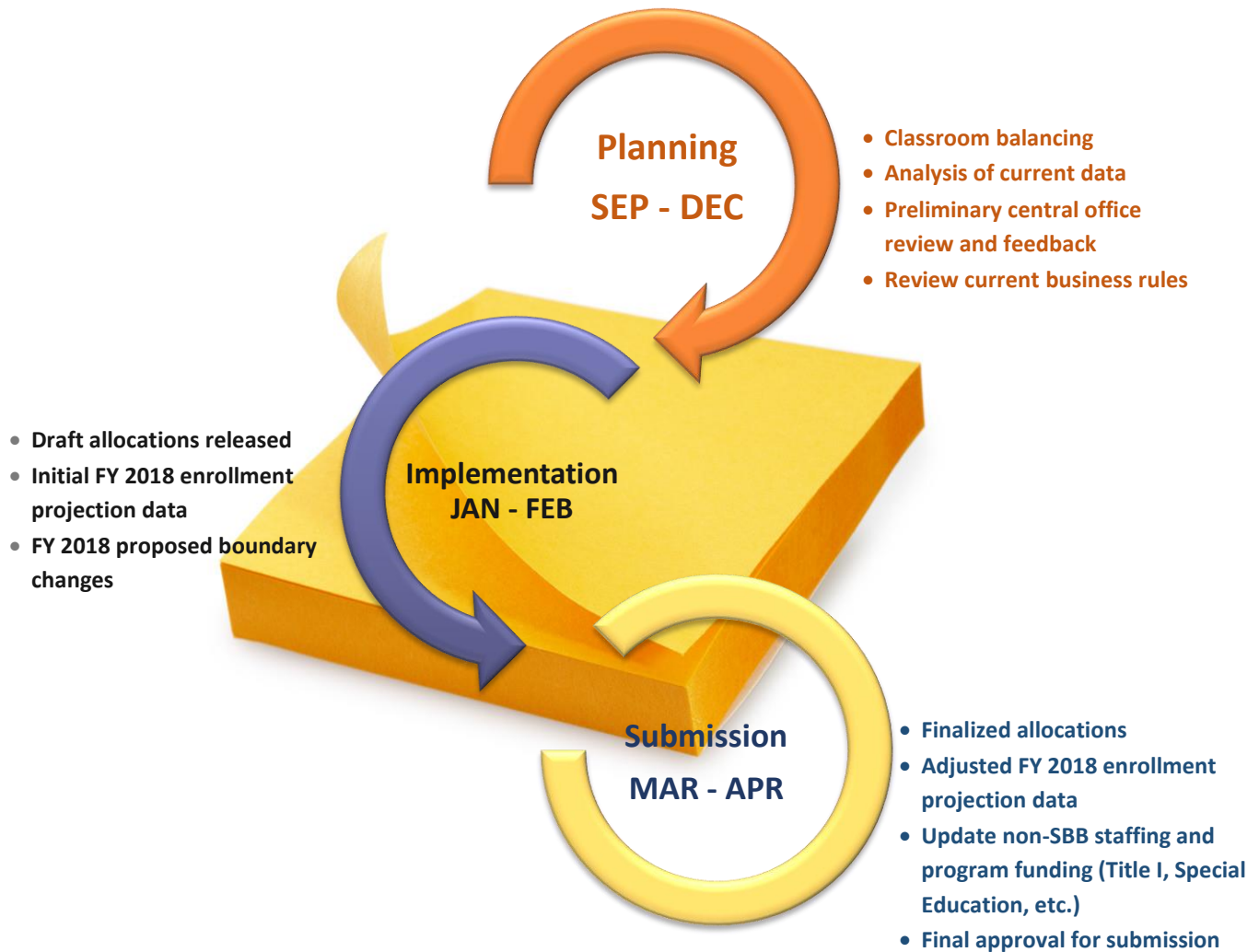
Prior to the 2012-2013 school year, Prince George’s County, like many school systems, had traditionally given dollars to schools based on student/teacher ratios. Funding for supplies and materials was also allocated on a formula based on student enrollment. Every student and every school are not the same. PGCPs is committed to making transparent budget decisions that work in the best interests of all students regardless of what school they attend. Our goal in this new paradigm is to increase equity in funding, empower school leaders and support systemic priorities.

- **STUDENT-FOCUSED** – provides resources based on students not on buildings, adults or programs.
- **EQUITABLE** – Funds will be equitably allocated to each student at each school based on his or her educational needs. Funding will be allocated to students with similar characteristics, regardless of which school they attend.
- **FLEXIBLE** – Principals are empowered and given more flexibility in their budgetary and operational decisions. Central office departments will operate in a supporting role to meet the demands and needs through timely and high quality service while providing clear parameters and guidelines to schools.
- **TRANSPARENT** – PGCPs budgeting process will be easily understood by all stakeholders.

SBB allocates dollars directly to schools based on the number of students enrolled and the specific needs of those students. Certain student needs and characteristics, such as English language learners or students in particular grade levels, will be given a predetermined weight that translates to real dollar amounts. It is a more equitable and transparent way to fund schools, and will allow PGCPs to more efficiently direct resources to meet our students’ needs.

Other large school districts across the country have adopted this approach including Houston, San Francisco, Boston, Philadelphia, Denver, San Diego and Baltimore City. Under the leadership of the Chief Financial Officer and the Deputy Superintendent for Teaching & Learning, working committees have studied these districts and made recommendations to inform our strategy. PGCPs continues to collaborate with many of these partners to identify lessons learned, tools and best practices.

FY 2018 STUDENT-BASED BUDGETING TIMELINE



Schools **NOT** using the SBB model include:

Early Childhood Centers (ECC): Chapel Forge, Francis Fuchs, H. Winship Wheatley, and Kenmoor.

Alternative and Specialty Schools: Annapolis Road Academy, Green Valley Academy, Croom High School, Tall Oaks High School, Community-Based Classroom, International high schools, Incarcerated Youth Program, Evening High School, and Academy of Health Sciences at Prince George's Community College

Charter Schools: Chesapeake Math & IT Public Charter, Chesapeake Math & IT North, Chesapeake Math & IT South, Excel Academy, Imagine Andrews, Imagine Foundations at Leeland PCS, Imagine Foundations at Morningside PCS, Imagine Lincoln, Turning Point Academy and College Park Academy

Regional Centers: C. Elizabeth Reig, James E. Duckworth, Margaret Brent and Tanglewood

PER-PUPIL WEIGHTS

How Schools Were Funded...

In past years, the number of staff was provided based on the number of programs and students in each school. Schools also received funding for classroom supplies and materials in the same manner. This did not take into account the specific needs of students in each school.

SBB Funds Student Needs...

Under Student-Based Budgeting (SBB), school budgets are built based on the unique mix of students that are being served in each building. Furthermore, students with the same characteristics should get the same level of resources regardless of what grade or the school they attend.

How Weights Were Determined...

Weights are designed to reflect fair and objective criteria that could be applied to all schools in an equitable and transparent way. A committee representing various schools and central offices developed the per pupil formula. There is never a perfect way to place values on the needs of all students, and we do anticipate making adjustments and changes to both the weighted categories and the weights, themselves. The weights are reviewed on an annual basis to ensure that they adequately reflect the goals of the school system and SBB.



- **BASE FUNDING** is attached to every PGCPs student attending an SBB eligible school, regardless of need. The funding level was set to allow each school to support a baseline level of services (teachers, administrative staff, and supplies).
- **GRADE LEVEL:** Students in Kindergarten and 1st grade are weighted which reflects the system's priority on the early years.
- **STUDENT ACHIEVEMENT:** Weights are spread proportionately across the K-12 spectrum based on student-identified needs. Weights are calculated as follows:
 - **Performance Low – Elementary and K-8 Schools**
The percentage of students identified as not demonstrating readiness for Kindergarten as shown on the Kindergarten Readiness Assessment (KRA) for K-2. For grades 3-8, student reading scores, specifically those below district average and/or on grade level from the Scholastic Reading Inventory (SRI).
 - **Performance – Early Warning Indicator – Middle and High Schools**
Using multivariate analysis, students are identified for intervention based on several factors designed to predict 9th grade promotion and on-time graduation.

Middle Schools – data from rising 7th graders is used as a proxy and the factor is applied to all grades within the school to fund interventions.

Factors include:

- ✓ Full-year 6th grade GPA & attendance rate
- ✓ Full-year 6th grade number of suspensions
- ✓ Spring administration of the 6th grade SRI
- ✓ First Quarter 7th grade GPA & attendance rate

High Schools – data from rising 9th graders is used as a proxy and the factor is applied to the school 9-12 enrollment to fund interventions.

Factors include:

- ✓ Full-year 8th grade GPA
- ✓ First Quarter 9th grade GPA
- ✓ First Quarter 9th grade attendance rate
- ✓ 9th grade retention

- **ENGLISH LANGUAGE LEARNERS (ELL)** – PGCPs has seen a rise in ELL students in recent years. The ELL weights were determined to support specific students based on a combination of their language proficiency level and grade level, as determined by the LAS Links English Proficiency Test administered through the English for Speakers of Other Languages (ESOL) Office. Higher weights were assigned to students testing at a basic level.

FY 2018 WEIGHTED STUDENT FORMULA

The table below summarizes the current formula, detailing the number of students in each category and both the per-pupil and system-wide dollars used to fund those student:

Table 1: SBB Summary of Weights

Category	Description	Estimated # of Students	Dollars Per Student	Estimated Cost
Base Funding	Variable Base Funding	119,436	\$ 3,300-5,000	\$ 364,146,021
Grade Level	Kindergarten & Grade 1	19,262	\$ 200	\$ 3,783,645
Performance: Elementary & K-8 Schools	Identified as below grade level	50,167	\$ 1,134 - 2,459	\$85,661,683
Performance: Middle & High Schools	Early Warning Indicator - 9th grade promotion, On-time graduation, Retention			
English Language Learner (ELL)	Based on proficiency test	23,471	\$ 0 - 2,370	\$ 28,214,210
SBB Funds Allocated to Schools				\$ 481,805,559
Reserve for Classroom Balancing				\$ 2,928,251
Total SBB Allocation				\$ 484,733,810

Table 2: Sample SBB Budget Model

School: XXXX ¹		Total FY18 Enrollment: 1,234 ²			
School-Level Student Weights		FY18 SBB Formula Foundation \$ (\$3,000)		Number of Students Receiving Weights	
Base	1.00	x	\$ 3,000	x	1,234 = \$ 3,702,000
Performance ³	0.98	x	\$ 3,000 ⁴	x	⁵ 500 = \$ 1,470,000 ⁶
ESOL	0.70	x	\$ 3,000	x	70 = \$ 105,000
Early Grade	0.07	x	\$ 3,000	x	100 = \$ 21,000 +
Total FY18 SBB Dollars:					\$ 5,298,000 ⁷
FY18 PP SBB Dollars:					\$ 4,293
Final SBB Dollars (Compared to FY 2017) ⁸					
FY17 PP SBB Dollars	\$4,150	FY18 PP SBB Dollars	\$4,293	PP Difference FY17 and FY18	3.45%
			Total FY18 SBB Dollars	\$5,298,000	

- ¹ School Name
- ² Projected Enrollment
- ³ Weights for each weight category.
- ⁴ Foundation amount used to calculate the per-pupil dollar amount for a given weight (e.g., for a weight of 0.50, the per-pupil value of the weight is \$1,500).
- ⁵ Number of students receiving a given weight (e.g., in the example above, school XXXX has 50 students who receive an ESOL weight).
- ⁶ Total gross dollar amount for each weight category.
- ⁷ The "Total FY 2018 SBB Dollars" and "FY 2018 PP Dollars" are the school's total gross dollar amount and the per-pupil dollar amount.
- ⁸ Comparison for the school's FY 2017 SBB dollars and FY 2018 SBB dollars. "PP Difference FY 2017 and FY 2018" refers to the percentage point difference between per-pupil dollar amount in FY 2017 and the per-pupil dollar amount in FY 2018 (e.g., in this example, \$4,293 is a 3.45% increase over the school's FY 2017 per-pupil of \$4,150).

Total FY 2018 SBB dollars is the product of the school's per-pupil dollar amount multiplied by the school's total enrollment (e.g., in this example, the per-pupil dollar amount is \$4,293. The total FY 2018 SBB dollars are \$4,293 X 1,234, which equals \$5,298,000).

SCHOOL LEVEL FLEXIBILITY

Why increase school level flexibility?

With Student-Based Budgeting (SBB), schools have the flexibility to plan and use SBB funds towards instructional staff, administrative and school support staff, and discretionary resources to best meet the needs of their students. A primary goal of SBB is to balance accountability for student outcomes with flexibility to allow schools to be more strategic with their resources.

What is an “Unlocked,” “Locked” and “Locked+” position?

- **UNLOCKED** – positions that can be purchased using SBB funds; schools determine the composition and mix.

Example: School “A” is able to purchase additional classroom teachers if sufficient SBB funds are available.

- **LOCKED** – positions and resources that are funded and staffed by central office; positions typically have special requirements or restricted funding.

Example: School “A” receives Special Education staff (teachers, paraprofessional educators, secretaries, etc.) based on staffing policies and procedures of the Special Education department.

- **LOCKED+** – positions and resources that are funded and staffed by the central office; schools may supplement existing allocation using SBB funds.

Example: Central office provides a 0.5 Library Media Specialist position to elementary school “A;” school “A” may then decide to purchase an additional 0.5 Library Media Specialist position to make it a full 1.00 position.

While schools will have increased flexibility in selecting the mix of positions, they will also be provided with support in developing their budgets. Schools will still need to meet standards set by federal and state regulations, negotiated labor agreements, and will need to be consistent with internal policies and procedures.

Note: *Unlocked, Locked, and Locked+ positions are reviewed and determined on an annual basis.*

POSITION STATUS: UNLOCKED, LOCKED AND LOCKED+

<i>Position</i>	<i>Status</i>	<i>Comments</i>
Academic Dean	Locked	Unlocked in Turnaround schools only
Art Teacher	Locked+ / Unlocked	Locked+ in ES and K-8 Unlocked in MS and HS
Assistant Principal	Unlocked	
Athletic Director	Locked	0.5 FTE in HS only
Auditorium Technician	Locked	
Building Supervisor	Locked	
Bus Drivers	Locked	
Classroom Teacher	Unlocked	
Classroom Teacher, AVID	Locked+	
Cleaner	Locked	
Data Coach	Unlocked	
ESOL Teacher	Unlocked	
Food Services Staff	Locked	
Grant Funded Positions	Locked	
Head Start Positions	Locked	
In School Suspension Room Monitor	Locked+	
Instructional Lead Teacher	Unlocked	
Instructional Media Aide	Unlocked	
Media Specialist	Locked+	
Nursing and Health Service Staff	Locked	
Other Program Positions	Locked	Advanced Placement, Middle College, Project Lead the Way, ROTC, Secondary School Reform, Career and Technical Education, etc.
Paraprofessional – ESOL, General	Unlocked	
Peer Mediator	Unlocked	
Parent & Community Outreach Assistant	Locked+	
Physical Education Teacher	Locked+ / Unlocked	Locked+ in ES and K-8 Unlocked in MS and HS
Prekindergarten Positions	Locked	Classroom teachers, paraprofessionals
Principal	Locked	
Professional School Counselor	Locked+ / Unlocked	Locked+ in ES & K8 Unlocked in MS and HS

POSITION STATUS: UNLOCKED, LOCKED AND LOCKED+

<i>Position</i>	<i>Status</i>	<i>Comments</i>
Pupil Personnel Worker	Locked+	
Reading Specialist	Unlocked	
School Accounting Secretary	Unlocked	
School Business Accounting Tech	Unlocked	
School Guidance Secretary	Unlocked	
School Registrar	Locked+	
Secretary I	Unlocked	
Secretary II	Unlocked	
Security Assistant	Locked+	
Special Education Positions	Locked	
Specialty Program Positions	Locked	Positions associated with programs such as Visual and Performing Arts, Creative and Performing Arts, Talented and Gifted, International Baccalaureate, Biotechnology, Biomedical, Montessori, Language Immersion, etc.
Testing Coordinator	Unlocked	
Title I Positions	Locked	
Vocal Music Teacher	Locked+ / Unlocked	Locked + in ES and K-8, Unlocked in MS and HS

LOCKED STAFFING FORMULA

POSITION	ELEMENTARY FORMULA	K - 8 FORMULA	MIDDLE SCHOOL FORMULA	HIGH SCHOOL FORMULA
Athletic Director/Classroom Teacher	N/A	N/A	N/A	0.50 per school
Advanced Placement Teacher	N/A	N/A	N/A	54.00 allocated between all High Schools - at least 2.00 allocated to each school
Art Teacher	84.50 total authorization for distribution to designated ES and K-8	84.50 total authorization for distribution to designated ES and K-8	Can be purchased with SBB funding	Can be purchased with SBB funding
AVID Teacher	N/A	1.00 Accokeek Academy	1.00 Benj. Stoddert 1.00 Benj. Tasker 1.00 Buck Lodge 1.00 Charles Carroll 1.00 Drew-Freeman 1.00 D. D. Eisenhower 1.00 Ernest E. Just 1.00 G James Gholson 1.00 Gwynn Park 1.00 Isaac J. Gourdine 1.00 Kenmoor 1.00 Martin L King, Jr 1.00 Nicholas Orem 1.00 Oxon Hill 1.00 Samuel Ogle 1.00 Stephen Decatur 1.00 Thomas Johnson 1.00 Thurgood Marshall 1.00 Walker Mill 1.00 William Wirt	1.00 Bladensburg 1.00 Central 1.00 High Point 1.00 Largo 1.00 Oxon Hill 1.00 Potomac 1.00 Suitland
Aeronautics Coordinator	N/A	N/A	N/A	1.00 DuVal
Aeronautics Teacher	N/A	N/A	N/A	3.00 DuVal
Aeronautics Assistant Principal	N/A	N/A	N/A	1.00 DuVal
Career Academy Programs				
Architecture & Design Teacher	N/A	N/A	N/A	2.00 Bladensburg 1.00 Bowie 1.00 Croom 3.00 Crossland 5.00 Suitland

POSITION	ELEMENTARY FORMULA	K - 8 FORMULA	MIDDLE SCHOOL FORMULA	HIGH SCHOOL FORMULA
Business & Finance Teacher	N/A	N/A	N/A	2.00 Charles Flowers 2.50 Henry A. Wise 2.50 Largo 1.00 Northwestern 1.00 Oxon Hill 3.50 Suitland
Career & Technology Education Assistant Principal	N/A	N/A	N/A	1.00 Bladensburg 1.00 Crossland 1.00 Gwynn Park 1.00 Laurel 1.00 Suitland
Consumer Services, Hospitality & Tourism Teacher	N/A	N/A	N/A	5.00 Bladensburg 6.00 Crossland 2.00 DuVal 4.50 Gwynn Park 2.00 Laurel 2.00 Oxon Hill 4.00 Suitland
Engineering & Science Teacher	N/A	N/A	N/A	2.50 Charles Flowers 1.50 Crossland 2.50 DuVal 2.50 High Point 1.50 Northwestern 1.00 Oxon Hill
Environmental Studies Teacher	N/A	N/A	N/A	1.00 Fairmont Heights 1.50 Gwynn Park 1.00 High Point
Global Studies Teacher	N/A	N/A	1.00 James Madison 1.00 Thurgood Marshall	3.00 Laurel 4.00 Parkdale
Graphic Arts, Media & Comm. Teacher	N/A	N/A	N/A	1.00 Bladensburg 1.00 Central 2.50 DuVal 1.00 Suitland 2.50 Surrattsville
Health & Biosciences Teacher	N/A	N/A	N/A	4.00 Bladensburg 1.00 Crossland 2.50 Henry A. Wise 2.50 Friendly 2.50 Largo 1.00 Laurel 1.00 Suitland
Homeland Security & Military Science Teacher	N/A	N/A	N/A	2.00 High Point 2.50 Parkdale 3.00 Potomac 1.00 Suitland
Information Technology Coordinator	N/A	N/A	N/A	1.00 DuVal 1.00 Fairmont Heights 1.00 Gwynn Park
Information Technology Teacher	N/A	N/A	N/A	1.00 Croom 1.00 Crossland 1.00 Henry A. Wise 1.00 DuVal

POSITION	ELEMENTARY FORMULA	K - 8 FORMULA	MIDDLE SCHOOL FORMULA	HIGH SCHOOL FORMULA
				2.00 Fairmont Heights 1.00 Gwynn Park 1.00 Laurel 1.00 Suitland 1.00 Tall Oaks
Law, Education & Public Services Teacher	N/A	N/A	N/A	2.00 Bowie 3.00 Central 1.00 Charles Flowers 1.00 Gwynn Park 5.00 Laurel 4.50 Potomac 2.50 Surrattsville
Transportation Teacher	N/A	N/A	N/A	1.00 Crossland 1.00 Gwynn Park 1.00 Laurel 2.00 Suitland
Chinese Immersion Coordinator	1.00 Paint Branch	N/A	N/A	N/A
Chinese Immersion Teacher	11.00 Paint Branch	N/A	N/A	N/A
Colours Coordinator	1.00 Paint Branch	N/A	N/A	N/A
Creative & Performing Arts Coordinator	1.00 Edward Felegy	1.00 Benj. Foulois 1.00 Thomas Pullen	1.00 Hyattsville	N/A
Creative & Performing Arts Teacher	7.00 Edward Felegy	10.00 Benj. Foulois 10.00 Thomas Pullen	4.00 Hyattsville	N/A
French Immersion Coordinator	N/A	1.00 Maya Angelou 1.00 Dora Kennedy	N/A	0.50 Central
French Immersion Teacher (Reading/Language Arts)	N/A	6.50 Maya Angelou 7.50 Dora Kennedy	N/A	3.50 Central
In-School Suspension Monitors	N/A	1.00 per school	1.00 per school	1.00 per school
Instrumental Music	56.00 total authorization for distribution to designated ES and K-8	56.00 total authorization for distribution to designated ES and K-8	Can be purchased with SBB funding	Can be purchased with SBB funding
International Baccalaureate				
Coordinator	Primary Years Program: 1.00 Melwood	Primary Years Program: 1.00 Maya Angelou	Middle Years Program: 1.00 James Madison 1.00 D. D. Eisenhower	1.00 Central 1.00 Crossland 2.00 Fred. Douglass 1.00 Laurel 1.00 Parkdale 1.00 Suitland
Media Specialist	0.50 Melwood	N/A	0.50 D. D. Eisenhower 0.50 James Madison	N/A

POSITION	ELEMENTARY FORMULA	K - 8 FORMULA	MIDDLE SCHOOL FORMULA	HIGH SCHOOL FORMULA
Professional School Counselor	N/A	N/A	N/A	0.50 Central 0.50 Crossland 0.50 Fred. Douglass 0.50 Laurel 0.50 Parkdale 0.50 Suitland
Teacher	2.00 Melwood	1.00 Maya Angelou	3.00 D. D. Eisenhower 1.00 James Madison	3.00 Central 3.00 Crossland 5.00 Fred. Douglass 3.00 Laurel 3.00 Parkdale 3.00 Suitland
JROTC Instructor	N/A	N/A	N/A	47.00 authorized
Media Specialist	0.50 per school	1.00 per school	0.50 per school	1.00 per school
Montessori Coordinator	N/A	1.00 John Hanson 1.00 Judith P. Hoyer 1.00 Robert Goddard	N/A	N/A
Montessori Teacher	N/A	1.00 Pre-K Teacher based on enrollment not to exceed class size of 25 at: John Hanson Judith P. Hoyer Robert Goddard; and 1.00 Classroom Teacher at Judith P. Hoyer for 7th grade expansion	N/A	N/A
Montessori Paraprofessional	N/A	1.00 for each Pre-K and K Montessori Teacher allocated at: John Hanson Judith P. Hoyer Robert Goddard	N/A	N/A
Physical Education Teacher	Projected Enrollment: 1–299 allocated: 0.50 teacher 300–499 allocated: 1.00 teacher 500–699 allocated: 1.50 teacher 700–800 allocated: 2.00 teacher 801–900 allocated: 2.50 teacher >900 allocated: 3.00 teacher	Projected Enrollment: 1–299 allocated: 0.50 teacher 300–499 allocated: 1.00 teacher 500–699 allocated: 1.50 teacher 700–800 allocated: 2.00 teacher 801–900 allocated: 2.50 teacher >900 allocated: 3.00 teacher	Can be purchased with SBB funding	Can be purchased with SBB funding
Prekindergarten Teacher	20.00 to 1 at designated schools	20.00 to 1 at designated schools	N/A	N/A

POSITION	ELEMENTARY FORMULA	K - 8 FORMULA	MIDDLE SCHOOL FORMULA	HIGH SCHOOL FORMULA
Prekindergarten Paraprofessional	1.00 for each classroom teacher allocated	1.00 for each classroom teacher allocated	N/A	N/A
Principal	1.00 per school	1.00 per school	1.00 per school	1.00 per school
Professional School Counselor	1.00 per school	1.00 per school	Can be purchased with SBB funding	Can be purchased with SBB funding
Resident Principal	TBD distribution to designated ES, MS and K-8 schools	TBD distribution to designated ES, MS and K-8 schools	TBD distribution to designated ES, MS and K-8 schools	N/A
Science and Technology Assistant Principal	N/A	N/A	N/A	1.00 Charles Flowers 1.00 E. Roosevelt 1.00 Oxon Hill
Science & Technology Coordinator	N/A	N/A	N/A	1.00 Charles Flowers 1.00 E. Roosevelt 1.00 Oxon Hill
Science & Technology Professional School Counselor	N/A	N/A	N/A	1.00 Charles Flowers 1.00 E. Roosevelt 1.00 Oxon Hill
Science & Technology Computer Apps Teacher	N/A	N/A	N/A	1.00 Charles Flowers 1.00 E. Roosevelt 1.00 Oxon Hill
Science & Technology Internship Coordinator	N/A	N/A	N/A	0.50 Charles Flowers 0.50 E. Roosevelt 0.50 Oxon Hill
School Registrar – 12 month	N/A	N/A	N/A	1.00 per school
Spanish Immersion Program Coordinator	1.00 Capitol Heights 1.00 Cesar Chavez 1.00 Overlook 1.00 Phyllis E Williams	N/A	N/A	N/A
Spanish Immersion (Dual) Teacher	4.00 Capitol Heights 10.00 Cesar Chavez 12.00 Overlook 12.00 PhyllisWilliams	N/A	N/A	N/A
STEM Middle Program Coordinator	N/A	N/A	1.00 Oxon Hill 1.00 Thomas Johnson	N/A
STEM Middle School Teacher	N/A	N/A	3.00 Oxon Hill 3.00 Thomas Johnson	N/A
TAG Coordinator	1.00 Capitol Heights 1.00 Glenarden Wds. 1.00 Heather Hills 1.00 Highland Park 1.00 Longfields 1.00 Mattaponi 1.00 Valley View	1.00 Accokeek Academy	1.00 Benj. Tasker 1.00 Kenmoor 1.00 Greenbelt 1.00 Walker Mill	N/A

POSITION	ELEMENTARY FORMULA	K - 8 FORMULA	MIDDLE SCHOOL FORMULA	HIGH SCHOOL FORMULA
TAG Teacher	Foreign Language Teacher per school designated: 1.00 Capitol Heights 1.00 Glenarden Wds. 1.00 Heather Hills 1.00 Highland Park 1.00 Longfields 3.00 Mattaponi 1.00 Valley View	4.00 Accokeek Academy	Foreign Language Teacher per school designated: 1.00 Benj. Tasker 3.00 Kenmoor 1.00 Greenbelt 3.00 Walker Mill	N/A
Visual & Performing Arts				
Arts Coordinator	N/A	N/A	N/A	1.00 Northwestern 1.00 Suitland
Professional School Counselor	N/A	N/A	N/A	0.50 Suitland
Instructional Lead Teacher	N/A	N/A	N/A	1.00 Northwestern
Principal	N/A	N/A	N/A	1.00 Suitland
Teacher	N/A	N/A	N/A	11.00 Northwestern 20.00 Suitland
Vocal Music Teachers	Projected Enrollment: 1–299 allocated: 0.50 teacher 300–499 allocated: 1.00 teacher 500–699 allocated: 1.50 teacher 700–800 allocated: 2.00 teacher 801–900 allocated: 2.50 teacher >900 allocated: 3.00 teacher	Projected Enrollment: 1–299 allocated: 0.50 teacher 300–499 allocated: 1.00 teacher 500–699 allocated: 1.50 teacher 700–800 allocated: 2.00 teacher 801–900 allocated: 2.50 teacher >900 allocated: 3.00 teacher	Can be purchased with SBB funding	Can be purchased with SBB funding
World Language Italian Teacher	2.00 Ardmore 2.00 Barack Obama 2.00 Berwyn Heights 2.00 Fort Foote 2.00 Greenbelt 2.00 Melwood 1.00 Montpelier 1.00 Oaklands 2.00 Patuxent 2.00 Rosaryville 1.50 University Park	2.00 Judith P. Hoyer	1.00 Benj. Tasker 2.00 Greenbelt 1.00 Hyattsville 1.00 Oxon Hill 1.00 Samuel Ogle 1.00 Thomas Johnson	0.50 E. Roosevelt

ALTERNATIVE HIGH SCHOOL STAFFING ALLOCATIONS

School	FTE	Position
Annapolis Road Academy	1.00	Behavior Intervention Specialist
	14.00	Classroom Teacher
	1.00	In-School Suspension Room Monitor
	1.00	Instructional Specialist
	1.00	Itinerant Special Education Assistant
	1.00	Media Specialist
	1.00	Principal
	1.00	Professional School Counselor
	1.00	Program Coordinator
	1.00	Resource Teacher
	1.00	School Secretary II
	1.00	School Secretary I
	Croom High School	1.00
11.00		Classroom Teacher
0.50		HSA-PARCC Bridge Classroom Teacher
1.00		In-School Suspension Room Monitor
1.00		Media Specialist
1.00		Paraprofessional Educator
1.00		Principal
1.00		Professional School Counselor
2.00		Resource Teacher
1.00		School Secretary II
0.50		School Secretary I
1.00		Testing Coordinator
Green Valley Academy	1.00	Behavior Intervention Specialist
	18.00	Classroom Teacher
	1.00	In-School Suspension Room Monitor
	1.00	Media Specialist
	2.00	Paraprofessional
	1.00	Principal
	2.00	Professional School Counselor
	1.00	Program Coordinator
	3.00	Resource Teacher
	2.00	School Secretary II
	1.00	Substance Abuse Counselor
	1.00	Testing Coordinator
Tall Oaks High School	1.00	Behavior Intervention Specialist
	13.00	Classroom Teacher
	0.50	HSA-PARCC Bridge Classroom Teacher
	1.00	In-School Suspension Room Monitor
	1.00	Principal
	2.00	Paraprofessional Educator
	1.00	Professional School Counselor
	1.00	Resource Teacher
	1.00	School Secretary II
	1.00	School Secretary I

FY 2018 SPECIALTY SCHOOL LOCATIONS

Note: Specialty programs are programs that require application, lottery, and/or testing for student admittance.

Program	Admission	Elementary School Locations	K - 8 Locations	Middle School Locations	High School Locations
3D Scholars	Application				Charles Flowers
Academy-Aerospace & Aviation Technology	Application				DuVal
Academy- Health Sciences	Entrance Exam				Prince George's Community College
Academy-Teacher Preparedness	Entrance Exam				Prince George's Community College
Creative and Performing Arts	Lottery Grades K-5; Audition Grades 6-8		Benj. Foulois Thomas Pullen	Hyattsville	
Dual Language	Lottery	Cesar Chavez			
French Immersion	Lottery		Maya Angelou Dora Kennedy		Central
International Baccalaureate	Application / Academic Performance	Melwood	Maya Angelou	Dwight Eisenhower James Madison	Central Crossland Frederick Douglass Laurel Parkdale Suitland
International School	Application / Lottery				Largo Annapolis Road Academy
Montessori	Lottery		John Hanson Robert Goddard Judith P. Hoywer		
Pathways in Technology (P-TECH) Early College High School: Hospitality Services Management & Health Information Management	Application				Frederick Douglass
Science & Technology	Application / Academic Performance / Entrance Exam				Charles Flowers Eleanor Roosevelt Oxon Hill
Spanish Immersion	Lottery	Overlook Phyllis Williams			
Talented & Gifted	Lottery / TAG Identified	Capitol Heights Glenarden Woods Heather Hills Highland Park Longfields Mattaponi Valley View	Accokeek Academy	Benj. Tasker Greenbelt Kenmoor Walker Mill	
Visual & Performing Arts	Audition				Northwestern Suitland

SCHOOL-BASED RESOURCES – STAFFING & EXPENDITURES

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
SCHOOL-BASED RESOURCES	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Position				
Administrative Support Specialist	1.00	0.00	0.00	1.00
Administrative Support Technician	1.00	3.00	3.00	3.00
Assistant Building Supervisor	44.00	44.00	44.00	44.00
Assistant Principal	266.00	283.00	285.00	300.00
Audiologist	0.00	0.00	2.00	2.00
Auditorium Technician	12.00	12.00	12.00	13.00
Building Supervisor	187.00	187.00	189.00	187.00
Child Care Assistant	413.82	429.82	429.82	454.82
Cleaner	494.63	493.63	495.63	493.63
Custodial Equipment Mechanic	1.00	1.00	1.00	1.00
Custodial Equipment Operator	51.00	51.00	51.00	50.00
Director	2.00	0.00	0.00	0.00
Elementary Classroom Teacher	4,120.30	4,180.50	4,219.20	4,338.00
Financial Analyst	0.00	0.00	0.00	1.00
Financial Assistant	6.50	5.00	5.00	8.00
Guidance Counselor	328.50	328.50	331.00	335.50
Hearing Interpreter	4.00	4.00	4.00	0.00
In-School Suspension Monitor	57.00	57.00	58.00	59.00
Instructional Program Coordinator	58.50	61.50	61.50	55.00
Instructional Assistant	7.00	5.00	5.00	7.00
Instructional Media Aide	11.50	10.50	10.50	10.00
Instructional Specialist	3.00	3.00	2.00	2.00
Media Specialist	128.00	126.00	127.00	130.50
Mentor Teacher	13.00	10.00	10.00	11.00
Night Cleaner Lead	170.00	169.00	171.00	169.00
Officer	0.00	0.00	1.00	1.00
Other Classroom Teacher	0.00	0.00	2.00	0.00
Paraprofessional Educator	1,116.30	1,092.50	1,142.50	1,162.50
Principal	197.00	197.00	199.00	198.00
Program Liaison	94.50	107.00	107.00	101.50
Program Specialist	2.00	3.00	5.00	1.00
Reading Specialist	89.00	90.00	90.00	87.00
Registered Nurse	0.00	0.00	0.00	1.00
Resident Principal	4.00	4.00	3.00	4.00
Resource Teacher	939.50	957.50	958.50	963.00
School Support Secretary	0.00	1.00	1.00	0.00
Secondary Classroom Teacher	3,185.50	3,141.90	3,175.70	3,247.10
Secretary	536.50	541.50	545.00	534.00
Security Assistant	12.00	9.00	9.00	22.00
Social Service Worker	2.00	2.00	2.00	3.00
Support Supervisor	1.00	0.00	2.00	0.00

UNRESTRICTED Staffing by Position

SCHOOL-BASED RESOURCES	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Position</u>				
Teacher Trainer	28.50	44.00	44.00	62.00
Testing Coordinator	60.50	56.50	57.50	56.50
Wing Coordinator	27.00	27.00	27.00	27.00
UNRESTRICTED Staffing	12,676.05	12,738.35	12,887.85	13,146.05

RESTRICTED Staffing by Position

SCHOOL-BASED RESOURCES	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Position</u>				
Admin Support Specialist	0.00	0.00	2.00	0.00
Assistant Principal	2.00	1.00	1.00	1.00
Child Care Assistant	4.64	4.64	4.64	4.64
Clerk	0.00	0.00	1.00	0.00
Elementary Classroom Teacher	207.80	217.80	167.80	158.80
Financial Assistant	0.00	0.00	1.00	0.00
Healthcare Attendant	0.00	0.00	1.00	0.00
In-School Suspension Monitor	0.00	0.00	1.00	0.00
Instructional Program Coordinator	0.00	0.00	1.00	0.00
Instructional Supervisor	0.00	0.00	1.00	0.00
Mentor Teacher	2.00	2.00	2.00	2.00
Paraprofessional Educator	212.00	217.00	168.00	164.00
Program Liaison	2.00	1.00	1.00	3.00
Resource Teacher	112.00	111.00	112.00	100.00
ROTC Instructor	53.00	47.00	47.00	47.00
Secondary Classroom Teacher	37.00	52.00	52.00	50.00
Secretary	1.00	1.00	2.00	1.00
Social Service Worker Asst	0.00	0.00	5.00	0.00
Support Program Coordinator	1.00	1.00	4.00	0.00
Wing Coordinator	0.00	0.00	0.00	2.00
RESTRICTED Staffing	634.44	655.44	574.44	533.44
TOTAL OPERATING STAFFING	13,310.49	13,393.79	13,462.29	13,679.49

UNRESTRICTED Expenditures by Object / Sub-Object

SCHOOL-BASED RESOURCES	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Salaries & Wages</u>				
2250 ASE/ASFSA Certification Test	533	-	-	-
2nd Assignment-Instructional	941,318	1,473,004	1,429,450	1,383,240
2nd Assignment-Support	321,192	665,843	762,901	737,069
Assistant/Vice-Principal/Admin Asst	26,784,030	29,173,502	29,173,502	30,784,440
Certification Personnel Specialist	804,166	-	-	-
Classroom Teacher	486,693,291	510,483,103	510,282,345	524,273,569
Coaches	2,816,129	695,503	695,503	614,398
Dedicated Aide	5,515,716	5,803,492	5,821,045	5,921,045
Extracurricular Advisors	5,589,030	4,741,338	4,741,338	4,741,338

UNRESTRICTED Expenditures by Object / Sub-Object

SCHOOL-BASED RESOURCES	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Salaries & Wages				
Grievance Settlements	186,740	-	-	-
Hourly Instructional	1,074,586	6,748,716	6,622,737	6,445,637
Hourly Interpreter	74	-	-	-
Librarian/Media Specialist	9,523,277	10,088,672	10,051,803	10,384,898
Lunch/Recess Monitor	214	-	-	-
Nurse Specialist	228	-	-	-
Other Admin/Professionals/Specialists	1,199,215	1,075,214	1,243,494	1,539,293
Other Support Staff	5,652,682	7,346,760	7,206,351	6,998,642
Other Teacher	112,899,587	120,954,579	121,063,993	122,834,196
Overtime	2,026,833	1,460,688	1,460,688	1,460,888
PGCEA Senior Teacher Differential	3,675,881	-	-	-
Principal	25,527,831	24,839,405	24,721,883	25,118,642
School Nurses/Aides	-	-	-	75,729
Secretaries & Clerks	24,730,020	25,856,338	25,901,313	26,165,291
Service Worker	33,685,496	34,349,567	34,349,567	36,867,986
Sick Leave Bank	1,055	-	-	-
Skilled Crafts	3,086,119	3,325,875	3,325,875	3,404,952
Substitute Nurses	-	90,000	90,000	90,000
Substitute Paraprofessional Ed	357,202	94,454	94,454	94,454
Substitute School Secretary	9,621	-	-	-
Substitute Teacher	19,726,106	14,393,971	14,353,820	14,722,267
Substitutes-Workshop	6,707	23,138	23,138	23,138
Summer Assignment	127	-	-	-
Support Staff	-	658	658	658
Teaching Aide	42,297,002	44,328,405	44,411,167	47,810,271
Technician	489,247	340,179	340,179	560,011
Temporary Child Care	-	-	-	-
Temporary Classroom Asst	38	35,106	17,553	17,553
Temporary Custodian	29,070	-	-	-
Temporary Office Worker	39,028	62,133	64,633	62,133
Temporary Security	66	-	-	-
Terminal Leave Payout	3,295,991	-	-	-
Therapists	101,508	101,783	101,783	-
Unrestricted Unallocated Full-Time	759,472	30,023,980	29,988,480	34,577,567
Workshop/Staff Development Pay	459,594	529,835	504,779	622,439
Salaries & Wages Total	820,306,022	879,105,241	878,844,432	908,331,744
Employee Benefits				
FICA/Medicare	59,892,949	65,787,893	65,793,320	67,483,286
Insurance Benefits-Active Employees	105,908,386	111,277,643	111,279,807	110,636,921
Life Insurance	2,642,606	3,132,081	3,132,543	3,233,468
Retirement/Pension-Employee	3,664,818	4,470,643	4,489,037	5,277,764
Retirement/Pension-Teachers	250,701	-	-	-
Workman's Compensation	3,862,851	16,906,571	16,908,991	13,393,919
Employee Benefits Total	176,222,311	201,574,831	201,603,698	200,025,358
Contracted Services				
Catering Services	247,060	294,653	303,653	350,355
Food Service-Catering	10,956	27,680	28,680	36,805
Instructional Contracted Services	72,021	2,866,347	1,854,389	1,915,325
M&R Building	-	-	-	63,000
M&R Equipment	2,451	14,095	70,746	60,946

UNRESTRICTED Expenditures by Object / Sub-Object

SCHOOL-BASED RESOURCES	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Contracted Services				
Other Contracted Services	22,936	108,500	21,632	230,474
Other Legal Expenses	-	125,000	-	-
Outside Printing	5,129	25,846	24,146	20,248
Printing In-House	70,972	114,075	113,677	124,790
Professional Contracted Services	20,323,177	25,325,919	25,205,919	28,406,132
Refuse Disposal	3,600	-	-	-
Rental of Buildings	571,421	571,421	571,421	571,421
Rental of Vehicles	90,244	186,450	183,550	188,544
School Activity Transportation	2,379,746	2,807,639	2,809,907	2,732,002
Software License	446,964	546,285	550,649	645,819
Technical Contracted Services	7,482	1,516,484	1,306,613	1,098,484
Contracted Services Total	24,254,159	34,530,394	33,044,982	36,444,345
Supplies & Materials				
Awards & Recognition Certificates	300,888	313,483	301,749	258,298
Classroom Teacher Supplies	4,765,156	4,439,909	4,203,831	4,565,538
Custodial Supplies	150,840	321,472	318,472	314,482
Health Supplies	62,235	80,077	80,077	86,349
Library Books	93,816	137,475	116,475	137,436
Maintenance Supplies	-	36	36	36
Non-Catered Misc. Food Supplies	40,799	153,594	157,825	178,772
Office Supplies	552,830	542,591	571,369	513,073
Other Charges	431,721	-	-	-
Other Library Media	-	750	750	-
Other Miscellaneous Supplies	-	423,115	900,310	933,515
Postage & Delivery	110,817	128,826	129,740	122,069
Staff Development Supplies	94,779	91,702	90,902	109,349
Student Supplies	741,315	750,267	675,355	632,430
Textbooks	65,180	155,841	148,866	189,000
Supplies & Materials Total	7,410,376	7,539,138	7,695,757	8,040,347
Other Operating Expenses				
Dues; Subscriptions	68,490	131,077	131,327	162,079
Electricity	7,040,067	10,449,750	10,449,750	10,449,750
Fees, Fines & Licenses	750	-	-	-
Field Trip Expense Non-Transportation	64,688	97,903	87,903	88,784
Fuel Oil	1,468,745	4,257,550	4,257,550	4,257,550
Local Travel-Per Mile Basis	17,826	62,361	50,061	47,364
Natural Gas	17,515,205	15,220,505	15,220,505	15,220,505
Non-Local Travel Expenses	11,515	53,100	53,100	53,100
Non-Local Travel Transportation	34,035	64,000	60,000	39,000
Other Miscellaneous Expense	-	35,361	113,184	61,384
Other Travel Related Expenditures	-	428,047	406,896	406,896
Propane Gas	28,379	141,061	141,061	141,061
Registration Fees	52,556	150,787	160,090	152,873
Telephone-Centrex	417,929	1,629,740	1,629,740	1,629,740
Tuition Private School-Age 3-21	-	2,000,000	1,983,414	2,000,000
Water & Sewage	3,864,327	3,224,500	3,224,500	3,224,500
Other Operating Expenses Total	30,584,512	37,945,742	37,969,081	37,934,586
Capital Outlay				
Classroom Equipment & Furniture	394,919	-	291,280	287,714
Computers-Instructional	1,205,914	-	1,164,270	1,271,526
Computers-Non-Instructional	45,717	-	39,668	48,776

UNRESTRICTED Expenditures by Object / Sub-Object

SCHOOL-BASED RESOURCES	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Capital Outlay				
Classroom Equipment & Furniture	394,919	-	291,280	287,714
Computers-Instructional	1,205,914	-	1,164,270	1,271,526
Computers-Non-Instructional	45,717	-	39,668	48,776
Educational Communication Equip	229,919	-	294,534	292,508
Equipment Purchases Under \$500	501,865	-	190,300	329,548
Misc Other Equipment Over \$499	6,280	-	36,200	36,200
Office Furniture & Equipment	67,406	-	147,252	162,333
Security Alarm Systems	44,257	-	79,934	122,988
Capital Outlay Total	2,496,277	-	2,243,438	2,551,593
UNRESTRICTED Expenditures	1,061,273,657	1,160,695,346	1,161,401,388	1,193,327,973

RESTRICTED Expenditures by Object / Sub-Object

SCHOOL-BASED RESOURCES	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Salaries & Wages				
2nd Assignment-Instructional	1,349,238	1,137,047	1,238,719	1,181,552
2nd Assignment-Support	86,863	120,172	165,870	146,982
Assistant/Vice-Principal/Admin Asst	83,899	82,659	91,051	100,672
Classroom Teacher	12,770,844	16,505,982	12,081,644	12,010,594
Coaches	26,132	-	-	-
Dedicated Aide	10,868	-	-	-
Extracurricular Advisors	223,391	-	-	-
Grants Unallocated Full-Time	-	3,823,143	10,693,378	4,445,198
Hourly Instructional	136,298	-	-	-
Hourly Interpreter	354	-	-	-
Nurse Specialist	580	-	-	-
Other	-	239,319	(2,417,188)	1,335,048
Other Admin/Professionals/Specialists	41,450	-	-	-
Other Stipends	10,877	721	8,293	7,206
Other Support Staff	68,152	63,702	-	65,616
Other Teacher	11,395,907	12,443,674	11,545,261	11,424,099
Overtime	1,882	-	-	-
PGCEA Senior Teacher Differential	93,249	-	-	-
Secretaries & Clerks	46,328	46,062	46,061	47,440
Substitute Healthcare Attendant	1,079	-	5,972	5,972
Substitute Paraprofessional Ed	29,744	-	-	-
Substitute Teacher	561,980	500,024	589,532	570,689
Substitutes-Workshop	23,934	180,371	11,425	-
Summer Assignment	397,476	422,062	739,078	677,860
Teaching Aide	6,481,716	7,240,299	5,426,908	5,689,676
Temporary Child Care	102,183	-	62,641	62,641
Temporary Office Worker	16,031	-	-	-
Terminal Leave Payout	19,535	-	-	-
Therapists	36,865	37,258	-	55,887
Unit II Stipends Longevity & Performance	288	-	-	-
Unrestricted Unallocated Full-Time	41,011	-	-	-
Workshop/Staff Development Pay	448,457	832,354	736,399	710,136
Salaries & Wages Total	34,506,611	43,674,849	41,025,044	38,537,268

RESTRICTED Expenditures by Object / Sub-Object

SCHOOL-BASED RESOURCES	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Employee Benefits				
FICA/Medicare	2,352,291	3,053,709	2,518,551	3,185,168
Insurance Benefits-Active Employees	4,427,060	5,513,299	6,024,265	3,895,950
Life Insurance	97,173	141,518	134,018	132,937
Misc Other Employee Benefits	-	-	70,955	70,955
Retirement/Pension-Employee	38,060	154,847	(673,533)	162,436
Retirement/Pension-Teachers	4,386,137	5,606,821	6,532,803	5,641,397
Workman's Compensation	156,506	804,469	686,016	837,674
Employee Benefits Total	11,457,227	15,274,663	15,293,075	13,926,517
Contracted Services				
Catering Services	2,784	1,000	1,000	-
Indirect Cost Recovery	1,557	3,186	4,083	2,713
Instructional Contracted Services	103,652	154,885	120,518	93,049
M&R Buildings	3,583	-	-	-
M&R Equipment	76,033	-	58,427	26,874
Other Contracted Services	92,727	(405,529)	(8,905,367)	750,298
Outside Printing	-	2,500	936	-
Rental of Vehicles	11,764	15,300	41,321	37,801
School Activity Transportation	148,218	274,189	244,550	228,868
Software License	379,283	348,704	539,702	503,390
Technical Contracted Services	-	1,800	1,800	-
Contracted Services Total	819,601	396,035	(7,893,030)	1,642,993
Supplies & Materials				
Awards & Recognition Certificates	-	1,444	444	-
Classroom Teacher Supplies	492,352	390,854	468,118	453,074
Library Books	2,773	-	-	-
Non-Catered Misc Food Supplies	4,037	2,720	2,720	-
Office Supplies	122	224	414	130
Other Charges	130,142	-	-	-
Other Library Media	-	1,000	1,000	-
Other Miscellaneous Supplies	(17,813)	496,421	(1,213,724)	313,253
Postage & Delivery	-	300	-	-
Staff Development Supplies	28,299	51,005	42,658	42,658
Student Supplies	165,251	167,766	321,374	254,251
Testing Supplies & Materials	429	-	-	-
Supplies & Materials Total	805,592	1,111,734	(376,996)	1,063,366
Other Operating Expenses				
Dues; Subscriptions	45,649	68,034	40,051	38,641
Field Trip Expense Non-Transportation	6,529	15,457	10,430	10,430
Local Travel-Per Mile Basis	91	-	1,000	1,000
Non-Local Travel Expenses	16,806	34,768	38,171	33,911
Non-Local Travel Lodging	1,154	4,263	1,127	-
Non-Local Travel Related Meals	-	900	-	-
Non-Local Travel Transportation	855	1,684	964	-
Other Miscellaneous Expense	4,403	797,810	(1,506,826)	223,806
Other Travel Related Expenditures	663	696	1,165	-
Registration Fees	12,694	10,147	11,937	10,521
Stipends-AIT/Nonpublic School Teachers	4,972	19,000	13,940	250
Other Operating Expenses Total	93,816	952,759	(1,388,041)	318,559

RESTRICTED Expenditures by Object / Sub-Object

SCHOOL-BASED RESOURCES	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Capital Outlay				
Athletic Equipment	-	-	500	-
Classroom Equipment & Furniture	14,255	8,667	19,447	15,200
Computers-Instructional	494,185	473,396	934,054	911,716
Computers-Non-Instructional	196,366	-	-	-
Educational Communication Equip	91,406	81,133	212,072	212,072
Equipment Purchases Under \$500	11,961	500	500	-
Office Furniture & Equipment	1,949	-	-	-
Misc Other Equipment Over \$499	26,028	580,159	(695,259)	491,528
Capital Outlay Total	836,150	1,143,855	471,314	1,630,516
RESTRICTED Expenditures	\$ 48,518,997	\$ 62,553,895	\$ 47,131,366	\$ 57,119,219
TOTAL OPERATING EXPENDITURES	\$ 1,109,792,654	\$ 1,223,249,241	\$ 1,208,532,754	\$ 1,250,447,192

OPERATING Expenditures by Cost Center

Cost Center Number	Description	FY 2018 Approved
00000-09999	All Schools	\$ 1,250,447,192
TOTAL EXPENDITURES BY COST CENTER		\$ 1,250,447,192

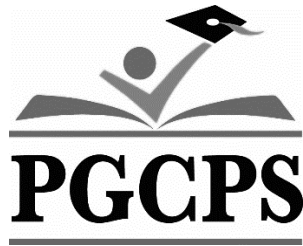
FY 2018 CHARTER SCHOOL PER-PUPIL ALLOCATION FORMULA

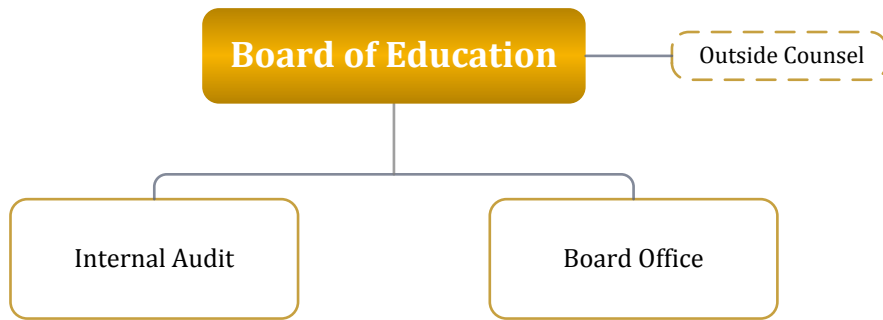
Proposed Operating Budget	\$ 1,975,443,500
Restricted Budget	(100,419,750)
Charter School Allocation	(59,379,575)
Less Fund Balance Usage	(22,000,000)
<i>Dedicated County Funded Initiatives</i>	(5,882,400)
	\$ 1,787,761,775
Deductions:	
<i>Special Education - FTE and Related Costs</i>	\$ (250,416,515)
<i>Special Education - Fixed Charges</i>	(43,655,180)
<i>Lease Purchase</i>	(45,894,292)
<i>Transportation - FTE and Related Costs</i>	(90,207,102)
<i>Transportation - Fixed Charges</i>	(19,982,690)
Total Deductions:	(450,155,779)
Total Budget after Adjustments	\$ 1,337,605,996
<i>PGCPS Estimated Enrollment (based on enrollment recorded 9/30/16)</i>	130,816
<i>Per Pupil Amount</i>	\$ 10,225
<i>2% Administration Adjustment (Backed out Admin)</i>	\$ (273)
Per Pupil Allocation (excluding transportation)	\$ 9,952
<i>Prior Year Approved PPC</i>	\$ 9,812

ORGANIZATION OVERVIEW & ANALYSIS



Organizations





ORGANIZATION SUMMARY

Organization	FY 2018	FY 2018
	Approved	Approved
	FTE	Funding
Board of Education	19.00	2,351,347
Internal Audit	15.00	1,875,701
TOTAL OPERATING STAFFING & EXPENDITURES	34.00	\$ 4,227,048

Organizations

Board of Education

MISSION

The mission of the Board of Education is “to provide a great education that empowers all students and contributes to thriving communities.” In addition, the Board of Education works to advance the achievement of its diverse student body through community engagement, sound policy governance, accountability, and fiscal responsibility.

SUPPORTING THE STRATEGIC PLAN

The Board of Education supports all areas of the Strategic Plan through its community engagement efforts, committee work and public work sessions and meetings.

CORE SERVICES

- Increased family and community engagement through Board meetings and community events
- Increased dialogue among county and PGCPs leadership, PGCPs staff, students and community members regarding the future of PGCPs
- Policy development that supports the expressed goals and outcomes of the Strategic Plan
- Continued support of and responses to constituent inquiries and concerns

FINANCIAL PLAN

Salaries & Wages: Salaries support full- and part-time office personnel and overtime.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries.

Contracted Services: Printing of materials used in meetings and for constituents, catering services, transportation for College and Career Ready Summit, annual auditing fees, and legal expenses.

Supplies & Materials: Supplies for day-to-day office operations including Board Member supplies and awards and recognitions.

Other Operating Costs: Dues and subscriptions; registration fees; and local and non-local travel to meetings, events, and conferences for Board members.

Equipment: Office furniture and equipment to support incoming Board members.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED STAFFING BY POSITION				
Board of Education	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Secretary	5.00	5.00	5.00	5.00
Board of Education Members	13.00	13.00	13.00	13.00
Officer	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	19.00	19.00	19.00	19.00
TOTAL OPERATING STAFFING	19.00	19.00	19.00	19.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Board of Education	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Board Members	221,269	235,000	235,000	235,000
Other Admin/Professionals/Specialists	129,000	126,754	126,754	130,597
Overtime	1,072	5,225	5,225	5,225
Secretaries & Clerks	357,689	395,373	395,373	403,970
Temporary Office Worker	-	5,000	8,000	8,000
Salaries & Wages Total	709,030	767,352	770,352	782,792
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	51,174	57,070	56,640	58,012
Insurance Benefits-Active Employees	94,784	103,553	103,553	105,319
Life Insurance	1,902	2,933	2,571	2,981
Retirement/Pension-Employee	42,198	47,598	47,598	45,602
Workman's Compensation	1,224	15,246	16,038	15,554
Employee Benefits Total	193,282	226,400	226,400	227,468
<u>Contracted Services</u>				
Advertising & Other Costs	18,157	2,500	2,500	2,500
Annual Auditing Fees	178,240	225,000	225,000	225,000
Catering Services	16,981	44,800	39,920	39,920
Other Legal Expenses	582,730	690,324	676,324	676,324
Printing In-House	68,079	16,400	16,400	16,400
Professional Contracted Services	2,000	4,500	4,500	4,500
School Activity Transportation	-	4,000	4,000	4,000
Contracted Services Total	866,187	987,524	968,644	968,644

UNRESTRICTED Expenditures by Object / Sub-Object

Board of Education	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Supplies & Materials</u>				
Awards & Recognition Certificates	18,715	48,800	49,100	49,100
Non-Catered Misc Food Supplies	-	2,000	5,000	5,000
Office Supplies	13,174	15,000	18,100	18,100
Other Charges	703	-	-	-
Supplies & Materials Total	32,592	65,800	72,200	72,200
<u>Other Operating Expenses</u>				
Dues; Subscriptions	79,377	76,000	77,300	77,300
Local Travel-Per Mile Basis	11,642	24,650	25,450	25,450
Meeting Expense	5,574	3,000	8,600	43,600
Non-Local Travel Expenses	36,686	68,400	68,600	68,600
Other Miscellaneous Expense	72,919	51,713	44,423	44,423
Other Travel Related Expenditures	2,280	2,000	4,100	4,100
Registration Fees	21,695	26,500	28,700	28,700
Other Operating Expenses Total	230,173	252,263	257,173	292,173
<u>Capital Outlay</u>				
Office Furniture & Equipment	3,645	-	8,070	8,070
Capital Outlay Total	3,645	-	8,070	8,070
UNRESTRICTED Expenditures	\$ 2,034,909	\$ 2,299,339	\$ 2,302,839	\$ 2,351,347

RESTRICTED Expenditures by Object / Sub-Object

Board of Education	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Supplies & Materials</u>				
Student Supplies	-	-	550	-
Supplies & Materials Total	-	-	550	-
RESTRICTED Expenditures	\$ -	\$ -	\$ 550	\$ -
TOTAL OPERATING EXPENDITURES	\$ 2,034,909	\$ 2,299,339	\$ 2,303,389	\$ 2,351,347

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
10001	Board of Education	1,954,925
10110	Board Member - Student	7,000
10112	Board Member - P. Eubanks	42,215
10113	Board Member - Boston - Vice Chair	33,097
10115	Board Member - Burroughs, III	26,807
10118	Board Member - S. Eubanks - Chair	27,908
10119	Board Member - Vacant	28,147
10121	Board Member - Valentine	26,807
10123	Board Member - Williams	42,215
10124	Board Member - Grady	26,807
10125	Board Member - Hernandez	26,807
10126	Board Member - Wallace	26,807
10127	Board Member - Roche	26,807
10128	Board Member - Ahmed	28,191
10129	Board Member - Murray	26,807
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 2,351,347

Internal Audit

MISSION

To support members of the Board of Education in the effective discharge of their responsibilities. To this end, Internal Audit will furnish them with analysis, recommendations, advisory services, and information concerning the activities intended. Internal Audit will further evaluate the school system's control procedures to protect its assets and to ensure the preparation of fair and reliable reports to management.

SUPPORTING THE STRATEGIC PLAN

- Supports Organizational Effectiveness by improvement of processes designed for enhancing organizational effectiveness. Internal Audits are designed to add value while strengthening internal controls
- Supports Safe and Supportive Environments by identifying best practices necessary for development and improvement of policies and procedures that will ensure staff and students can thrive within Prince George's County Public Schools (PGCPS) with governance and oversight that contribute toward success

CORE SERVICES

- Internal audits of schools and operations performed to ensure effective and efficient use of resources, compliance with policies and procedures and accountability
- Investigations of hotline complaints reported via anonymous call, web and by affected parties to identify and reduce fraud, waste and abuse
- Financial analysis and support to Board Office and members to monitor budgetary resources and fiscal accountability
- Property audits of schools and departments performed to effectively ensure PGCPS assets are adequately controlled and protected from loss

FINANCIAL PLAN

Salaries & Wages: Salaries support full-time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full-time salaries.

Contracted Services: Hotline contract with Navex Global and printing services.

Supplies & Materials: Office supplies and materials used in the day-to-day operations of the office.

Other Operating Costs: Registration fees, dues and auditors publications, and local-travel for site visits.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Internal Audit	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Technician	3.00	3.00	3.00	3.00
Director	1.00	1.00	1.00	1.00
Financial Administrator	2.00	2.00	2.00	2.00
Financial Analyst	9.00	9.00	9.00	9.00
UNRESTRICTED Staffing	15.00	15.00	15.00	15.00
TOTAL OPERATING STAFFING				
	15.00	15.00	15.00	15.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Internal Audit	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	1,184,649	1,163,103	1,163,103	1,174,104
Other Support Staff	214,638	213,395	213,395	219,022
Unrestricted Unallocated Full-Time	1,415	-	-	-
Salaries & Wages Total	1,400,702	1,376,498	1,376,498	1,393,126
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	114,729	102,351	102,351	103,381
Insurance Benefits-Active Employees	159,413	155,572	155,572	171,305
Life Insurance	5,421	5,322	5,322	5,384
Retirement/Pension-Employee	111,113	113,337	113,337	101,684
Workman's Compensation	7,731	27,537	27,537	27,871
Employee Benefits Total	400,407	404,119	404,119	409,625
<u>Contracted Services</u>				
Printing In-House	29,719	5,300	5,300	40,300
Technical Contracted Services	11,880	11,880	11,880	11,880
Contracted Services Total	41,599	17,180	17,180	52,180
<u>Supplies & Materials</u>				
Office Supplies	3,343	3,790	3,790	3,790
Supplies & Materials Total	3,343	3,790	3,790	3,790

UNRESTRICTED Expenditures by Object / Sub-Object

Internal Audit	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Other Operating Expenses</u>				
Dues; Subscriptions	1,604	1,477	1,477	1,477
Local Travel-Per Mile Basis	4,232	5,178	5,178	5,178
Non-Local Travel Expenses	1,159	-	-	-
Registration Fees	5,316	10,325	10,325	10,325
Other Operating Expenses Total	12,311	16,980	16,980	16,980
UNRESTRICTED Expenditures	\$ 1,858,362	\$ 1,818,567	\$ 1,818,567	\$ 1,875,701
TOTAL OPERATING EXPENDITURES	\$ 1,858,362	\$ 1,818,567	\$ 1,818,567	\$ 1,875,701

OPERATING Expenditures by Cost Center

Cost Center Number	Description	FY 2018 Approved
30201	Internal Audit	1,875,701
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,875,701



ORGANIZATION SUMMARY

Organization	FY 2018	FY 2018
	Approved	Approved
	FTE	Funding
Chief Executive Officer	4.00	1,024,492
Diversity Officer	11.00	1,609,184
General Counsel	16.00	3,259,055
Employee & Labor Relations	10.00	1,568,920
Monitoring, Accountability & Compliance	3.00	417,860
TOTAL OPERATING STAFFING & EXPENDITURES	44.00	\$ 7,879,511

Chief Executive Officer

MISSION

To provide leadership in developing and maintaining academically rigorous educational programs and services to meet the needs of each of the approximately 130,000 students in the Prince George's County Public Schools. The Chief Executive Officer guides and directs the administrative, instructional, and support functions of the school system and provides leadership in setting and achieving district goals focused on accelerating student achievement. Through the establishment of measurable district goals, the office oversees the use of all facilities, property, and funds, keeping the best interests of students and the school system at the forefront.

SUPPORTING THE STRATEGIC PLAN

Provides leadership in the development, implementation, advocacy, and accountability of the Strategic Plan

CORE SERVICES

- To ensure academic excellence by providing high academic achievement for all students
- To ensure a high performing workforce supporting the goal of high academic achievement for all students
- To provide a safe and supportive environment for all students
- To increase family and community engagement in support of high academic achievement all student
- To ensure the organization is efficient and effective with available resources

FINANCIAL PLAN

Salaries & Wages: Salaries support full- and part-time temporary office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full-time salaries.

Contracted Services: Supports catering, in-house printing, and professional and technical consultants.

Supplies & Materials: Office supplies and materials used in the day-to-day operations of the office.

Other Operating Costs: Supports registration fees, dues and subscriptions, and meeting expenses.

Equipment: Office furniture and equipment for office personnel.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Chief Executive Officer	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Chief Executive Officer	1.00	1.00	1.00	1.00
Administrative Secretary	3.00	3.00	3.00	2.00
Admin Support Specialist	0.00	1.00	1.00	0.00
Deputy Superintendent	1.00	1.00	1.00	1.00
Director	0.00	1.00	1.00	0.00
Secretary	0.00	1.00	1.00	0.00
UNRESTRICTED Staffing	5.00	8.00	8.00	4.00
TOTAL OPERATING STAFFING	5.00	8.00	8.00	4.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Chief Executive Officer	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	229,998	215,973	215,973	220,209
Secretaries & Clerks	279,570	271,997	271,997	204,591
Superintendent	293,467	290,000	290,000	293,480
Temporary Office Worker	-	500	500	500
Terminal Leave Payout	53,750	57,260	57,260	57,260
Salaries & Wages Total	856,785	835,730	835,730	776,040
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	43,468	41,429	41,432	36,385
Insurance Benefits-Active Employees	64,333	53,640	59,976	54,858
Life Insurance	3,170	3,005	3,008	2,776
Retirement/Pension-Employee	20,349	21,015	22,954	11,652
Supplemental Annual Benefit	2,383	-	-	-
Workman's Compensation	2,889	15,571	15,574	14,379
Employee Benefits Total	138,592	134,660	142,944	120,050
<u>Contracted Services</u>				
Catering Services	14,364	4,000	4,000	4,000
Outside Printing	267	-	-	-
Printing In-House	7,115	22,573	22,573	22,573
Professional Contracted Services	8,822	-	-	20,000
School Activity Transportation	3,975	1,000	1,000	1,000
Technical Contracted Services	1,816	3,084	3,084	3,084
Contracted Services Total	36,359	30,657	30,657	50,657

UNRESTRICTED Expenditures by Object / Sub-Object				
Chief Executive Officer	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Supplies & Materials				
Awards & Recognition Certificates	-	928	928	928
Non-Catered Misc Food Supplies	111	1,128	1,128	1,128
Office Supplies	5,775	7,245	7,245	7,245
Other Charges	1,644	-	-	-
Other Miscellaneous Supplies	-	1,861	1,861	1,861
Postage & Delivery	-	326	326	326
Supplies & Materials Total	7,530	11,488	11,488	11,488
Other Operating Expenses				
Dues; Subscriptions	16,534	14,437	9,937	9,937
Local Travel-Per Mile Basis	622	1,507	1,507	1,507
Meeting Expense	2,821	19,817	19,817	19,817
Non-Local Travel Expenses	19,047	2,000	2,000	2,000
Other Miscellaneous Expense	25,930	27,670	27,670	27,670
Registration Fees	1,378	2,226	2,226	2,226
Other Operating Expenses Total	66,332	67,657	63,157	63,157
Capital Outlay				
Office Furniture & Equipment	6,254	-	3,100	3,100
Capital Outlay Total	6,254	-	3,100	3,100
UNRESTRICTED Expenditures	\$ 1,111,852	\$ 1,080,192	\$ 1,087,076	\$ 1,024,492
TOTAL OPERATING EXPENDITURES	\$ 1,111,852	\$ 1,080,192	\$ 1,087,076	\$ 1,024,492

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018
		Approved
20001	Chief Executive Officer	731,162
30002	Chief of Staff	293,330
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,024,492

Diversity Officer

MISSION

Contributes to a high-performing workforce committed to equity and excellence in education for all students, with an emphasis on the growing Latino and English Learner (EL) population; provides language access to parents/guardians who are not primary speakers of English; and promotes parent/community engagement and inclusion for families facing linguistic and/or cultural barriers so that we may achieve outstanding academic excellence.

SUPPORTING THE STRATEGIC PLAN

- Support academic excellence by collaborating in efforts to recruit a high-performing workforce that represents the diverse students we serve
- Provide professional development to staff to be culturally proficient and equity focused

CORE SERVICES

- Provides input to systemic policies and procedures to be inclusive of diverse students and communities
- Contributes to building the capacity of staff to be culturally proficient and equity-focused to close achievement gaps
- Oversees the Office of Interpretation & Translation to support systemic communications with families in their home language
- Serves as a cultural connector with families and community members to support our promise to provide outstanding academic excellence to all of our students

FINANCIAL PLAN

Salaries & Wages: Salaries support full- and part-time temporary office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries.

Contracted Services: CTS LanguageLink, TransACT™, Fluency, WordFast, and ASL Interpreters Inc.

Supplies & Materials: Culturally relevant books for PGCPs Education That Is Multicultural Achievement Network, and office supplies to support daily office operations.

Other Operating Costs: Dues and subscriptions, registration fees, local travel and other related expenses, and meeting expenses.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Diversity Officer	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	1.00	1.00	1.00	1.00
Hearing Interpreter	5.00	1.00	1.00	0.00
Instructional Specialist	1.00	1.00	1.00	1.00
Officer	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
Support Program Coordinator	1.00	1.00	1.00	2.00
Translator	0.00	4.00	4.00	5.00
UNRESTRICTED Staffing	10.00	10.00	10.00	11.00
TOTAL OPERATING STAFFING	10.00	10.00	10.00	11.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Diversity Officer	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Hourly Interpreter	-	-	235,961	325,961
Other Admin/Professionals/Specialists	325,901	406,100	400,148	458,325
Other Support Staff	118,886	192,064	241,613	247,555
Secretaries & Clerks	71,296	70,345	70,345	72,454
Teaching Aide	-	43,597	-	-
Salaries & Wages Total	516,083	712,106	948,067	1,104,295
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	38,558	50,081	50,081	82,557
Insurance Benefits-Active Employees	55,414	84,203	84,203	97,677
Life Insurance	1,918	2,753	2,753	3,011
Retirement/Pension-Employee	29,330	47,814	47,814	49,760
Workman's Compensation	2,146	14,248	14,248	22,090
Employee Benefits Total	129,366	199,099	199,099	255,095
<u>Contracted Services</u>				
Printing In-House	193	-	-	-
Instructional Contracted Services	-	-	60,000	60,000
Professional Contracted Services	22,624	18,900	78,900	163,900
School Activity Transportation	9,472	-	-	3,000
Contracted Services Total	32,289	18,900	138,900	226,900

UNRESTRICTED Expenditures by Object / Sub-Object

Diversity Officer	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Supplies & Materials</u>				
Office Supplies	3,203	2,400	2,400	3,400
Other Charges	264	-	-	-
Other Miscellaneous Supplies	-	1,350	1,350	1,850
Supplies & Materials Total	3,467	3,750	3,750	5,250
<u>Other Operating Expenses</u>				
Dues; Subscriptions	835	990	990	1,225
Excess Property - RMF	-	-	-	2,250
Local Travel-Per Mile Basis	5,010	2,250	2,250	5,091
Other Miscellaneous Expense	427	500	500	500
Other Travel Related Expenditures	5,273	2,728	7,228	7,228
Registration Fees	100	1,350	1,350	1,350
Other Operating Expenses Total	11,645	7,818	12,318	17,644
UNRESTRICTED Expenditures	\$ 692,850	\$ 941,673	\$ 1,302,134	\$ 1,609,184
TOTAL OPERATING EXPENDITURES	\$ 692,850	\$ 941,673	\$ 1,302,134	\$ 1,609,184

OPERATING Expenditures by Cost Center

Cost Center Number	Description	FY 2018 Approved
20203	Diversity Office	437,206
42411	Interpreting & Translation Services	1,171,978
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,609,184

General Counsel

MISSION

To provide advice of counsel, legal services and representation to Prince George's County Public Schools in order to ensure the Chief Executive Officer, Executive staff, principals and other staff receives timely and high quality legal services to advance and support the district's interest for the academic achievement of all students; support administrators, students, parent/guardians, and student advocates by ensuring due process in the area of transfers, employment, homeless, and tuition waivers.

SUPPORTING THE STRATEGIC PLAN

- Organizational Effectiveness
- High Performing Workforce

Organizations

CORE SERVICES

- Provide efficient, cost effective legal services to ensure compliance with all applicable laws, policies, regulations and negotiated agreements
- Customers receive timely support that ensures the effective operation of the school system
- Development of policies and procedures, and training to ensure proper implementation
- Support negotiation, interpretation and implementation of negotiated agreements
- Provide constituents with timely student and employee discipline conferences/hearings and decisions; provide prompt and reasoned resolution to all matters directly appealable to the Board of Education

FINANCIAL PLAN

Salaries & Wages: Salaries support full-time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full-time salaries.

Contracted Services: External legal fees and printing services.

Supplies & Materials: Office supplies and materials including legal reference books.

Other Operating Costs: Local mileage reimbursement and dues and subscriptions.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
General Counsel	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	1.00	1.00	1.00	2.00
Administrative Assistant	1.00	1.00	1.00	1.00
Attorney	6.00	6.00	6.00	5.00
Deputy General Counsel	1.00	1.00	1.00	1.00
General Counsel	1.00	1.00	1.00	1.00
Instructional Specialist	1.00	1.00	1.00	1.00
Paralegal	2.00	2.00	2.00	3.00
Secretary	2.00	2.00	2.00	2.00
UNRESTRICTED Staffing	15.00	15.00	15.00	16.00
TOTAL OPERATING STAFFING	15.00	15.00	15.00	16.00

UNRESTRICTED Expenditures by Object / Sub-Object				
General Counsel	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	1,214,560	1,324,917	1,324,917	1,379,953
Secretaries & Clerks	199,217	238,430	238,430	305,497
Temporary Office Worker	(2,786)	-	-	-
Salaries & Wages Total	1,410,991	1,563,347	1,563,347	1,685,450
<u>Employee Benefits</u>				
FICA/Medicare	101,045	108,324	108,324	114,273
Insurance Benefits-Active Employees	161,148	168,188	168,188	167,049
Life Insurance	5,769	6,043	6,043	6,514
Retirement/Pension-Employee	110,938	121,557	121,557	120,717
Workman's Compensation	1,756	31,274	31,274	33,718
Employee Benefits Total	380,656	435,386	435,386	442,271
<u>Contracted Services</u>				
Other Legal Expenses	773,403	82,612	407,612	1,107,612
Printing In-House	1,923	3,816	3,816	3,816
Contracted Services Total	775,326	86,428	411,428	1,111,428
<u>Supplies & Materials</u>				
Office Supplies	3,243	5,299	5,299	5,299
Other Charges	495	-	-	-
Supplies & Materials Total	3,738	5,299	5,299	5,299

UNRESTRICTED Expenditures by Object / Sub-Object				
General Counsel	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Other Operating Expenses</u>				
Dues; Subscriptions	-	10,795	10,795	10,795
Local Travel-Per Mile Basis	10,336	3,812	3,812	3,812
Other Operating Expenses Total	10,336	14,607	14,607	14,607
UNRESTRICTED Expenditures	\$ 2,581,047	\$ 2,105,067	\$ 2,430,067	\$ 3,259,055
TOTAL OPERATING EXPENDITURES				
	\$ 2,581,047	\$ 2,105,067	\$ 2,430,067	\$ 3,259,055

OPERATING Expenditures by Cost Center			
Cost Center Number	Description	FY 2018	
		Approved	
30301	Office of the General Counsel	2,884,106	
30501	Office of Appeals	222,430	
44162	Court Liaison	152,519	
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 3,259,055	

Employee and Labor Relations

MISSION

To provide leadership, collaboration, strategic consultation and advice to Prince George's County Public Schools by balancing the rights and responsibilities of the system with those of its employees.

SUPPORTING THE STRATEGIC PLAN

- Works with management and other staff to ensure compliance with rules and all binding agreements
- Ensures that employees are afforded due process and assists them in identifying avenues for further development of their skill-sets

CORE SERVICES

- Resolve and facilitate resolution of employment centered disputes and alleged policy violations within the school system
- Ensures that decisions and recommendations are consistent and in alignment with the Negotiated Agreements, Board policies, administrative procedures, as well as local, state and federal laws
- Conduct negotiations with employee bargaining units; administer and interpret collective bargaining agreements. The office maintains positive labor/management relationships and empowers employees as a result of ratified negotiated agreements
- Provide accurate and timely service separation information to the state of Maryland
- Monitor reimbursable claims paid and ensure that fraudulent claims paid are recovered

FINANCIAL PLAN

Salaries & Wages: Salaries support full- time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- time salaries.

Contracted Services: Interpreting services for the deaf, arbitration services, independent medical examinations, settlements, and unemployment and hearing examiners, and printing services.

Supplies & Materials: Office supplies to include systemic identification badges for the Background Unit.

Other Operating Costs: Local travel reimbursement for offsite meetings and hearings, dues and subscriptions and other miscellaneous expenses.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Employee & Labor Relations	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	5.00	6.00	6.00	6.00
Director	1.00	1.00	1.00	1.00
Secretary	2.00	3.00	3.00	2.00
Security Investigator	0.00	1.00	1.00	0.00
Special Assistant	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	9.00	12.00	12.00	10.00
TOTAL OPERATING STAFFING	9.00	12.00	12.00	10.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Employee & Labor Relations	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Dedicated Aide	20,451	-	-	-
Other Admin/Professionals/Specialists	780,197	1,131,315	1,131,315	944,417
Secretaries & Clerks	108,262	168,593	168,593	124,738
Technician	-	88,629	88,629	-
Terminal Leave Payout	2,000	-	-	-
Unrestricted Unallocated Full-Time	713	-	-	-
Salaries & Wages Total	911,623	1,388,537	1,388,537	1,069,155
<u>Employee Benefits</u>				
FICA/Medicare	66,241	94,329	94,329	74,024
Insurance Benefits-Active Employees	78,246	123,538	123,538	85,220
Life Insurance	3,287	5,366	5,366	4,130
Retirement/Pension-Employee	56,002	102,876	102,876	69,168
Workman's Compensation	4,908	27,776	27,776	21,389
Employee Benefits Total	208,684	353,885	353,885	253,931
<u>Contracted Services</u>				
Other Legal Expenses	159,309	167,714	107,714	107,714
Printing In-House	20,838	68,989	68,989	33,989
Professional Contracted Services	9,370	16,031	16,031	16,031
Third Party Processing-Active	30,500	70,000	70,000	70,000
Contracted Services Total	220,017	322,734	262,734	227,734
<u>Supplies & Materials</u>				
Office Supplies	1,818	22,400	2,400	2,400
Supplies & Materials Total	1,818	22,400	2,400	2,400

UNRESTRICTED Expenditures by Object / Sub-Object

Employee & Labor Relations	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Other Operating Expenses				
Dues; Subscriptions	2,070	300	300	300
Local Travel-Per Mile Basis	388	5,400	5,400	5,400
Other Miscellaneous Expense	13,474	10,000	10,000	10,000
Other Travel Related Expenditures	2,626	-	-	-
Other Operating Expenses Total	18,558	15,700	15,700	15,700
UNRESTRICTED Expenditures	\$ 1,360,700	\$ 2,103,256	\$ 2,023,256	\$ 1,568,920
TOTAL OPERATING EXPENDITURES	\$ 1,360,700	\$ 2,103,256	\$ 2,023,256	\$ 1,568,920

OPERATING Expenditures by Cost Center

Cost Center Number	Description	FY 2018 Approved
31140	Labor Relations	1,568,920
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,568,920

Monitoring, Accountability & Compliance

MISSION

To support the Chief Executive Officer's commitment and efforts to provide students attending Prince George's County Public Schools a safe and supportive learning environment by assuring implementation of administrative procedures associated with safety policies approved by the Board of Education, and recommendations and identified considerations from the Student Safety Task Force Report.

SUPPORTING THE STRATEGIC PLAN

Support a Safe and Supportive Environment by assuring that administrative procedures and Student Safety Task Force recommendations and considerations are implemented with fidelity ensuring that learning and working environments are safe and supportive for achieving the goal of outstanding academic achievement for all students without concern for personal or collective well-being.

CORE SERVICES

- Assure implementation of Student Safety Administrative Procedures and employee and volunteer compliance with system expectations to hold employees and volunteers accountable for the safety of students
- Assure well-trained teachers and counselors provide instruction and methodology for curricula review to ensure that curricula reflects best practices and focuses on child sexual abuse prevention and that the curriculum is appropriately delivered across the school system
- Develop searchable databases for rapid identification of red flags that can be handled in accordance with the administrative procedures, and allows for fast and easy verification that employees, volunteers, and contractors have been screened and trained
- Engage and provide educational activities as well as discussions with parents, guardians, and community members about child safety and the process for ensuring a safe environment for children

FINANCIAL PLAN

Salaries & Wages: Salaries support full-time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries.

Contracted Services: Professional contracted services to support fingerprinting.

Supplies & Materials: Books and resources relevant to Student Safety, office supplies, postage, and staff development materials.

Other Operating Costs: Dues and subscriptions, registration fees, local travel and other related expenses, and meeting expenses.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Monitoring, Accountability & Compliance	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	0.00	1.00	1.00	1.00
Director	0.00	1.00	1.00	1.00
Secretary	0.00	1.00	1.00	1.00
UNRESTRICTED Staffing	0.00	3.00	3.00	3.00
TOTAL OPERATING STAFFING	0.00	3.00	3.00	3.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Monitoring, Accountability & Compliance	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	-	264,548	264,548	256,864
Secretaries & Clerks	-	73,498	73,498	75,421
Salaries & Wages Total	-	338,046	338,046	332,285
<u>Employee Benefits</u>				
FICA/Medicare	-	22,005	22,005	22,040
Insurance Benefits-Active Employees	-	25,500	25,500	31,636
Life Insurance	-	1,306	1,306	1,284
Retirement/Pension-Employee	-	28,837	28,837	13,968
Workman's Compensation	-	6,762	6,762	6,647
Employee Benefits Total	-	84,410	84,410	75,575
<u>Supplies & Materials</u>				
Office Supplies	-	2,500	2,500	2,500
Supplies & Materials Total	-	2,500	2,500	2,500
<u>Other Operating Expenses</u>				
Insurance	-	1,500	1,500	1,500
Local Travel-Per Mile Basis	-	3,500	3,500	3,500
Non-Local Travel Expenses	-	2,000	2,000	2,000
Registration Fees	-	500	500	500
Other Operating Expenses Total	-	7,500	7,500	7,500
UNRESTRICTED Expenditures	\$ -	\$ 432,456	\$ 432,456	\$ 417,860
TOTAL OPERATING EXPENDITURES	\$ -	\$ 432,456	\$ 432,456	\$ 417,860

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
20210	Monitoring, Accountability & Compliance	417,860
TOTAL OPERATING EXPENDITURES		\$ 417,860

Organizations



ORGANIZATION SUMMARY

Organization	FY 2018	FY 2018
	Approved	Approved
	FTE	Funding
Chief of Strategic and External Affairs	4.00	757,812
Communications	18.00	2,449,447
Family & Community Engagement	8.00	1,180,565
Ombudsman	4.00	543,932
Strategy, Planning & Performance	2.00	314,693
Enterprise Program Management	8.00	1,184,821
Strategic Resource Planning	3.00	529,067
TOTAL OPERATING STAFFING & EXPENDITURES	47.00	\$ 6,960,337

Organizations

Chief of Strategic & External Affairs

MISSION

To support the Chief Executive Officer (CEO) through strategic planning and organizing the external affairs of the school system; to advance the intergovernmental affairs agenda of the CEO and the school system; to build and maintain relations with a host of internal and external partners; and to further the school system's strategic objectives.

SUPPORTING THE STRATEGIC PLAN

- Increase Family Engagement and Strengthen Business Partnership Strategy Teams measurable objectives, milestones and strategies
- Facilitate the development, support and resourcing of the Strategic Plan (and other supporting plans) which represents the portfolio of research-based strategies and initiatives necessary to yield aggressive academic and operational improvements

CORE SERVICES

- Advance the intergovernmental affairs agenda of the CEO and the school system; to build and maintain relations with a host of internal and external partners; and to further the school system's strategic objectives
- Leverage and build relationships with non-profit organizations, faith-based partners, higher education, government, local civic and community organizations, and other key stakeholders groups to promote the value of a PGCPs education and maximize wrap around services for students and families
- Strengthen existing partnerships with local business and regional higher education institutions in an effort to provide greater exposure for career options and experiences for students, and enhanced professional development for employees
- Dedicate an organizational function (Family and Community Resource Office) to develop, coordinate and facilitate increased family and parental engagement in order to increase student literacy achievement

FINANCIAL PLAN

Salaries & Wages: Salaries support full-time office personnel.

Employee Benefits: Social security taxes; retirement contributions; and group health and life insurance associated with full-time salaries.

Contracted Services: Professional and other contracted services, and in-house printing services.

Supplies & Materials: Office supplies used in the daily operations of the office.

Other Operating Costs: Registration fees, local and non-local travel to include annual conferences; and dues and subscriptions.

Equipment: Computers for office personnel.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Chief of Strategic and External Affairs	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	0.00	1.00	1.00	1.00
Administrative Secretary	0.00	1.00	1.00	1.00
Associate Superintendent	0.00	1.00	1.00	1.00
Director	0.00	1.00	0.00	0.00
Officer	0.00	0.00	1.00	1.00
UNRESTRICTED Staffing	0.00	4.00	4.00	4.00
TOTAL OPERATING STAFFING	0.00	4.00	4.00	4.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Chief of Strategic and External Affairs	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	280,440	443,985	443,985	402,270
Secretaries & Clerks	77,324	77,604	77,604	80,513
Terminal Leave Payout	2,000	-	-	-
Salaries & Wages Total	359,764	521,589	521,589	482,783
<u>Employee Benefits</u>				
FICA/Medicare	24,644	32,235	32,235	31,205
Insurance Benefits-Active Employees	27,503	35,500	35,500	38,344
Life Insurance	1,369	2,015	2,015	1,868
Retirement/Pension-Employee	14,790	28,772	28,772	33,492
Workman's Compensation	1,519	10,434	10,434	9,660
Employee Benefits Total	69,825	108,956	108,956	114,569
<u>Contracted Services</u>				
Other Contracted Services	-	-	87,500	107,500
Printing In-House	970	-	-	400
Professional Contracted Services	66,135	-	-	10,000
Contracted Services Total	67,105	-	87,500	117,900
<u>Supplies & Materials</u>				
Non-Catered Misc Food Supplies	370	-	-	1,000
Office Supplies	2,069	2,700	2,700	2,700
Other Charges	10,367	-	-	-
Supplies & Materials Total	12,806	2,700	2,700	3,700

UNRESTRICTED Expenditures by Object / Sub-Object

Chief of Strategic and External Affairs	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Other Operating Expenses</u>				
Dues; Subscriptions	-	875	875	475
Local Travel-Per Mile Basis	1,495	2,850	2,850	2,850
Meeting Expense	6,659	33,897	33,897	22,897
Non-Local Travel Expenses	3,483	7,298	7,298	7,298
Other Travel Related Expenditures	1,334	-	-	-
Registration Fees	76	4,340	4,340	4,340
Other Operating Expenses Total	13,047	49,260	49,260	37,860
<u>Capital Outlay</u>				
Computers - Non Instruction	-	-	1,000	1,000
Capital Outlay Expenses Total	-	-	1,000	1,000
UNRESTRICTED Expenditures	\$ 522,547	\$ 682,505	\$ 771,005	\$ 757,812
TOTAL OPERATING EXPENDITURES	\$ 522,547	\$ 682,505	\$ 771,005	\$ 757,812

OPERATING Expenditures by Cost Center

Cost Center Number	Description	FY 2018 Approved
20202	Chief of Strategic and External Affairs	757,812
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 757,812

Communications

MISSION

To utilize Public Information, Community Outreach and Engagement, Television Resources, and Web Services to inform and educate targeted audiences about Prince George's County public school programs, achievements, and initiatives.

SUPPORTING THE STRATEGIC PLAN

- Supports the strategic plan through the development and implementation of strategies in the Improve Customer Service, Communication and Culture teams.
- Develops companion communication and marketing strategies for the other strategy teams

CORE SERVICES

- Manage and enhance the Prince George's County Public Schools (PGCPS) reputation and brand through effective marketing and communications strategies
- Provide accurate, compelling and timely public information
- Proactive and reactive media relations; crisis communications on behalf of the school district
- Internal communications
- Manage and improve the district's digital presence

FINANCIAL PLAN

Salaries & Wages: Salaries support full- and part-time temporary office personnel and overtime costs.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries

Contracted Services: Professional and technical consultants, printing services, catering services, and software licenses.

Supplies & Materials: Office supplies used in the daily operation of the office and student supplies.

Other Operating Costs: Dues and subscriptions, local and non-local travel and registration fees.

Equipment: Educational communication equipment.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Communications	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	12.00	12.00	12.00	13.00
Administrative Support Technician	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	0.00
Associate Superintendent	1.00	1.00	0.00	0.00
Executive Director	0.00	0.00	1.00	1.00
Officer	1.00	1.00	1.00	0.00
Secretary	3.00	3.00	3.00	2.00
UNRESTRICTED Staffing	19.00	19.00	19.00	17.00

RESTRICTED Staffing by Position				
Communications	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Technician	1.00	1.00	1.00	1.00
RESTRICTED Staffing	1.00	1.00	1.00	1.00
TOTAL OPERATING STAFFING				
	20.00	20.00	20.00	18.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Communications	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
2nd Assignment-Instructional	808	-	-	-
Grievance Settlements	12,362	-	-	-
Other Admin/Professionals/Specialists	1,277,999	1,476,249	1,476,249	1,315,431
Other Support Staff	67,371	66,984	66,984	68,988
Overtime	10,808	7,902	7,902	7,902
Secretaries & Clerks	120,000	193,131	193,131	126,751
Temporary Office Worker	13,896	5,050	5,050	5,050
Terminal Leave Payout	2,000	-	-	-
Salaries & Wages Total	1,505,244	1,749,316	1,749,316	1,524,122
<u>Employee Benefits</u>				
FICA/Medicare	114,108	127,319	127,319	112,071
Insurance Benefits-Active Employees	186,222	198,837	198,837	184,115
Life Insurance	5,979	6,711	6,711	5,850

UNRESTRICTED Expenditures by Object / Sub-Object				
Communications	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Employee Benefits</u>				
Retirement/Pension-Employee	83,036	102,198	102,198	82,071
Workman's Compensation	8,495	34,835	34,835	30,337
Employee Benefits Total	397,840	469,900	469,900	414,444
<u>Contracted Services</u>				
Advertising & Other Costs	20,085	-	3,000	3,000
Catering Services	-	-	700	700
Printing In-House	219,437	32,102	32,102	32,102
Professional Contracted Services	365,292	270,329	206,629	205,759
School Activity Transportation	141	-	-	-
Software License	-	14,000	14,000	14,000
Technical Contracted Services	19,938	19,130	19,130	20,000
Contracted Services Total	624,893	335,561	275,561	275,561
<u>Supplies & Materials</u>				
Office Supplies	3,666	1,354	1,354	1,354
Student Supplies	-	-	15,000	95,000
Postage & Delivery	182	-	-	-
Supplies & Materials Total	3,848	1,354	16,354	96,354
<u>Other Operating Expenses</u>				
Dues; Subscriptions	475	233	233	233
Local Travel-Per Mile Basis	14,213	11,242	11,242	11,242
Non-Local Travel Expenses	3,853	5,000	5,000	5,000
Other Travel Related Expenditures	154	-	-	-
Registration Fees	1,795	4,906	4,906	4,906
Other Operating Expenses Total	20,490	21,381	21,381	21,381
<u>Capital Outlay</u>				
Educational Communication Equip	6,587	-	19,973	19,973
Capital Outlay Total	6,587	-	19,973	19,973
UNRESTRICTED Expenditures	\$ 2,558,902	\$ 2,577,512	\$ 2,552,485	2,351,835

RESTRICTED Expenditures by Object / Sub-Object				
Communications	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Support Staff	70,542	70,136	70,136	72,245
Overtime	5,551	-	-	-
Salaries & Wages Total	76,093	70,136	70,136	72,245

RESTRICTED Expenditures by Object / Sub-Object				
Communications	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Employee Benefits</u>				
FICA/Medicare	6,287	5,366	5,366	5,527
Insurance Benefits-Active Employees	6,646	6,453	6,453	6,708
Life Insurance	275	271	271	279
Retirement/Pension-Teachers	11,128	11,019	11,019	11,408
Workman's Compensation	410	1,403	1,403	1,445
Employee Benefits Total	24,746	24,512	24,512	25,367
<u>Contracted Services</u>				
Catering Services	-	-	5,136	-
Rental of Buildings	32,410	-	13,379	-
Contracted Services Total	32,410	-	18,515	-
<u>Supplies & Materials</u>				
Awards & Recognition Certificates	2,777	-	23	-
Other Miscellaneous Supplies	-	-	4,484	-
Supplies & Materials Total	2,777	-	4,507	-
RESTRICTED Expenditures	\$ 136,026	\$ 94,648	\$ 117,670	\$ 97,612
TOTAL OPERATING EXPENDITURES	\$ 2,694,928	\$ 2,672,160	\$ 2,670,155	\$ 2,449,447

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018
		Approved
20100	Communications	2,449,447
TOTAL EXPENDITURES BY COST CENTER		\$ 2,449,447

Family & Community Engagement

MISSION

To increase participation and intentional collaboration between families, schools, and the broader PGCPs community in support of the district goal of outstanding academic achievement for ALL students.

SUPPORTING THE STRATEGIC PLAN

- Increase Family and Community Engagement with a Literacy Focus
- Strengthen Community and Business Partnerships with a Literacy Focus

CORE SERVICES

- Development, implement, monitor and evaluation of the district's Family Institute that provides capacity building sessions, support, resources and research-based strategies to parents, families, community partners, schools and central office staff
- Develop and sustain effective partnerships with community organizations, including faith based organizations, Latino/Diverse Populations Engagement advisories, businesses, transforming neighborhood schools, military, etc.
- Provide capacity building professional development sessions and provide school site visits to co-supervise and build the professional capacity of the system's cadre of school-based Parent Engagement Assistants
- Develop processes and protocols to help every school develop and sustain a Parent Leadership and Advocacy Organization

FINANCIAL PLAN

Salaries & Wages: Salaries support full- and part-time temporary office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries.

Contracted Services: Printing, school activity transportation, catering and contracted / consultant services.

Supplies & Materials: Office supplies used in the daily operation of the office and staff development supplies.

Other Operating Costs: Local travel reimbursement and other miscellaneous supplies.

Equipment: Computers for office personnel.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Family & Community Engagement	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	3.00	5.00	5.00	5.00
Director	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	2.00
UNRESTRICTED Staffing	5.00	7.00	7.00	8.00
TOTAL OPERATING STAFFING	5.00	7.00	7.00	8.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Family & Community Engagement	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Hourly Interpreter	-	-	-	7,000
Other Admin/Professionals/Specialists	415,215	583,605	583,605	663,962
Other Stipends	-	120,000	66,836	66,836
Overtime	-	-	-	3,000
Secretaries & Clerks	55,904	55,583	55,583	79,866
Substitute Teacher	-	2,000	2,000	2,000
Temporary Office Worker	6,465	-	6,000	6,000
Salaries & Wages Total	477,584	761,188	714,024	828,664
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	34,120	56,011	56,011	45,024
Insurance Benefits-Active Employees	27,928	43,260	43,260	78,000
Life Insurance	1,810	2,470	2,470	2,877
Retirement/Pension-Employee	9,994	25,525	25,525	29,007
Workman's Compensation	2,600	15,227	15,227	17,634
Employee Benefits Total	78,452	142,493	142,493	172,542
<u>Contracted Services</u>				
Catering Services	-	7,000	22,000	22,000
Other Contracted Services	-	50,000	49,368	38,692
Outside Printing	-	2,062	2,062	2,062
Printing In-House	15,036	20,000	20,000	20,000
School Activity Transportation	-	-	632	632
Technical Contracted Services	-	39,309	39,309	39,309
Contracted Services Total	15,036	118,371	133,371	122,695

UNRESTRICTED Expenditures by Object / Sub-Object				
Family & Community Engagement	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Supplies & Materials</u>				
Office Supplies	3,013	14,000	26,000	26,000
Staff Development Supplies	-	4,000	8,000	8,000
Supplies & Materials Total	3,013	18,000	34,000	34,000
<u>Other Operating Expenses</u>				
Local Travel-Per Mile Basis	5,571	4,500	4,500	4,500
Other Miscellaneous Expense	9,168	-	8,164	8,164
Other Operating Expenses Total	14,739	4,500	12,664	12,664
<u>Capital Outlay</u>				
Computers-Non-Instructional	3,033	-	10,000	10,000
Office Furniture & Equipment	643	-	-	-
Capital Outlay Total	3,676	-	10,000	10,000
UNRESTRICTED Expenditures	\$ 592,500	\$ 1,044,552	\$ 1,046,552	\$ 1,180,565
TOTAL OPERATING EXPENDITURES	\$ 592,500	\$ 1,044,552	\$ 1,046,552	\$ 1,180,565

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018
		Approved
42445	Family & Community Engagement	1,180,565
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,180,565

Ombudsman Office

MISSION

The mission of the Office of the Ombudsman is to provide personalized services to help the community effectively and efficiently facilitate the resolution of school and school-system concerns and complaints.

SUPPORTING THE STRATEGIC PLAN

- Ensuring a that a strong collaborative relationship exist between all stakeholders
- Facilitating accessing, relevant, and transparent communications

CORE SERVICES

- Facilitate the resolution of parent and constituent concerns
- Build capacity of PGCPs staff to effectively and efficiently facilitate resolutions.
- Expand collaborative relationship with the Department of Family and Community Engagement
- Attend community events and selected Board of Education sponsored events to share services provided by the Office of the Ombudsman
- Maintain Web-based Data Tracking System to capture data and make recommendations for systemic growth to the Chief Executive Officer and Board of Education

FINANCIAL PLAN

Salaries & Wages: Salaries support full-time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full-time salaries.

Contracted Services: Printing of materials for meetings and constituents.

Supplies & Materials: Supplies for day-to-day operations of the office including postage for daily mailings. Also, purchase of materials and supplies for new board member orientation and books.

Other Operating Costs: Local and non-local travel to meetings, events, conferences, and the purchase of legal and education related materials.

Equipment: Office furniture and equipment and computers to support office personnel.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Ombudsman Office	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	2.00	2.00	2.00	2.00
Ombudsman	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	4.00	4.00	4.00	4.00
TOTAL OPERATING STAFFING	4.00	4.00	4.00	4.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Ombudsman Office	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Hourly Interpreter	-	4,288	4,288	4,288
Other Admin/Professionals/Specialists	222,822	303,929	303,929	360,409
Secretaries & Clerks	27,356	70,076	70,076	54,476
Salaries & Wages Total	250,178	378,293	378,293	419,173
<u>Employee Benefits</u>				
FICA/Medicare	19,123	23,341	23,341	29,589
Insurance Benefits-Active Employees	11,287	25,500	25,500	21,629
Life Insurance	922	1,445	1,445	1,604
Retirement/Pension-Employee	10,532	20,046	20,046	18,886
Workman's Compensation	830	7,568	7,568	8,385
Employee Benefits Total	42,694	77,900	77,900	80,093
<u>Contracted Services</u>				
Outside Printing	-	1,400	1,400	1,400
Printing In-House	10,454	98	98	98
Contracted Services Total	10,454	1,498	1,498	1,498
<u>Supplies & Materials</u>				
Office Supplies	8,751	28,718	28,718	23,268
Postage & Delivery	-	500	500	1,000
Supplies & Materials Total	8,751	29,218	29,218	24,268
<u>Other Operating Expenses</u>				
Dues; Subscriptions	300	1,000	1,000	1,700
Local Travel-Per Mile Basis	1,227	3,150	3,150	3,200
Meeting Expense	-	3,000	3,000	6,000
Non-Local Travel Expenses	-	-	-	2,500
Other Travel Related Expenditures	-	-	-	600
Registration Fees	-	3,600	3,600	1,000
Other Operating Expenses Total	1,527	10,750	10,750	15,000

UNRESTRICTED Expenditures by Object / Sub-Object

Ombudsman Office	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Capital Outlay				
Computers-Non-Instructional	3,301	-	2,000	2,000
Office Furniture & Equipment	2,538	-	1,200	1,900
Capital Outlay Total	5,839	-	3,200	3,900
UNRESTRICTED Expenditures	\$ 319,443	\$ 497,659	\$ 500,859	\$ 543,932
TOTAL OPERATING EXPENDITURES	\$ 319,443	\$ 497,659	\$ 500,859	\$ 543,932

OPERATING Expenditures by Cost Center

Cost Center Number	Description	FY 2018 Approved
20110	Office of the Ombudsman	543,932
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 543,932

Strategy, Planning & Performance

MISSION

To benefit schools and students by equipping and supporting senior leadership and staff to: establish strategic direction and goals (Strategic Plan); secure funding for strategic priorities; execute and oversee projects, programs, and grants; increase process and performance excellence; and monitor and report performance results.

SUPPORTING THE STRATEGIC PLAN

- Facilitates the development, support and resourcing of PGCPs' Strategic Plan (and other supporting plans) which represents the portfolio of research-based strategies and initiatives necessary to yield aggressive academic and operational improvements
- Facilitates performance and process excellence, achievement of measurable Strategic Plan results, and appropriate levels of accountability, to include progress monitoring and interim reporting to senior leadership, Board members, and other internal and external stakeholders

CORE SERVICES

- Define system-wide strategic and annual plans, including system goals and success measures representing academic and operational performance improvement
- Monitor the Strategic Plan implementation; produce executive and stakeholder reports to communicate performance and progress of strategic initiatives, key success measures, major programs, and other areas of strategic importance
- Increase organizational expertise and success in strategy and project implementations by providing expert guidance and internal professional development, and promoting project, program and portfolio management best practices
- Solicit state, federal and other funding sources to support strategic initiatives aimed at increased student achievement
- Provide programmatic support for the effective management of federal, state and other grant programs

FINANCIAL PLAN

Salaries & Wages: Salaries support full-time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance.

Contracted Services: Printing services.

Supplies & Materials: Office supplies and materials.

Other Operating Costs: Local travel reimbursement, registration fees and dues and subscriptions to maintain professional certifications.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Strategy, Planning, & Performance	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Executive Director	0.00	0.00	1.00	1.00
Officer	1.00	1.00	0.00	0.00
Secretary	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	2.00	2.00	2.00	2.00
TOTAL OPERATING STAFFING	2.00	2.00	2.00	2.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Strategy, Planning, & Performance	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	171,908	169,008	169,008	172,850
Secretaries & Clerks	73,923	73,498	73,498	75,711
Salaries & Wages Total	245,831	242,506	242,506	248,561
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	15,313	14,696	14,696	14,920
Insurance Benefits-Active Employees	16,291	15,825	15,825	16,435
Life Insurance	951	937	937	961
Retirement/Pension-Employee	15,408	16,445	16,445	14,745
Workman's Compensation	399	4,851	4,851	4,972
Employee Benefits Total	50,362	52,754	52,754	52,033
<u>Contracted Services</u>				
Printing In-House	4,637	800	800	800
Contracted Services Total	4,637	800	800	800
<u>Supplies & Materials</u>				
Office Supplies	4,386	2,495	2,495	3,809
Supplies & Materials Total	4,386	2,495	2,495	3,809
<u>Other Operating Expenses</u>				
Dues; Subscriptions	1,325	1,000	1,000	1,000
Local Travel-Per Mile Basis	759	1,490	1,490	1,490
Non-Local Travel Expenses	-	487	487	-
Registration Fees	9,457	7,827	7,827	7,000
Other Operating Expenses Total	11,541	10,804	10,804	9,490
UNRESTRICTED Expenditures	\$ 316,757	\$ 309,359	\$ 309,359	\$ 314,693
TOTAL OPERATING EXPENDITURES	\$ 316,757	\$ 309,359	\$ 309,359	\$ 314,693

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
30818	Strategy, Planning, & Performance	314,693
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 314,693

Enterprise Program Management

MISSION

To provide project, program and portfolio management, grant management, performance improvement, business process analysis services to support senior leadership and Central Office staff in improving operational efficiency for the benefit of all PGCPs stakeholders.

SUPPORTING THE STRATEGIC PLAN

- Provides project management and consultative support to Strategy Implementation Teams charged with delivering transformative results as prescribed in the Strategic Plan
- Supports achievement of the Promise of PGCPs by ensuring continued grant support from external sources

CORE SERVICES

- Provide project and program management consulting, education and oversight to support sponsors, Functional Project Managers and Strategy Leads in executing major system initiatives to successful closure
- Support senior leadership in selecting and prioritizing proposed initiatives which best support the objectives of the Strategic Plan
- Analyze and document business processes and workflows; provide actionable recommendations for improving and/or streamlining current business processes and workflows
- Provide grant management services and support to departments, program managers and sponsors throughout the lifecycle of an awarded grant

FINANCIAL PLAN

Salaries & Wages: Salaries support full-time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full-time salaries.

Contracted Services: Printing services, professional contracted services and software license for district-wide project management, grants management and performance management software.

Supplies & Materials: Office supplies for use in the daily operations of the office.

Other Operating Costs: Local travel reimbursement and grant resource and project management membership dues and subscriptions.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Enterprise Program Management	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administration Support Specialist	1.00	1.00	1.00	1.00
Administrative Support Technician	1.00	1.00	1.00	1.00
Director	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
Technical Resource Analyst	4.00	4.00	4.00	4.00
UNRESTRICTED Staffing	8.00	8.00	8.00	8.00
TOTAL OPERATING STAFFING	8.00	8.00	8.00	8.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Enterprise Program Management	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	739,849	727,876	727,876	743,395
Other Support Staff	94,000	93,459	93,459	96,257
Secretaries & Clerks	46,328	46,062	46,062	47,440
Salaries & Wages Total	880,177	867,397	867,397	887,092
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	61,453	59,564	59,564	60,555
Insurance Benefits-Active Employees	83,144	80,672	80,672	83,802
Life Insurance	3,403	3,351	3,351	3,428
Retirement/Pension-Employee	69,332	70,826	70,826	63,413
Workman's Compensation	4,858	17,353	17,353	17,746
Employee Benefits Total	224,190	231,766	231,766	228,944
<u>Contracted Services</u>				
Printing In-House	340	1,500	1,500	1,500
Professional Contracted Services	-	10,800	10,800	7,849
Software License	49,799	50,000	50,000	45,000
Contracted Services Total	50,139	62,300	62,300	54,349
<u>Supplies & Materials</u>				
Office Supplies	9,028	4,236	4,236	4,236
Supplies & Materials Total	9,028	4,236	4,236	4,236

UNRESTRICTED Expenditures by Object / Sub-Object

Enterprise Program Management	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Other Operating Expenses</u>				
Dues; Subscriptions	6,040	1,249	1,249	4,000
Local Travel-Per Mile Basis	294	1,000	1,000	1,200
Non-Local Travel Expenses	1,664	-	-	-
Registration Fees	11,667	-	-	5,000
Other Operating Expenses Total	19,665	2,249	2,249	10,200
UNRESTRICTED Expenditures	\$ 1,183,199	\$ 1,167,948	\$ 1,167,948	\$ 1,184,821
TOTAL OPERATING EXPENDITURES	\$ 1,183,199	\$ 1,167,948	\$ 1,167,948	\$ 1,184,821

OPERATING Expenditures by Cost Center

Cost Center Number	Description	FY 2018 Approved
30816	Enterprise Program Management	1,184,821
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,184,821

Strategic Resource Planning

MISSION

To support the Office of Strategy, Planning & Performance in facilitating the definition of PGCPs' strategic direction, priorities, and improvement strategies, reflected in the Strategic Plan; and provides Strategic Planning and Grant-Seeking support to enable student achievement and success.

SUPPORTING THE STRATEGIC PLAN

- Support development and implementation of the Strategic Plan
- Find and obtain strategic grant funding resources

CORE SERVICES

- Conduct fiscal needs assessments to help identify and seek funding for strategic initiatives
- Facilitate PGCPs' legislative compliance through development, compilation, and submission of the annual *Bridge to Excellence Master Plan*
- Support district staff by finding and partnering in grant opportunities in excess of \$20,000, facilitating the development and submission of compelling grant applications, and securing competitive grant awards to support the achievement of PGCPs strategic priorities
- Support district staff capacity-building by offering grant-writing training, serving as internal consultants in program conceptualization and visioning, and providing technical assistance in data analysis and strategy development.

FINANCIAL PLAN

Salaries & Wages: Salaries support full- time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance.

Contracted Services: Technical contracted services to support document management and printing services.

Supplies & Materials: Office supplies used in the daily operations of the office.

Other Operating Costs: Dues and subscriptions, registration fees and local travel reimbursement.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

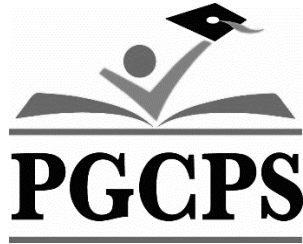
UNRESTRICTED Staffing by Position				
Strategic Resource Planning	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Position</u>				
Administrative Support Specialist	2.00	2.00	2.00	2.00
Director	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	3.00	3.00	3.00	3.00
TOTAL OPERATING STAFFING	3.00	3.00	3.00	3.00

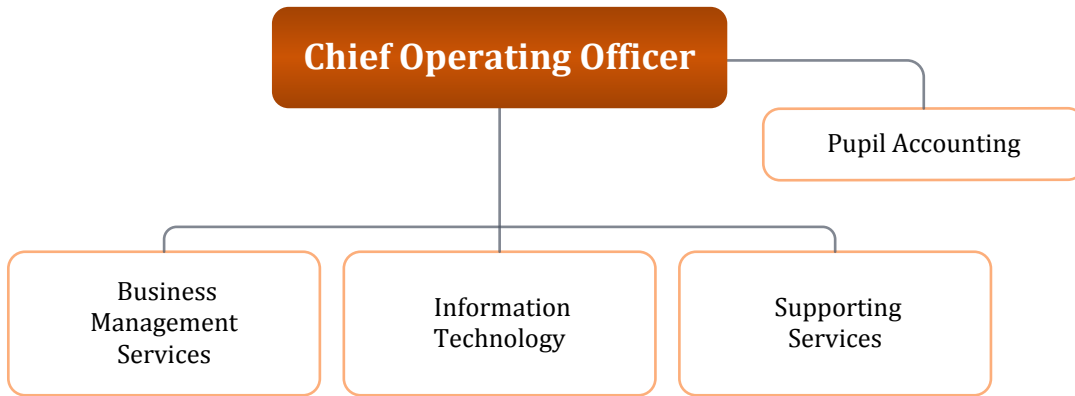
UNRESTRICTED Expenditures by Object / Sub-Object				
Strategic Resource Planning	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	394,189	387,082	387,082	390,742
Salaries & Wages Total	394,189	387,082	387,082	390,742
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	26,268	25,083	25,083	25,136
Insurance Benefits-Active Employees	46,278	44,952	44,952	45,862
Life Insurance	1,517	1,496	1,496	1,510
Retirement/Pension-Employee	36,272	36,716	36,716	33,588
Workman's Compensation	2,176	7,743	7,743	7,816
Employee Benefits Total	114,511	115,990	115,990	113,912
<u>Contracted Services</u>				
Printing In-House	7,625	6,170	6,170	6,170
Technical Contracted Services	8,377	12,300	12,300	7,719
Contracted Services Total	16,002	18,470	18,470	13,889
<u>Supplies & Materials</u>				
Office Supplies	2,737	1,596	1,596	1,596
Supplies & Materials Total	2,737	1,596	1,596	1,596
<u>Other Operating Expenses</u>				
Dues; Subscriptions	1,293	897	897	2,043
Local Travel-Per Mile Basis	311	-	-	300
Registration Fees	7,778	3,450	3,450	6,585
Other Operating Expenses Total	9,382	4,347	4,347	8,928
UNRESTRICTED Expenditures	\$ 536,821	\$ 527,485	\$ 527,485	\$ 529,067

RESTRICTED Expenditures by Object / Sub-Object				
Strategic Resource Planning	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Salaries & Wages</u>				
2nd Assignment-Instructional	369	-	-	-
Salaries & Wages Total	369	-	-	-
<u>Employee Benefits</u>				
FICA/Medicare	8	-	-	-
Workman's Compensation	1	-	-	-
Employee Benefits Total	9	-	-	-
RESTRICTED Expenditures	\$ 378	\$ -	\$ -	-
TOTAL OPERATING EXPENDITURES				
	\$ 537,199	\$ 527,485	\$ 527,485	\$ 529,067

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
42140	Strategic Resource Planning	529,067
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 529,067

Organizations





ORGANIZATION SUMMARY

Organization	FY 2018 Approved FTE	FY 2018 Approved Funding
Chief Operating Officer	2.00	408,547
Pupil Accounting	9.00	1,249,317
TOTAL OPERATING STAFFING & EXPENDITURES	11.00	\$ 1,657,864

Organizations

Chief Operating Officer

MISSION

To provide the highest quality business operations and supporting services that are essential to the educational success of students through staff committed to continuous improvement and excellence.

SUPPORTING THE STRATEGIC PLAN

- Support Safe and Supportive Environments by ensuring all environments are inviting, welcoming, technologically equipped, culturally sensitive and healthy
- Support Organizational Effectiveness by ensuring the efficient use of resources enables effective non-instructional operations and optimal support of schools

CORE SERVICES

- Provide safe environments for staff, students and the community
- Modernize facilities and increase the use of technological devices in the classroom
- Provide exceptional customer service
- Adopt and embrace a performance/process excellence discipline
- Improve program prioritization and accountability

FINANCIAL PLAN

Salaries & Wages: Salaries for all full-time personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance.

Contracted Services: School activity transportation.

Supplies & Materials: Awards and recognition, and office supplies to support office operations.

Other Operating Costs: Dues and subscriptions, meeting expenses and expenses related to non-local travel.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Chief Operating Officer	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Secretary	1.00	1.00	1.00	1.00
Associate Superintendent	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	2.00	2.00	2.00	2.00
TOTAL OPERATING STAFFING	2.00	2.00	2.00	2.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Chief Operating Officer	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	199,552	195,893	195,893	211,257
Secretaries & Clerks	102,937	100,413	100,413	104,178
Salaries & Wages Total	302,489	296,306	296,306	315,435
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	17,597	17,145	17,145	17,655
Insurance Benefits-Active Employees	32,583	31,650	31,650	23,143
Life Insurance	1,167	1,145	1,145	1,219
Workman's Compensation	1,102	5,927	5,927	6,310
Employee Benefits Total	54,449	55,867	55,867	48,327
<u>Contracted Services</u>				
Instructional Contracted Services	4,922,068	-	-	-
Printing In-House	46	-	-	-
School Activity Transportation	-	2,000	2,000	2,000
Contracted Services Total	4,922,114	2,000	2,000	2,000
<u>Supplies & Materials</u>				
Awards & Recognition Certificates	443	700	700	700
Office Supplies	3,294	234	234	234
Supplies & Materials Total	3,737	934	934	934
<u>Other Operating Expenses</u>				
Dues; Subscriptions	1,306	676	676	676
Local Travel-Per Mile Basis	109	-	-	-
Meeting Expense	7,592	19,819	19,819	19,819

UNRESTRICTED Expenditures by Object / Sub-Object				
Chief Operating Officer	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Other Operating Expenses</u>				
Non-Local Travel Expenses	22,517	10,000	10,000	10,000
Other Travel Related Expenditures	3,459	11,356	11,356	11,356
<i>Other Operating Expenses Total</i>	34,983	41,851	41,851	41,851
UNRESTRICTED Expenditures	\$ 5,317,772	\$ 396,958	\$ 396,958	\$ 408,547
TOTAL OPERATING EXPENDITURES				
	\$ 5,317,772	\$ 396,958	\$ 396,958	\$ 408,547

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
30003	Chief Operating Officer	408,547
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 408,547

Pupil Accounting

MISSION

To accurately maintain pupil information in a secure environment to provide historical, current and projected enrollment data for determining necessary facility, human, and fiscal resources; establish and maintain school boundaries to provide optimum use of existing and planned facilities; administer tuition and tuition waivers; and generate formal reports for Maryland State Department of Education.

SUPPORTING THE STRATEGIC PLAN

- Support Organizational Effectiveness by embracing Data Wise by ensuring that accurate, coherent information on enrollment is acquired and made available through the Student Information System
- Support the Support and Orderly Environment by providing reliable forecasts of future enrollments, school and program service areas which balance neighborhood interests with facility and program capacity and transportation requirements

CORE SERVICES

- Provide consistent, accessible and reliable guidance to schools and parent regarding registration and enrollment requirements and accurate state reporting on enrollment
- Provide reliable projections of future enrollments for use in allocating staffing, educational resources and planning of facility needs
- Provide efficient, effective administration of state and local policies and procedures regarding Informal Kinship Care process and tuition matters
- Provide reliable, transparent, and objective placement process for specialty programs and charter schools

FINANCIAL PLAN

Salaries & Wages: Salaries for all full-time and part-time temporary personnel.

Employee Benefits: Payments by the employer for social security taxes, retirement contributions, and group health and life insurance.

Contracted Services: Printing services and software licenses for geographic information system used for mapping, boundary and projections planning.

Supplies & Materials: Office supplies, postage and newspaper notices associated with community forums, public hearings and notice of Board actions.

Other Operating Costs: Local travel and registration for professional development, and COMAR mandated tuition payments to other Maryland local educational agencies.

Equipment: None

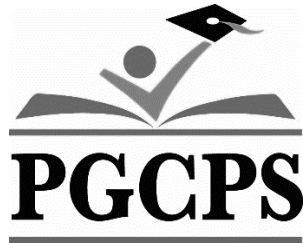
OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Pupil Accounting	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	2.00	2.00	2.00	0.00
Clerk	2.00	2.00	2.00	2.00
Director	1.00	1.00	1.00	0.00
Instructional Specialist	1.00	1.00	1.00	1.00
Program Manager	1.00	1.00	1.00	1.00
Secretary	4.00	4.00	4.00	4.00
Support Supervisor	0.00	0.00	0.00	1.00
UNRESTRICTED Staffing	11.00	11.00	11.00	9.00
TOTAL OPERATING STAFFING	11.00	11.00	11.00	9.00

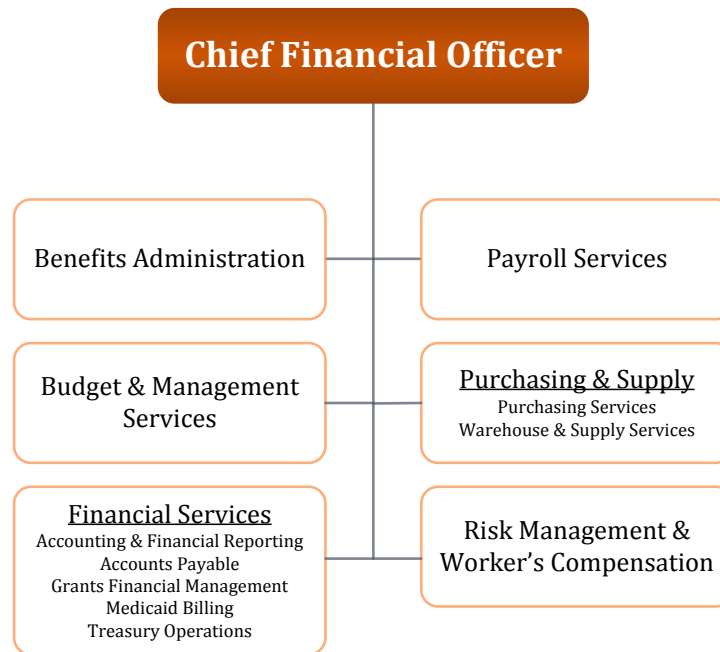
UNRESTRICTED Expenditures by Object / Sub-Object				
Pupil Accounting	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Hourly Administration	-	36,000	36,000	36,000
Hourly Instructional	37,738	-	-	-
Other Admin/Professionals/Specialists	583,589	572,382	572,382	351,373
Secretaries & Clerks	359,658	368,242	368,242	391,647
Unrestricted Unallocated Full-Time	2,593	-	-	-
Salaries & Wages Total	983,578	976,624	976,624	779,020
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	69,452	69,835	69,835	57,170
Insurance Benefits-Active Employees	113,852	109,803	109,803	95,386
Life Insurance	3,573	3,637	3,637	2,875
Retirement/Pension-Employee	29,691	33,865	33,865	14,381
Workman's Compensation	5,222	19,537	19,537	15,588
Employee Benefits Total	223,790	236,677	236,677	185,400
<u>Contracted Services</u>				
M&R Equipment	313	1,000	1,000	1,000
Printing In-House	71,382	25,584	25,584	25,584
Tuition-Maryland LEAs	246,124	-	-	-
Contracted Services Total	317,819	26,584	26,584	26,584

UNRESTRICTED Expenditures by Object / Sub-Object				
Pupil Accounting	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Supplies & Materials</u>				
Office Supplies	1,696	1,300	1,300	1,300
Postage & Delivery	13,684	8,863	8,863	8,863
Supplies & Materials Total	15,380	10,163	10,163	10,163
<u>Other Operating Expenses</u>				
Dues; Subscriptions	286	-	-	-
Local Travel-Per Mile Basis	165	100	100	100
Registration Fees	500	50	50	50
Tuition-Maryland LEAs	-	248,000	248,000	248,000
Other Operating Expenses Total	951	248,150	248,150	248,150
UNRESTRICTED Expenditures	\$ 1,541,518	\$ 1,498,198	\$ 1,498,198	\$ 1,249,317
TOTAL OPERATING EXPENDITURES	\$ 1,541,518	\$ 1,498,198	\$ 1,498,198	\$ 1,249,317

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
30601	Pupil Accounting	1,249,317
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,249,317



Business Management Services



ORGANIZATION SUMMARY

Organization	FY 2018	FY 2018
	Approved	Approved
	FTE	Funding
Chief Financial Officer	3.00	989,800
Benefits Administration*	3.00	345,381
Budget & Management Services	15.00	2,045,046
Financial Services (formerly Business Operations)	52.00	6,203,226
Payroll Services	26.00	2,425,598
Purchasing & Supply Services*	56.00	5,206,472
Risk Management & Worker's Compensation*	8.00	5,501,514
Other Fixed Charges	0.00	110,472,479
TOTAL OPERATING STAFFING & EXPENDITURES	163.00	\$ 133,189,516

*Contains a Non-Operating Budget component. See the Supplemental Information section for details.

Chief Financial Officer

MISSION

The mission of the Business Services Division is to provide financial oversight, integrity and effective use of school system resources. Providing quality service that is effective, efficient, and accountable. Services and products provided must meet our customers' needs with fiscal responsibility, innovation, and accuracy; while providing customer service that is professional and responsive to the needs of students, staff, the community and regulatory agencies. Our work directly supports the adults who support students to ensure that all students are academically prepared for success.

SUPPORTING THE STRATEGIC PLAN

- Supports Organizational Effectiveness by ensuring services guide, innovate, support and facilitate the management of all fiscal and organizational school system resources
- Supports High-Performing Workforce by ensuring staff have access to professional development and training opportunities

CORE SERVICES

- Guide effective planning, management and accountability for all fiscal and organizational school system resources
- Ensure all departments provide exceptional customer service
- Continuously improve effectiveness and efficiency of operations and services
- Develop and foster good working relationships with state, county, and Board officials

FINANCIAL PLAN

Salaries & Wages: Salaries for all full-time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance.

Contracted Services: Technical consultants and printing services.

Supplies & Materials: Office supplies use in the daily operations of the office.

Other Operating Costs: Local and non-local travel, registration fees, and dues and subscriptions

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Chief Financial Officer	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Secretary	1.00	1.00	1.00	1.00
Associate Superintendent	1.00	1.00	1.00	1.00
Financial Analyst	1.00	0.00	0.00	0.00
Support Officer	1.00	1.00	1.00	0.00
Technical Resource Analyst	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	5.00	4.00	4.00	3.00
TOTAL OPERATING STAFFING	5.00	4.00	4.00	3.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Chief Financial Officer	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	317,518	430,235	430,235	317,944
Secretaries & Clerks	102,937	100,413	100,413	104,178
Salaries & Wages Total	420,455	530,648	530,648	422,122
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	26,513	33,788	33,788	25,826
Insurance Benefits-Active Employees	30,050	37,308	37,308	29,898
Life Insurance	1,619	2,052	2,052	1,633
Retirement/Pension-Employee	10,878	21,712	21,712	10,406
Workman's Compensation	1,748	10,616	10,616	8,444
Employee Benefits Total	72,808	105,476	105,476	76,207
<u>Contracted Services</u>				
Printing In-House	340	950	950	950
Special Auditing Fees	500,000	500,000	500,000	-
Technical Contracted Services	25,000	-	-	486,068
Contracted Services Total	525,340	500,950	500,950	487,018
<u>Supplies & Materials</u>				
Office Supplies	564	2,200	2,200	1,700
Supplies & Materials Total	564	2,200	2,200	1,700
<u>Other Operating Expenses</u>				
Dues; Subscriptions	1,050	500	500	700
Local Travel-Per Mile Basis	-	13	13	53
Non-Local Travel Expenses	-	-	-	950

UNRESTRICTED Expenditures by Object / Sub-Object

Chief Financial Officer	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Other Operating Expenses</u>				
Other Travel Related Expenditures	-	-	-	100
Registration Fees	216	243	243	450
Other Operating Expenses Total	1,266	756	756	2,253
UNRESTRICTED Expenditures	\$ 1,020,433	\$ 1,140,030	\$ 1,140,030	\$ 989,300

RESTRICTED Expenditures by Object / Sub-Object

Benefits Administration	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Supplies & Materials				
Other Miscellaneous Supplies	-	-	500	500
RESTRICTED Expenditures	\$ -	\$ -	\$ 500	\$ 500
TOTAL OPERATING EXPENDITURES	\$ 1,020,433	\$ 1,140,030	\$ 1,140,530	\$ 989,800

OPERATING Expenditures by Cost Center

Cost Center Number	Description	FY 2018 Approved
35001	Chief Financial Officer	989,800
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 989,800

Benefits Services

MISSION

To provide exceptional service and administration of all benefit plans for school system employees and retirees including medical, dental, prescription drug, life insurance, disability insurance, tax sheltered annuities, flexible spending, employee assistance plan, and deferred compensation plans. To assist employees with enrollment in the Maryland State and Retirement and Pension System (MSRPS) upon hire and to coordinate timely processing with MSRPS upon retirement.

SUPPORTING THE STRATEGIC PLAN

- Support Organizational Effectiveness by balancing a competitive, valuable benefits program for employees and retirees with financial sustainability and fiscally sound use of dollars
- Support Safe and Supportive Environments by supporting the health and wellness of all staff members

CORE SERVICES

- Provide exceptional customer service
- Administer the medical, dental, prescription drug, life insurance, disability insurance, tax sheltered annuities, flexible spending, employee assistance plan, and deferred compensation plans
- Balance competitive and valuable benefits program with financial stability and fiscally sound use of dollars
- Promote and support health and wellness of staff members
- Support recruitment of high performing workforce through offering of attractive benefits program

FINANCIAL PLAN

Salaries & Wages: Salaries for full-time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance.

Contracted Services: Professional consultants, third party processing, and printing services.

Supplies & Materials: Office and staff development supplies, and postage.

Other Operating Costs: Local travel reimbursement for off-site meetings.

Equipment: Medical and health equipment, and office furniture and equipment.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Benefits Administration	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Clerk	3.00	3.00	2.00	2.00
Support Supervisor	0.00	0.00	1.00	1.00
UNRESTRICTED Staffing	3.00	3.00	3.00	3.00
TOTAL OPERATING STAFFING				
	3.00	3.00	3.00	3.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Benefits Administration	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	-	-	-	95,460
Overtime	5,403	-	-	-
Secretaries & Clerks	236,815	232,647	232,647	159,732
Terminal Leave Payout	8,651	-	-	-
Salaries & Wages Total	250,869	232,647	232,647	255,192
<u>Employee Benefits</u>				
FICA/Medicare	18,957	17,799	17,799	19,523
Insurance Benefits-Active Employees	35,538	36,519	36,519	30,821
Life Insurance	982	900	900	987
Retirement/Pension-Employee	1,544	-	-	7,800
Workman's Compensation	1,400	4,653	4,653	5,106
Employee Benefits Total	58,421	59,871	59,871	64,237
<u>Contracted Services</u>				
Printing In-House	72	5,000	5,000	5,000
Professional Contracted Services	415	-	-	500
Third Party Processing-Active	-	2,000	2,000	2,000
Contracted Services Total	487	7,000	7,000	7,500
<u>Supplies & Materials</u>				
Office Supplies	3,199	2,500	2,500	3,000
Other Charges	50	-	-	-
Postage & Delivery	-	2,500	2,500	2,443
Staff Development Supplies	1,330	1,500	1,500	2,000
Supplies & Materials Total	4,579	6,500	6,500	7,443
<u>Other Operating Expenses</u>				
Dues; Subscriptions	-	1,000	1,000	-
Local Travel-Per Mile Basis	231	1,000	1,000	500
Other Operating Expenses Total	231	2,000	2,000	500

UNRESTRICTED Expenditures by Object / Sub-Object

Benefits Administration	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Capital Outlay</u>				
Medical & Health Equipment	-	-	4,443	4,500
Office Furniture & Equipment	778	-	6,000	6,000
Capital Outlay Total	778	-	10,443	10,500
UNRESTRICTED Expenditures	\$ 315,365	\$ 308,018	\$ 318,461	\$ 345,372

RESTRICTED Expenditures by Object / Sub-Object

Benefits Administration	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Salaries & Wages</u>				
Overtime	-	-	726	-
Salaries & Wages Total	-	-	726	-
<u>Employee Benefits</u>				
FICA / Medicare	-	-	55	-
Workman's Compensation	-	-	16	-
Employee Benefits Total	-	-	71	-
<u>Contracted Services</u>				
Catering Services	375	-	1,906	-
Other Contracted Services	919	-	9	9
Contracted Services Total	1,294	-	1,915	9
RESTRICTED Expenditures	\$ 1,294	\$ -	\$ 2,712	\$ 9
TOTAL OPERATING EXPENDITURES	\$ 316,659	\$ 308,018	\$ 321,173	\$ 345,381

OPERATING Expenditures by Cost Center

Cost Center Number	Description	FY 2018 Approved
35222	Benefits Administration	345,381
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 345,381

Budget & Management Services

MISSION

To provide financial planning, budget execution and management services to schools, departments, the Chief Executive Officer, the Board of Education, and community stakeholders in order to ensure financial integrity and effective use of resources.

SUPPORTING THE STRATEGIC PLAN

- Supports Organizational Effectiveness by ensuring the allocation and use of resources are aligned to supporting the Strategic Plan, across all departmental budgets
- Supports Family and Community Engagement by developing materials and processes to garner more community stakeholder input into the budget process

CORE SERVICES

- Provide exceptional customer service
- Ensure budgets are aligned correctly to budget state category classifications
- Prepare documents that provide detailed budget information for schools and departments
- Enhance the budget process to align budgeted funds to the strategic plan and system priorities
- Develop budget documents that are easily understood by the Board , staff and the public

FINANCIAL PLAN

Salaries & Wages: Salaries for full-time staff.

Employee Benefits: Payments by the employer for social security taxes, retirement contributions, and group health and life insurances.

Contracted Services: Consulting services related to budget system implementation, in-house printing of budget documents, and software license.

Supplies & Materials: Office and staff development supplies for staff.

Other Operating Costs: Registration fees for state and local conferences, local and non-local travel expenses, meeting expenses, and required subscriptions and professional association dues.

Equipment: Computers and office equipment and furniture for office personnel.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Budget & Management Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	1.00	1.00	1.00	1.00
Director	1.00	1.00	1.00	1.00
Financial Administrator	5.00	5.00	5.00	5.00
Financial Analyst	6.00	7.00	7.00	7.00
Support Officer	0.00	0.00	0.00	1.00
UNRESTRICTED Staffing	13.00	14.00	14.00	15.00
TOTAL OPERATING STAFFING	13.00	14.00	14.00	15.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Budget & Management Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	1,264,492	1,381,483	1,381,483	1,598,755
Unrestricted Unallocated Full-Time	-	17,512	17,512	17,512
Salaries & Wages Total	1,264,492	1,398,995	1,398,995	1,616,267
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	93,449	100,009	100,009	114,951
Insurance Benefits-Active Employees	108,574	122,553	122,553	131,306
Life Insurance	4,878	5,338	5,338	6,177
Retirement/Pension-Employee	72,694	87,324	87,324	94,029
Workman's Compensation	6,979	27,637	27,637	31,981
Employee Benefits Total	288,574	342,861	342,861	378,444
<u>Contracted Services</u>				
Other Contracted Services	-	7,200	7,200	7,200
Printing In-House	6,448	17,835	17,835	17,835
Software License	2,325	-	-	1,200
Contracted Services Total	8,773	25,035	25,035	26,235
<u>Supplies & Materials</u>				
Office Supplies	2,830	5,000	5,000	4,500
Staff Development Supplies	588	1,000	1,000	1,000
Supplies & Materials Total	3,418	6,000	6,000	5,500
<u>Other Operating Expenses</u>				
Dues; Subscriptions	216	500	500	500
Local Travel-Per Mile Basis	-	910	910	750
Meetings, Conferences, Convention	-	7,000	7,000	6,350

UNRESTRICTED Expenditures by Object / Sub-Object

Budget & Management Services	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Non-Local Travel Expenses	115	-	-	1,000
Registration Fees	1,285	4,500	4,500	3,500
Other Operating Expenses Total	1,616	12,910	12,910	12,100
Capital Outlay				
Computers - Non-Instructional	-	-	4,000	4,000
Office Furniture & Equipment	1,610	-	2,500	2,500
Capital Outlay Total	1,610	-	6,500	6,500
UNRESTRICTED Expenditures	\$ 1,568,483	\$ 1,785,801	\$ 1,792,301	\$ 2,045,046
TOTAL OPERATING EXPENDITURES	\$ 1,568,483	\$ 1,785,801	\$ 1,792,301	\$ 2,045,046

OPERATING Expenditures by Cost Center

Cost Center Number	Description	FY 2018 Approved
35101	Budget & Management Services	2,045,046
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 2,045,046

Financial Services (formerly Business Operations)

MISSION

To offer the highest degree of customer service, open communications, strong internal controls and financial transparency – utilizing training and technology – geared towards enhancement of student success.

SUPPORTING THE STRATEGIC PLAN

- Supports Organizational Effectiveness by ensuring that finance practices and processes are collaborative, efficient, properly planned, prioritized, managed and aligned with strategic goals
- Supports a High Performing Workforce by valuing employees through clear rewards, recognition, and professional development as a means of fostering collaboration and exceptional customer service

CORE SERVICES

- Provides accurate, timely accounting and reporting of financial position and result of operations by expeditious periodic closing of the books and completion of reconciliations soon thereafter
- Guarantees quality service, timely and accurate payments to vendors, so schools and offices get the goods and services they need to educate students and make a difference
- Ensures efficient and sound fiscal management so that grant awards are fully spent, on time, and in compliance with statutory and other requirements
- Delivers specialized services to safeguard and maximize cash resources, manage liquidity, administer disbursements, handle accounts receivable and maintain banking and financing relationships
- Maximizes recovery of Medicaid funds by billing for service coordination and other health-related activities, which supplement the cost of providing assistance to students with special needs

FINANCIAL PLAN

Salaries & Wages: Salaries for all full-time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health/life insurance.

Contracted Services: Instructional and technical consultants, software licenses, printing services, building rental, and maintenance and repair of equipment.

Supplies & Materials: Office and classroom teacher supplies, and postage.

Other Operating Costs: Registration fees; local and non-local travel related expenses; dues and subscriptions; fees, fines and licenses and bond/bank fees.

Equipment: Computers and classroom equipment and furniture.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Financial Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	1.00	1.00	1.00	1.00
Administrative Support Technician	1.00	1.00	1.00	1.00
Clerk	15.00	15.00	15.00	15.00
Director	1.00	1.00	1.00	1.00
Financial Administrator	6.00	6.00	6.00	6.00
Financial Analyst	13.00	13.00	13.00	13.00
Financial Assistant	1.00	1.00	1.00	1.00
Program Manager	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
Support Supervisor	2.00	2.00	2.00	2.00
UNRESTRICTED Staffing	42.00	42.00	42.00	42.00

RESTRICTED Staffing by Position				
Financial Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	2.00	2.00	3.00	3.00
Administrative Support Technician	4.00	4.00	3.00	3.00
Clerk	2.00	2.00	2.00	2.00
Program Manager	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
RESTRICTED Staffing	10.00	10.00	10.00	10.00
TOTAL OPERATING STAFFING	52.00	52.00	52.00	52.00

UNRESTRICTED Expenditure by Object /Sub-Object				
Financial Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	2,431,009	2,378,109	2,378,109	2,451,891
Other Support Staff	73,923	73,498	73,498	75,711
Overtime	240	1,709	1,709	1,709
Secretaries & Clerks	910,938	909,582	909,582	934,845
Sick Leave Bank	7,550,835	-	-	-
Substitute Teacher	(11,250)	-	-	-
Technician	58,466	58,130	58,130	59,884
Temporary Office Worker	-	19,000	19,000	-

UNRESTRICTED Expenditure by Object /Sub-Object				
Financial Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Salaries & Wages				
Terminal Leave Payout	21,491	-	-	-
Unrestricted Unallocated Full-Time	4,296	-	-	-
Salaries & Wages Total	11,039,948	3,440,028	3,440,028	3,524,040
Employee Benefits				
Employee Retirement	2,000	-	-	-
FICA/Medicare	256,754	251,757	251,757	256,278
Insurance Benefits-Active Employees	386,936	373,996	373,996	380,809
Life Insurance	13,466	13,220	13,220	13,621
Retirement/Pension-Employee	161,887	166,071	166,071	164,188
Retirement/Pension-Teachers	12,114	-	-	-
Workman's Compensation	19,200	68,793	68,793	70,471
Employee Benefits Total	852,357	873,837	873,837	885,367
Contracted Services				
M&R Equipment	2,798	3,300	3,420	3,895
Other Contracted Services	338	-	-	-
Outside Printing	2,900	1,500	1,500	4,400
Printing In-House	23,224	9,077	9,077	9,077
Software License	95,907	96,800	84,000	97,700
Technical Contracted Services	62,660	35,500	51,500	60,800
Contracted Services Total	187,827	146,177	149,497	175,872
Supplies & Materials				
Office Supplies	13,210	15,000	13,470	15,005
Postage & Delivery	-	1,700	1,700	550
Supplies & Materials Total	13,210	16,700	15,170	15,555
Other Operating Expenses				
Bank Analysis Fees	116,061	114,000	114,000	164,000
Dues; Subscriptions	5,177	6,450	6,450	8,145
Fees, Fines & Licenses	7,330	10,000	10,000	10,000
Local Travel-Per Mile Basis	1,939	3,132	3,132	3,200
Non-Local Travel Expenses	865	-	-	-
Other Travel Related Expenditures	116	4,500	4,500	4,500
Performance Bonds	876	1,250	1,250	1,250
Registration Fees	19,499	18,250	18,250	23,027
Other Operating Expenses Total	151,863	157,582	157,582	214,122
Capital Outlay				
Computers-Non-Instructional	2,729	-	2,910	2,910
Office Furniture & Equipment	3,071	-	900	2,100
Capital Outlay Total	5,800	-	3,810	5,010
UNRESTRICTED Expenditures	\$ 12,251,005	\$ 4,634,324	\$ 4,639,924	\$ 4,819,966

RESTRICTED Expenditures by Object / Sub-Object				
Financial Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	273,643	267,079	277,098	340,842
Other Support Staff	270,469	268,915	268,914	217,111
Secretaries & Clerks	113,545	136,808	144,687	140,920
Temporary Office Worker	15,477	-	-	-
Salaries & Wages Total	673,134	672,802	690,699	698,873
<u>Employee Benefits</u>				
FICA/Medicare	49,297	51,475	52,838	50,695
Insurance Benefits-Active Employees	124,618	129,335	85,000	119,647
Life Insurance	2,557	2,601	2,667	2,701
Retirement/Pension-Employee	37,645	38,137	126,260	40,887
Retirement/Pension-Teachers	22,893	26,204	-	33,661
Workman's Compensation	3,632	13,462	13,814	13,981
Employee Benefits Total	240,642	261,214	280,579	261,572
<u>Contracted Services</u>				
Instructional Contracted Services	6,335	25,000	15,500	15,500
Printing In-House	2,967	2,100	3,800	3,800
Rental of Buildings	17,709	19,000	10,000	10,000
Software License	85,000	90,000	90,000	90,000
Contracted Services Total	112,011	136,100	119,300	119,300
<u>Supplies & Materials</u>				
Classroom Teacher Supplies	268,449	275,000	277,200	64,540
Office Supplies	2,385	3,000	3,000	3,000
Postage & Delivery	4,304	4,000	4,000	4,000
Supplies & Materials Total	275,138	282,000	284,200	71,540
<u>Other Operating Expenses</u>				
Fees, Fines & Licenses	100,000	100,000	100,000	100,000
Insurance	-	-	47,055	47,055
Local Travel-Per Mile Basis	1,783	2,100	2,300	2,300
Non-Local Travel Lodging	-	2,100	2,500	2,500
Non-Local Travel Transportation	-	1,000	1,800	1,800
Registration Fees	3,834	1,100	2,500	2,500
Other Operating Expenses Total	105,617	106,300	156,155	156,155
<u>Capital Outlay</u>				
Classroom Equipment & Furniture	9,764	-	72,520	72,520
Computers-Non-Instructional	1,670	2,000	3,300	3,300
Capital Outlay Total	11,434	2,000	75,820	75,820
RESTRICTED Expenditures	\$ 1,417,976	\$ 1,460,416	\$ 1,606,753	\$ 1,383,260
TOTAL OPERATING EXPENDITURES	\$ 13,668,981	\$ 6,094,740	\$ 6,246,677	\$ 6,203,226

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
35201	Financial Services	318,343
35210	Accounting and Financial Reporting	1,694,422
35211	Accounts Payable	1,036,984
35225	Grants Financial Management	1,098,346
35227	Medicaid Office	1,383,260
35230	Treasury Operations	671,871
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 6,203,226

Payroll Services

MISSION

To compensate employees correctly, to maintain fiscal and human accountability by complying with school system, county, state and federal accountability requirements for time and leave, tax compliance, and financial reporting.

SUPPORTING THE STRATEGIC PLAN

- Support High Performance Workforce by hiring highly qualified and skilled staff
- Support Organizational Effectiveness by ensuring internal and external customers are aware of our processes and procedures

CORE SERVICES

- Provide excellent customer service
- Ensure all employees are accounted for and paid correctly and on-time
- Automate processes within Oracle to make processes and procedures more customer friendly
- Improve effectiveness and efficiencies of the payroll process and absence management
- Develop standard procedures and policies for department

FINANCIAL PLAN

Salaries & Wages: Salaries for full-time and part-time temporary personnel including temporary office workers.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance.

Contracted Services: Technical consultants and printing services.

Supplies & Materials: Office supplies, postage and staff development supplies.

Other Operating Costs: Local travel, registration fees, dues; subscriptions and fees, fines and licenses.

Equipment: Office furniture and equipment to support daily operations.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Payroll Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Clerk	14.00	14.00	14.00	14.00
Director	1.00	1.00	1.00	1.00
Financial Analyst	3.00	3.00	3.00	3.00
Financial Assistant	3.00	3.00	3.00	3.00
Secretary	1.00	1.00	1.00	1.00
Support Program Coordinator	1.00	1.00	1.00	1.00
Support Supervisor	3.00	3.00	3.00	3.00
UNRESTRICTED Staffing	26.00	26.00	26.00	26.00
TOTAL OPERATING STAFFING	26.00	26.00	26.00	26.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Payroll Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	789,362	823,754	823,754	808,787
Overtime	12,714	12,004	12,004	12,004
Secretaries & Clerks	741,805	751,335	751,335	766,073
Technician	229,959	228,638	228,638	235,486
Temporary Office Worker	-	4,000	4,000	4,000
Terminal Leave Payout	42,823	-	-	-
Salaries & Wages Total	1,816,663	1,819,731	1,819,731	1,826,350
<u>Employee Benefits</u>				
FICA/Medicare	131,473	134,719	134,719	135,256
Insurance Benefits-Active Employees	288,613	278,016	278,016	281,759
Life Insurance	6,759	6,974	6,974	7,002
Retirement/Pension-Employee	67,340	72,422	72,422	61,673
Workman's Compensation	9,877	36,169	36,169	36,300
Employee Benefits Total	504,062	528,300	528,300	521,990
<u>Contracted Services</u>				
Outside Printing	17,335	8,000	8,000	8,000
Printing In-House	24,326	7,282	7,282	7,282
Technical Contracted Services	45,429	20,353	13,953	13,953
Contracted Services Total	87,090	35,635	29,235	29,235

UNRESTRICTED Expenditures by Object / Sub-Object				
Payroll Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Supplies & Materials				
Office Supplies	23,691	4,462	4,462	4,462
Postage & Delivery	24,631	4,900	4,900	4,900
Staff Development Supplies	515	2,025	2,025	2,025
Supplies & Materials Total	48,837	11,387	11,387	11,387
Other Operating Expenses				
Dues; Subscriptions	573	500	500	500
Fees, Fines & Licenses	22,303	3,725	3,725	23,725
Local Travel-Per Mile Basis	254	2,850	2,850	2,850
Registration Fees	-	1,161	1,161	1,161
Other Operating Expenses Total	23,130	8,236	8,236	28,236
Capital Outlay				
Office Furniture & Equipment	16,416	-	8,400	8,400
Capital Outlay Total	16,416	-	8,400	8,400
UNRESTRICTED Expenditures	\$ 2,496,198	\$ 2,403,289	\$ 2,405,289	\$ 2,425,598
TOTAL OPERATING BUDGET	\$ 2,496,198	\$ 2,403,289	\$ 2,405,289	\$ 2,425,598

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018
		Approved
35220	Payroll Services	2,425,598
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 2,425,598

Purchasing & Supply Services

MISSION

To provide for quality acquisition and timely facilitation for delivery of goods and services to the system's instructional and non-instructional departments. The mission is extended by our commitment to Minority, Women and Local Business Participation Program in Prince George's County and the state of Maryland businesses.

SUPPORTING THE STRATEGIC PLAN

- Provide efficient value add services that maximize the schools system resources
- Cultivate resources that provide the highest level of service

CORE SERVICES

- Procuring Good and Services
- Solicitation and Contract Management
- MBE Participation
- Supply Distribution, relocation of offices/schools and materials
- Mail Distribution and Pickup

FINANCIAL PLAN

Salaries & Wages: Salaries for all full-time and part-time temporary personnel including temporary warehousemen and truck drivers.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time personnel.

Contracted Services: Rental of equipment, software licenses, maintenance/repair of equipment and vehicles and printing services.

Supplies & Materials: Office and other miscellaneous supplies to support daily operations.

Other Operating Costs: Local travel reimbursement, registration fees, dues and subscriptions, and cellular phones.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Purchasing & Supply Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	7.00	7.00	7.00	8.00
Administrative Support Technician	5.00	5.00	5.00	4.00
Clerk	1.00	1.00	1.00	1.00
Director	1.00	1.00	1.00	1.00
Mail Clerk	5.00	5.00	0.00	0.00
Secretary	3.00	3.00	3.00	3.00
Supply Clerk I	4.00	4.00	4.00	4.00
Supply Clerk II	2.00	2.00	2.00	2.00
Support Supervisor	2.00	2.00	2.00	2.00
Truck Driver	18.00	18.00	14.00	14.00
Warehouse Operator	17.00	17.00	16.00	16.00
Warehouse Supervisor	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	66.00	66.00	56.00	56.00
TOTAL OPERATING STAFFING	66.00	66.00	56.00	56.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Purchasing & Supply Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Drivers of Vehicles	853,548	897,113	666,159	696,227
Hourly Administration	-	27,083	27,083	27,083
Other Admin/Professionals/Specialists	786,372	889,375	889,375	979,193
Other Support Staff	291,968	319,577	319,577	263,778
Overtime	6,795	5,800	5,000	5,000
Secretaries & Clerks	718,685	813,606	577,806	578,349
Service Worker	705,811	884,845	845,632	846,721
Summer Assignment	45,360	-	-	-
Temporary Warehouseman	-	87,759	87,759	87,759
Temporary Working Truck Driver	-	11,464	11,464	11,464
Temporary Office Worker	-	-	-	6,000
Ticket Takers	86,404	-	-	-
Salaries & Wages Total	3,494,943	3,936,622	3,429,855	3,501,574
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	254,663	295,349	256,641	263,598
Insurance Benefits-Active Employees	586,754	647,057	555,682	549,283

UNRESTRICTED Expenditures by Object / Sub-Object				
Purchasing & Supply Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Employee Benefits				
Life Insurance	13,054	14,718	12,762	13,010
Retirement/Pension-Employee	237,259	280,115	223,436	226,475
Workman's Compensation	96,794	78,650	68,527	69,961
Employee Benefits Total	1,190,524	1,315,889	1,117,048	1,122,327
Contracted Services				
M&R Vehicles	281,940	537,494	384,382	384,382
Other Contracted Services	25,000	-	-	-
Printing In-House	1,442	28,261	24,367	24,367
Rental of Equipment	1,500	17,814	2,000	2,000
Software License	165,520	133,000	133,000	133,000
Contracted Services Total	475,402	716,569	543,749	543,749
Supplies & Materials				
Office Supplies	5,891	4,931	4,642	4,642
Other Charges	215	-	-	-
Other Miscellaneous Supplies	-	1,890	1,890	1,890
Postage & Delivery	229,054	361,604	-	-
Supplies & Materials Total	235,160	368,425	6,532	6,532
Other Operating Expenses				
Cellular Phones	12,000	12,000	12,000	12,000
Dues; Subscriptions	5,189	23,142	23,142	7,642
Local Travel-Per Mile Basis	857	1,350	1,350	1,350
Other Miscellaneous Expense	3,345	-	-	-
Registration Fees	1,649	1,798	1,798	11,298
Other Operating Expenses Total	23,040	38,290	38,290	32,290
UNRESTRICTED Expenditures	\$ 5,419,069	\$ 6,375,795	\$ 5,135,474	\$ 5,206,472
TOTAL OPERATING EXPENDITURES	\$ 5,419,069	\$ 6,375,795	\$ 5,135,474	\$ 5,206,472

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018
		Approved
35301	Purchasing & Supply	1,850,150
35310	Purchasing Services	505,085
35320	Warehouse Operations	2,851,237
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 5,206,472

Risk Management & Worker's Compensation

MISSION

To create a safe working environment for employees and students while protecting the financial assets of the school system. Some of the strategies that we will implement to achieve our mission are the identification and analysis of risk, the implementation of loss control programs and the purchasing of insurance to transfer risk.

SUPPORTING THE STRATEGIC PLAN

Creating safe and supportive environments by implementing strategies that identifies risk and finding methods to eliminate or reduce injuries, property loss and financial loss.

CORE SERVICES

- Reduce injuries for students, staff and the community
- Returning injured employees to work through the Transition to Work Program
- Promote safety training and awareness for employees
- Improve customer service standards
- Reducing the district's financial liability through the transfer of risk and loss control programs

FINANCIAL PLAN

Salaries & Wages: Salaries for all full-time and overtime for office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full-time personnel.

Contracted Services: In-house printing services.

Supplies & Materials: Office, classroom, and staff development supplies; and textbooks.

Other Operating Costs: Local travel reimbursement for site visits, registration fees, self-insurance, and lost prevention.

Equipment: Classroom equipment and furniture, and equipment purchases under \$500.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Risk Management & Worker's Compensation	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	1.00	1.00	1.00	1.00
Clerk	1.00	1.00	1.00	1.00
Financial Administrator	1.00	1.00	1.00	1.00
Secretary	2.00	2.00	2.00	3.00
Support Program Coordinator	1.00	1.00	1.00	1.00
Technical Resource Analyst	2.00	2.00	2.00	1.00
UNRESTRICTED Staffing	8.00	8.00	8.00	8.00
TOTAL OPERATING STAFFING	8.00	8.00	8.00	8.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Risk Management & Worker's Compensation	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	377,068	453,807	453,807	381,164
Overtime	27,030	17,955	17,955	17,955
Secretaries & Clerks	207,530	206,337	206,337	288,313
Salaries & Wages Total	611,628	678,099	678,099	687,432
<u>Employee Benefits</u>				
FICA/Medicare	42,638	50,351	50,351	50,811
Insurance Benefits-Active Employees	82,225	88,909	88,909	92,068
Life Insurance	2,266	2,552	2,552	2,588
Retirement/Pension-Employee	26,337	34,317	34,317	30,943
Workman's Compensation	3,227	13,207	13,207	13,395
Employee Benefits Total	156,693	189,336	189,336	189,805
<u>Contracted Services</u>				
Printing In-House	937	14,432	14,432	14,432
Special Auditing Fees	31,500	-	-	-
Contracted Services Total	32,437	14,432	14,432	14,432
<u>Supplies & Materials</u>				
Classroom Teacher Supplies	3,868	130,000	130,000	130,000
Office Supplies	5,693	3,000	3,000	3,000
Other Miscellaneous Supplies	-	73,802	73,802	73,802
Staff Development Supplies	166	3,543	3,543	2,000
Textbooks	39,903	-	-	-
Supplies & Materials Total	49,630	210,345	210,345	208,802

UNRESTRICTED Expenditures by Object / Sub-Object				
Risk Management & Worker's Compensation	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Other Operating Expenses				
Auto Liability-Self Insurance	1,433,000	1,433,000	1,433,000	1,433,000
Dues; Subscriptions	219	-	-	543
Equipment Property-Self Insurance	51,965	330,000	330,000	330,000
Excess Property-RMF	935,770	1,565,221	1,565,221	1,565,221
General Liability-RMF	4,960,483	9,832,870	9,832,870	832,870
Insurance	-	-	-	98,000
Local Travel-Per Mile Basis	1,942	2,500	2,500	3,500
Loss Prevention	5,631	10,000	10,000	10,000
Registration Fees	698	1,089	1,089	1,089
Underground Storage Insurance	10,553	75,000	75,000	75,000
Other Operating Expenses Total	7,400,261	13,249,680	13,249,680	4,349,223
Capital Outlay				
Classroom Equipment & Furniture	-	-	50,000	50,000
Computers-Instructional	14,268	-	-	-
Computers-Non-Instructional	5,899	-	-	-
Equipment Purchases Under \$500	121	-	1,820	1,820
Office Furniture & Equipment	10,963	-	-	-
Capital Outlay Total	31,251	-	51,820	51,820
UNRESTRICTED Expenditures	\$ 8,281,900	\$ 14,341,892	\$ 14,393,712	\$ 5,501,514
TOTAL OPERATING EXPENDITURES	\$ 8,281,900	\$ 14,341,892	\$ 14,393,712	\$ 5,501,514

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018
		Approved
35240	Risk Management & Worker's Compensation	5,501,514
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 5,501,514

Other Fixed Charges

Other Fixed Charges reflects employee benefits, insurance, reserves and other expenditures that are not distributed to other cost centers. There are no FTE associated with Fixed Charges.

OPERATING BUDGET EXPENDITURES

UNRESTRICTED Expenditures by Object / Sub-Object				
Other Fixed Charges	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Salaries & Wages				
Extracurricular Advisors	1,898	380,000	380,000	380,000
Hourly Instructional	3,380	-	-	-
Other Stipends	-	58,975	58,975	58,975
PGCEA Nat'L Bd Prof Teaching Standards	811,500	571,563	571,563	571,563
PGCEA Nat'l Prof Certification Payments	675,125	808,182	808,182	808,182
PGCEA Senior Teacher Differential	27,398	325,000	325,000	325,000
PGCEA SPED Step 1 Pay Differential	-	3,451,900	3,451,900	3,451,900
Terminal Leave Payout	923,407	4,550,427	4,550,427	4,550,427
Unit II Stipends Longevity & Performance	405,250	1,010,500	1,010,500	1,010,500
Unit III Stipends	428,000	1,757,108	1,757,108	1,757,108
Unrestricted Unallocated Full-Time	-	(29,807,773)	(29,807,773)	(29,807,773)
Salaries & Wages Total	3,275,958	(16,894,118)	(16,894,118)	(16,894,118)
Employee Benefits				
Employee Retirement	-	80,000	80,000	80,000
FICA/Medicare	(367,247)	(1,640,504)	(1,640,504)	(1,640,504)
Insurance Benefits-Active Employees	-	12,947,627	12,947,627	11,198,816
Insurance Benefits-Retirees	50,787,123	49,796,973	49,796,973	51,796,973
Life Insurance	4,621,677	4,445,018	4,445,018	4,609,298
Retirement/Pension-Employee	3,548,301	6,257,540	6,187,540	4,141,582
Retirement/Pension-Teachers	29,773,114	40,201,373	40,201,373	41,036,658
Unemployment Insurance	838,303	1,000,000	1,000,000	1,000,000
Workman's Compensation	6,791,537	(1,144,769)	(1,144,769)	(623,216)
Employee Benefits Total	95,992,808	111,943,258	111,873,258	111,599,607
Contracted Services				
Indirect Cost Recovery	(2,020,127)	(5,334,386)	(5,334,386)	(2,900,000)
OPEB	-	15,000,000	15,000,000	15,000,000
Other Financing Use	1,772,900	3,590,718	3,590,718	3,655,990
Other Transfers	446,298	106,870	106,870	-
Professional Contracted Services	13,333	-	-	-
Contracted Services Total	212,404	13,363,202	13,363,202	15,755,990

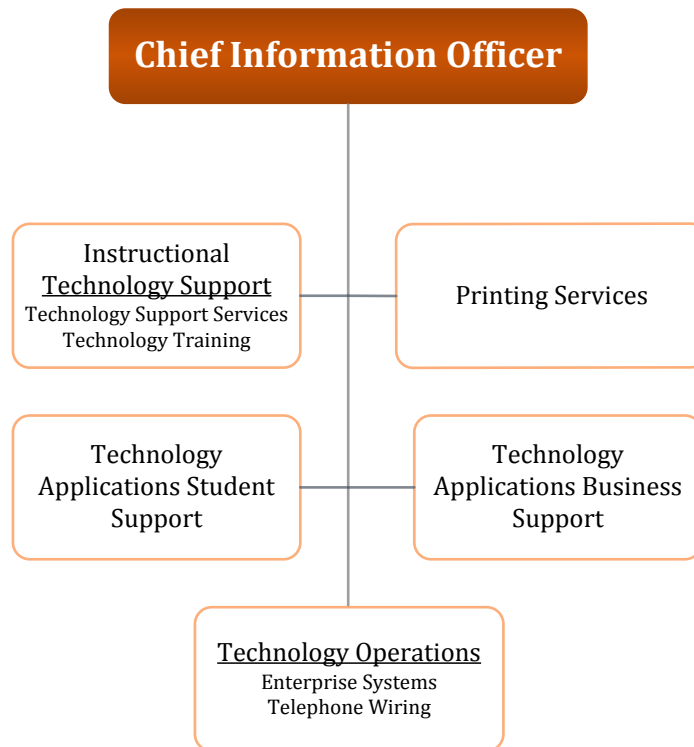
UNRESTRICTED Expenditures by Object / Sub-Object

Other Fixed Charges	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Supplies & Materials</u>				
Other Miscellaneous Supplies	-	10,000	10,000	10,000
Supplies & Materials Total	-	10,000	10,000	10,000
<u>Other Operating Expenses</u>				
Electricity	(68,393)	-	-	
Other Miscellaneous Expense	29,061	1,000	1,000	1,000
Other Operating Expenses Total	(39,332)	1,000	1,000	1,000
UNRESTRICTED Expenditures	\$ 99,441,838	\$ 108,423,342	\$ 108,353,342	\$ 110,472,479
TOTAL OPERATING EXPENDITURES	\$ 99,441,838	\$ 108,423,342	\$ 108,353,342	\$ 110,472,479

OPERATING Expenditures by Cost Center

Cost Center Number	Description	FY 2018 Approved
80001	PGCPS District Wide Cost Center - Finance	
	BRAVA Subsidy	410,000
	Extracurricular Advisors	380,000
	FICA	639,790
	Food Services Subsidy	3,245,990
	Health Insurance - Active	11,198,816
	Health Insurance - Retirees	51,796,973
	Indirect Cost Recovery	(2,900,000)
	Life Insurance	4,724,356
	Other Miscellaneous Supplies	10,000
	Other Miscellaneous Expenses	1,000
	Redirected Resources	15,000,000
	Retirement-Employees	4,221,582
	Retirement-Teachers	41,036,658
	Salary Lapse	(32,799,280)
	Stipends	7,983,228
	Unemployment Insurance	1,000,000
	Terminal Leave Payout	4,550,427
	Workman's Compensation	(27,061)
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 110,472,479

Information Technology



ORGANIZATION SUMMARY

Organization	FY 2018 Approved FTE	FY 2018 Approved Funding
Chief Information Officer	3.00	8,665,159
Instructional Technology Support	125.50	13,672,953
Printing Services*	11.00	7,239,593
Technology Applications-Business Support	18.00	4,391,867
Technology Applications-Student Support	11.00	2,243,377
Technology Operations	27.00	12,018,078
TOTAL OPERATING STAFFING & EXPENDITURES	195.50	\$ 48,231,027

*Contains a Non-Operating Budget component. See the Supplemental Information section for details.

Chief Information Officer

MISSION

To ensure that the technology infrastructure, including all information systems needed to support instructional and administrative programs, are available to perform the functions necessary to properly operate each business within the school system.

SUPPORTING THE STRATEGIC PLAN

- Improve Policies and Procedure
- Improve Business Processes

CORE SERVICES

- Provide oversight and management of the Technology Refresh Program; increased productivity of Instructional staff based on use of an assigned computing device that is less than four years old; all schools have a computing infrastructure in place at each school to support online testing
- Provide support, leadership, and program design for the IT High School Program; all students have access to curricula; all instructors have access to lessons, equipment; all students will experience hands-on training opportunities and be able to repair and build computers

FINANCIAL PLAN

Salaries & Wages: Salaries support full-time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full-time salaries.

Contracted Services: Lease purchase, printing services, and software licenses.

Supplies & Materials: None

Other Operating Costs: Local travel reimbursement.

Equipment: Instructional computers.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Chief Information Officer	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Technician	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
Associate Superintendent	1.00	1.00	1.00	1.00
Support Supervisor	1.00	1.00	0.00	0.00
UNRESTRICTED Staffing	4.00	4.00	3.00	3.00
TOTAL OPERATING STAFFING	4.00	4.00	3.00	3.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Chief Information Officer	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	192,157	300,148	300,148	180,530
Other Support Staff	94,000	93,459	93,459	96,257
Secretaries & Clerks	102,937	100,413	100,413	104,178
Salaries & Wages Total	389,094	494,020	494,020	380,965
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	24,636	32,428	32,428	24,574
Insurance Benefits-Active Employees	37,974	46,603	46,603	49,305
Life Insurance	1,497	1,909	1,909	1,472
Retirement/Pension-Employee	8,040	17,522	17,522	23,611
Workman's Compensation	1,579	9,883	9,883	7,621
Employee Benefits Total	75,726	108,345	108,345	106,583
<u>Contracted Services</u>				
Lease/Purchases-Non-Energy	5,521,667	6,830,141	6,830,141	8,043,677
Printing In-House	432	2,916	2,916	2,916
Software License	109,998	116,950	116,950	116,950
Contracted Services Total	5,632,097	6,950,007	6,950,007	8,163,543
<u>Supplies & Materials</u>				
Other Charges	113	-	-	-
Supplies & Materials Total	113	-	-	-
<u>Other Operating Expenses</u>				
Local Travel-Per Mile Basis	347	337	337	337
Other Operating Expenses Total	347	337	337	337

UNRESTRICTED Expenditures by Object / Sub-Object

Chief Information Officer	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Capital Outlay				
Computers-Instructional	(2,438)	-	13,731	13,731
Motor Vehicles-Non Bus	(36,409)	-	-	-
Capital Outlay Total	(38,847)	-	13,731	13,731
UNRESTRICTED Expenditures	\$ 6,058,530	\$ 7,552,709	\$ 7,566,440	\$ 8,665,159
TOTAL OPERATING EXPENDITURES	\$ 6,058,530	\$ 7,552,709	\$ 7,566,440	\$ 8,665,159

OPERATING Expenditures by Cost Center

Cost Center Number	Description	FY 2018 Approved
30801	Chief Information Officer	600,801
30815	Technology Refresh	8,064,358
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 8,665,159

Instructional Technology Support

MISSION

To support, train and equip staff with skills and opportunities to access, evaluate and use information systems and tools for productivity and instructional delivery.

SUPPORTING THE STRATEGIC PLAN

- Increase the effective and efficient use of technology for content delivery
- Train teachers for efficient instructional technology integration to prepare students for college and career readiness

CORE SERVICES

- Instructional Technology Training and Support
- Technology Integration
- Technical Support
- Technology Asset Management
- Help Desk Support

FINANCIAL PLAN

Salaries & Wages: Salaries supports full- time office personnel and part-time temporary office workers, substitute teachers, and workshop pay.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full-time salaries.

Contracted Services: Printing services, software and maintenance and repair of equipment.

Supplies & Materials: Office supplies and postage used in the day-to-day operations of the office.

Other Operating Costs: Registration fees and local travel reimbursements for off-site meetings.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Instructional Technology Support	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	2.00	2.00	2.00	2.00
Administrative Support Technician	86.00	86.00	86.00	86.00
Building Supervisor	1.00	1.00	1.00	1.00
Cleaner	0.50	0.50	0.50	0.50
Director	1.00	0.00	0.00	0.00
Executive Director	0.00	1.00	1.00	1.00
Financial Assistant	1.00	1.00	1.00	1.00
Instructional Specialist	8.00	8.00	8.00	8.00
Night Cleaner Lead	1.00	1.00	1.00	1.00
Program Manager	2.00	2.00	2.00	2.00
Regional Tech Coordinator	6.00	6.00	6.00	6.00
Secretary	1.00	1.00	1.00	1.00
Support Supervisor	3.00	3.00	4.00	4.00
Technical Resource Analyst	10.00	12.00	12.00	12.00
UNRESTRICTED Staffing	122.50	124.50	125.50	125.50
TOTAL OPERATING STAFFING	122.50	124.50	125.50	125.50

UNRESTRICTED Expenditures by Object / Sub-Object				
Instructional Technology Support	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Grievance Settlements	14,557	-	-	-
Hourly Instructional	-	-	2,500	2,500
Other Admin/Professionals/Specialists	3,103,229	3,544,895	3,544,895	3,595,310
Other Support Staff	5,742,815	6,014,173	6,014,173	6,130,393
Overtime	33,841	102	102	102
PGCEA Senior Teacher Differential	2,038	-	-	-
Secretaries & Clerks	77,997	77,549	77,549	103,578
Service Worker	124,416	123,548	123,548	126,952
Substitute Teacher	1,964	1,873	1,873	1,873
Technician	77,997	77,549	77,549	79,866
Temporary Office Worker	66,286	40,194	40,194	40,194
Terminal Leave Payout	98,296	-	-	-
Workshop/Staff Development Pay	2,594	5,272	2,772	2,772
Salaries & Wages Total	9,346,030	9,885,155	9,885,155	10,083,540

UNRESTRICTED Expenditures by Object / Sub-Object

Instructional Technology Support	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	691,153	739,347	739,347	757,119
Insurance Benefits-Active Employees	1,111,261	1,144,306	1,144,306	1,207,910
Life Insurance	35,272	38,040	38,040	38,808
Retirement/Pension-Employee	384,774	450,770	450,770	436,663
Workman's Compensation	48,758	197,759	197,759	201,736
Employee Benefits Total	2,273,218	2,570,222	2,570,222	2,642,236
<u>Contracted Services</u>				
M&R Equipment	-	200	200	200
Printing In-House	1,940	8,572	8,572	8,572
Software License	961,941	922,724	922,724	922,724
Contracted Services Total	963,881	931,496	931,496	931,496
<u>Supplies & Materials</u>				
Office Supplies	1,557	5,202	5,202	5,202
Postage & Delivery	-	1,979	1,979	1,979
Supplies & Materials Total	1,557	7,181	7,181	7,181
<u>Other Operating Expenses</u>				
Local Travel-Per Mile Basis	10,758	4,900	4,900	4,900
Registration Fees	3,620	3,600	3,600	3,600
Other Operating Expenses Total	14,378	8,500	8,500	8,500
UNRESTRICTED Expenditures	\$ 12,599,064	\$ 13,402,554	\$ 13,402,554	\$ 13,672,953

RESTRICTED Expenditures by Object / Sub-Object

Instructional Technology Support	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Salaries & Wages</u>				
Overtime	-	-	5,000	-
Workshop/Staff Development Pay	788	-	706	-
Salaries & Wages Total	788	-	706	-
<u>Employee Benefits</u>				
FICA/Medicare	60	-	449	-
Workman's Compensation	4	-	162	-
Employee Benefits Total	64	-	611	-
<u>Contracted Services</u>				
Catering Services	-	-	9,000	-
Other Contracted Services	38,250	-	4,000	-
Printing-In-House	-	-	4,000	-
Professional Contracted Services	154	-	-	-

RESTRICTED Expenditures by Object / Sub-Object				
Instructional Technology Support	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
School Activity Transportation	-	-	2,000	-
Technical Contracted Services	10,000	-	-	-
Contracted Services Total	48,404	-	19,000	-
<u>Supplies & Materials</u>				
Other Charges	154	-	-	-
Other Misc Supplies	-	-	11,648	-
Staff Development Supplies	1,346	-	-	-
Supplies & Materials Total	1,500	-	11,648	-
<u>Other Operating Expense</u>				
Other Miscellaneous Expense	-	-	354	-
Other Operating Expense Total	-	-	354	-
<u>Capital Outlay</u>				
Misc Other Equipment Over \$499	2,835	-	-	-
Capital Outlay Total	2,835	-	-	-
RESTRICTED Expenditures	\$ 53,591	\$ -	\$ 32,319	\$ -
TOTAL OPERATING EXPENDITURES	\$ 12,652,655	\$ 13,402,554	\$ 13,434,873	\$ 13,672,953

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
30802	Instructional Technology Support	307,458
30812	Technology Support Services	8,562,169
30814	Technology Training	2,379,898
30830	Instructional Technology	2,423,428
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 13,672,953

Printing Services

MISSION

To provide print materials, copier service functionality and cost-effective products that aid teaching and administrative use while monitoring costs and championing reductions.

SUPPORTING THE STRATEGIC PLAN

- Printing Services for all schools and divisions
- Improve Customer Service - Modernize Technology

CORE SERVICES

- Produce printed materials for students, teachers and administrators on-time and with cost efficiencies
- Optimum customer service and quality products, within established timelines
- Maintains the uptime of copiers provided to school system locations and communicates a more efficient manner in which to use copiers
- Increased productivity of the user community as a result of availability and support of copiers

FINANCIAL PLAN

Salaries & Wages: Salaries support full-time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance.

Contracted Services: Printing services, rental of equipment, maintenance and repair of equipment and vehicles, and software licenses.

Supplies & Materials: Office supplies and postage used in the daily operations of the Print Shop.

Other Operating Costs: Local travel reimbursement.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Printing Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	1.00	1.00	1.00	1.00
Mail Clerk	0.00	0.00	5.00	5.00
Truck Driver	0.00	0.00	4.00	4.00
Warehouse Operator	0.00	0.00	1.00	1.00
UNRESTRICTED Staffing	1.00	1.00	11.00	11.00
TOTAL OPERATING STAFFING	1.00	1.00	11.00	11.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Printing Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Drivers of Vehicles	-	-	230,954	230,956
Other Admin/Professionals/Specialists	80,536	78,605	78,605	81,552
Overtime	-	-	800	800
Secretaries and Clerks	-	-	235,800	241,709
Service Worker	-	-	39,213	40,382
Salaries & Wages Total	80,536	78,605	585,372	595,399
<u>Employee Benefits</u>				
FICA/Medicare	6,228	6,014	44,722	45,491
Insurance Benefits-Active Employees	-	-	91,375	103,899
Life Insurance	311	304	2,260	2,300
Retirement/Pension-Employee	7,362	7,649	64,328	51,478
Workman's Compensation	444	1,573	11,696	11,898
Employee Benefits Total	14,345	15,540	214,381	215,066
<u>Contracted Services</u>				
M&R Equipment	-	-	37,570	41,570
M&R Vehicles	-	-	153,112	153,112
Printing In-House	133,886	185,809	189,703	189,703
Rental of Equipment	6,075,407	5,697,756	5,697,756	5,697,756
Software License	10,400	10,400	10,400	10,400
Contracted Services Total	6,219,693	5,893,965	6,088,541	6,092,541
<u>Supplies & Materials</u>				
Office Supplies	-	-	16,103	16,103
Postage and Delivery	-	-	324,034	320,034
Supplies & Materials Total	-	-	340,137	336,137

UNRESTRICTED Expenditures by Object / Sub-Object				
Printing Services	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Other Operating Expenses				
Local Travel-Per Mile Basis	-	450	450	450
Other Operating Expenses Total	-	450	450	450
UNRESTRICTED Expenditures	\$ 6,314,574	\$ 5,988,560	\$ 7,228,881	\$ 7,239,593
TOTAL OPERATING EXPENDITURES	\$ 6,314,574	\$ 5,988,560	\$ 7,228,881	\$ 7,239,593

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
30870	Printing Services	1,248,483
30871	Copier Program	5,991,110
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 7,239,593

Technology Applications- Business Support

MISSION

To provide implementation, upgrade and operational support for all IT Business Applications and the Data Warehouse Systems, while fulfilling the overall goal of the Prince George's County Public Schools strategic plans.

SUPPORTING THE STRATEGIC PLAN

Modernize technology, improve policies and procedures; and ensure data privacy and protection.

CORE SERVICES & OUTCOMES

- Application Management - ensure critical business systems are implemented and operating optimally to support administrative, support personnel and executives staff at schools and district levels
- Improve visibility, usability, reliability, effectiveness and accuracy of systems
- Decision Support & customer care - Fulfills staff requests for decision support reports and dashboards as a means for users to monitor, manage, evaluate and improve operational performance
- Requests are analyzed and data solutions are delivered in a timely manner based on the criticality of the requirements

FINANCIAL PLAN

Salaries & Wages: Salaries support full-time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full-time salaries.

Contracted Services: Printing services, software and technical contracted services.

Supplies & Materials: Office supplies and materials used in the daily operations of the office.

Other Operating Costs: Local travel reimbursement for off-site meetings.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Technology Applications-Business Support	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Position</u>				
Coordinating Manager	1.00	1.00	0.00	0.00
Director	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
Support Officer	1.00	1.00	1.00	1.00
Technical Resource Analyst	15.00	15.00	15.00	15.00
UNRESTRICTED Staffing	19.00	19.00	18.00	18.00
TOTAL OPERATING STAFFING	19.00	19.00	18.00	18.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Technology Applications-Business Support	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	2,150,248	2,176,567	2,008,287	1,966,581
Secretaries & Clerks	29,711	70,076	-	76,066
Salaries & Wages Total	2,179,959	2,246,643	2,008,287	2,042,647
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	155,806	157,875	143,452	143,904
Insurance Benefits-Active Employees	279,700	276,733	259,733	248,729
Life Insurance	8,092	8,686	7,765	7,896
Retirement/Pension-Employee	192,608	204,481	184,148	156,097
Workman's Compensation	11,356	44,940	40,172	40,858
Employee Benefits Total	649,562	692,715	635,270	597,484
<u>Contracted Services</u>				
Printing In-House	-	12,610	12,610	12,610
Software License	1,031,026	941,381	941,381	1,236,381
Technical Contracted Services	524,455	351,488	351,488	501,488
Contracted Services Total	1,555,481	1,305,479	1,305,479	1,750,479
<u>Supplies & Materials</u>				
Office Supplies	425	362	362	362
Supplies & Materials Total	425	362	362	362
<u>Other Operating Expenses</u>				
Local Travel-Per Mile Basis	245	895	895	895
Other Operating Expenses Total	245	895	895	895
UNRESTRICTED Expenditures	\$ 4,385,672	\$ 4,246,094	\$ 3,950,293	\$ 4,391,867
TOTAL OPERATING EXPENDITURES	\$ 4,385,672	\$ 4,246,094	\$ 3,950,293	\$ 4,391,867

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
30813	Technology Applications - Business Support	4,391,867
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 4,391,867

Organizations

Technology Applications- Student Support

MISSION

To provide technology based solutions to enable staff to educate students and meet organizational strategic objectives and share outcomes with educators, students and parents via shared and secured tools. We will accomplish this mission by collaboratively working with stakeholders to improve operational performance through revision of practices and the development and acquisition of web and mobile based software, decision support and reporting systems.

SUPPORTING THE STRATEGIC PLAN

Modernize technology; improve policies and procedures; ensure data privacy and protection.

CORE SERVICES

- Ensure critical student information systems are implemented and operating optimally to support instructional staff, support personnel and executive staff at schools and district levels
- Fulfill staff requests for decision support reports and dashboards as a means for users to monitor, manage, evaluate and improve operational performance

FINANCIAL PLAN

Salaries & Wages: Salaries support full-time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full-time salaries.

Contracted Services: Printing services, software license and professional contracted services.

Supplies & Materials: None

Other Operating Costs: Local travel reimbursement for off-site meetings.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Technology Applications - Student Support	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Instructional Specialist	1.00	0.00	0.00	0.00
Officer	0.00	0.00	1.00	1.00
Support Supervisor	1.00	1.00	1.00	1.00
Technical Resource Analyst	9.00	9.00	9.00	9.00
UNRESTRICTED Staffing	11.00	10.00	11.00	11.00
TOTAL OPERATING STAFFING	11.00	10.00	11.00	11.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Technology Applications - Student Support	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	765,198	995,113	995,113	1,209,676
Secretaries & Clerks	44,569	3,777	3,777	-
Terminal Leave Payout	67,459	-	-	-
Salaries & Wages Total	877,226	998,890	998,890	1,209,676
<u>Employee Benefits</u>				
FICA/Medicare	58,899	72,171	72,171	85,691
Insurance Benefits-Active Employees	90,346	102,461	102,461	128,964
Life Insurance	3,084	3,862	3,862	4,674
Retirement/Pension-Employee	45,438	59,862	59,862	78,729
Workman's Compensation	4,470	19,981	19,981	24,197
Employee Benefits Total	202,237	258,337	258,337	322,255
<u>Contracted Services</u>				
Printing In-House	-	2,610	2,610	2,610
Professional Contracted Services	299,493	268,046	268,046	268,046
Software License	400,000	358,000	358,000	439,000
Contracted Services Total	699,493	628,656	628,656	709,656
<u>Other Operating Expenses</u>				
Local Travel-Per Mile Basis	-	1,790	1,790	1,790
Other Operating Expenses Total	-	1,790	1,790	1,790
UNRESTRICTED Expenditures	\$ 1,778,956	\$ 1,887,673	\$ 1,887,673	\$ 2,243,377
TOTAL OPERATING EXPENDITURES	\$ 1,778,956	\$ 1,887,673	\$ 1,887,673	\$ 2,243,377

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
30811	Technology Applications - Student Support	2,243,377
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 2,243,377

Technology Operations

MISSION

To provide network services; enterprise server support; system operations; software and hardware testing; and telecommunications support to students, parents, staff, prospective employees, and law enforcement (federal, state and county) in order to efficiently carry out the IT infrastructure related goals of the Board.

SUPPORTING THE STRATEGIC PLAN

- Technology Operations supports PGCPs strategic plan for education by supporting and scaling up PGCPs's IT infrastructure to meet the rapid demands of technology through the IT network and telecommunications resources by implementing technologies that meet the demands for today and into the future
- Modernize Technology – Customer Support

CORE SERVICES

- Provide network alert and performance monitoring, capacity planning, performance fine tuning and troubleshooting services
- Support schools and administration buildings with system-wide network Wide Area Network and Local Area Network (WAN/LAN) connectivity including Internet interconnectivity and local Internet Service Provider (ISP)
- Provide printing service for all checks produced; and bank wire transfer services for payroll, finance, and accounts payable departments
- Provide IT technical testing and approval/denial services for new software and hardware requests to ensure that all new proposed products are compatible with the system's infrastructure and do not cause a disruption of services

FINANCIAL PLAN

Salaries & Wages: Salaries support full-time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full-time salaries.

Contracted Services: Printing services, software licenses, maintenance and repair of equipment, and technical and other contracted services.

Supplies & Materials: Office supplies and materials used in the day-to-day operations of the office.

Other Operating Costs: Cellular phones, high speed data and internet services, local travel reimbursement for off-site meetings, registration fees, and telephone equipment etc.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

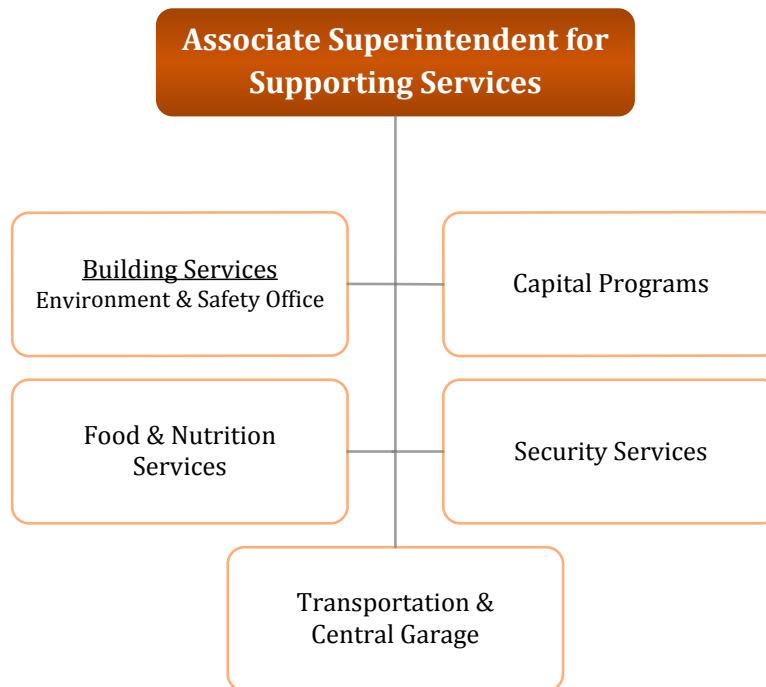
UNRESTRICTED Staffing by Position				
Technology Operations	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Technician	3.00	3.00	3.00	3.00
Director	1.00	1.00	1.00	1.00
Officer	1.00	1.00	0.00	0.00
Secretary	2.00	2.00	2.00	2.00
Support Supervisor	1.00	1.00	1.00	1.00
Technical Resource Analyst	21.00	20.00	20.00	20.00
UNRESTRICTED Staffing	29.00	28.00	27.00	27.00
TOTAL OPERATING STAFFING	29.00	28.00	27.00	27.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Technology Operations	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	2,281,273	2,358,713	2,358,713	2,275,469
Other Support Staff	219,008	235,612	235,612	242,332
Secretaries & Clerks	94,756	94,212	94,212	97,030
Salaries & Wages Total	2,595,037	2,688,537	2,688,537	2,614,831
<u>Employee Benefits</u>				
Employee Retirement	20,689	-	-	-
FICA/Medicare	185,836	194,843	194,843	190,539
Insurance Benefits-Active Employees	320,612	323,079	323,079	321,147
Life Insurance	10,013	10,393	10,393	10,108
Retirement/Pension-Employee	189,918	206,113	206,113	176,912
Workman's Compensation	14,323	53,786	53,786	52,309
Employee Benefits Total	741,391	788,214	788,214	751,015
<u>Contracted Services</u>				
M&R Equipment	1,304,946	912,835	912,835	1,019,170
Other Contracted Services	386,955	208,951	208,951	208,951
Printing In-House	41	4,482	4,482	4,482
Software License	1,836,840	1,353,296	1,353,296	1,353,296
Technical Contracted Services	71,671	74,000	74,000	74,000
Contracted Services Total	3,600,453	2,553,564	2,553,564	2,659,899
<u>Supplies & Materials</u>				
Office Supplies	14,181	11,700	11,700	11,700
Other Charges	85	-	-	-
Supplies & Materials Total	14,266	11,700	11,700	11,700

UNRESTRICTED Expenditures by Object / Sub-Object				
Technology Operations	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Other Operating Expenses				
Cellular Phones	95,313	155,000	155,000	155,000
High Speed Data	-	2,540,000	2,540,000	2,540,000
Internet Service	-	278,360	278,360	278,360
Local Travel-Per Mile Basis	1,332	3,909	3,909	3,909
Loss Prevention	2,531,975	-	-	-
Registration Fees	2,695	2,474	2,474	2,474
Special Phone Project	147,394	35,000	35,000	35,000
Telephone-Centrex	2,448,523	2,855,890	2,855,890	2,855,890
Telephone-Equipment	136,475	50,000	50,000	50,000
Telephone-Long Distance	4,300	60,000	60,000	60,000
Other Operating Expenses Total	5,368,007	5,980,633	5,980,633	5,980,633
Capital Outlay				
Computers-Non-Instructional	6,029	-	-	-
Capital Outlay Total	6,029	-	-	-
UNRESTRICTED Expenditures	\$ 12,325,183	\$ 12,022,648	\$ 12,022,648	\$ 12,018,078
TOTAL OPERATING EXPENDITURES	\$ 12,325,183	\$ 12,022,648	\$ 12,022,648	\$ 12,018,078

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
30810	Technology Systems/Operations	2,615,257
30817	Enterprise Systems	2,548,684
30819	Telephone & Wiring	6,854,137
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 12,018,078

Supporting Services



ORGANIZATION SUMMARY

Organization	FY 2018	FY 2018
	Approved	Approved
	FTE	Funding
Associate Superintendent for Supporting Services	2.00	299,450
Building Services	352.00	67,200,063
Capital Programs*	2.00	229,439
Food Services*	0.00	-
Security Services	229.00	13,718,270
Transportation & Central Garage Services*	1,487.77	119,119,881
TOTAL OPERATING STAFFING & EXPENDITURES	2,072.77	\$ 200,567,103

*Non-Operating programs - see the Supplemental Information section for details.

Associate Superintendent for Supporting Services

MISSION

To support the implementation of the Strategic Plan by providing safe, healthy and welcoming environments for students, staff and the community; while efficiently and safely transporting students and providing appealing, nutritious meals daily.

SUPPORTING THE STRATEGIC PLAN

- Support Safe and Supportive Environments by ensuring all environments are inviting, welcoming, culturally sensitive and healthy
- Support Organizational Effectiveness by ensuring the efficient use of resources enable effective non-instructional operations and optimal support of schools

CORE SERVICES

- Provide safe environments for staff, students and the community
- Promote health and wellness through a balanced meals program
- Modernize facilities based on the recommendations in the Master Plan Support Project
- Provide exceptional customer service
- Adopt and embrace a performance/process excellence discipline

FINANCIAL PLAN

Salaries & Wages: Salaries support full-time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance.

Contracted Services: In-house printing services.

Supplies & Materials: Office supplies used in the daily operation of the office.

Other Operating Costs: Local travel reimbursement.

Equipment: None

UNRESTRICTED Staffing by Position				
Associate Superintendent for Supporting Services	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Position</u>				
Administrative Secretary	1.00	1.00	1.00	1.00
Associate Superintendent	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	2.00	2.00	2.00	2.00
TOTAL OPERATING STAFFING	2.00	2.00	2.00	2.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Associate Superintendent for Supporting Services	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	67,171	171,933	171,933	179,250
Overtime	145	-	-	-
Secretaries & Clerks	116,008	65,390	65,390	65,390
Temporary Office Worker	18,431	-	-	-
Salaries & Wages Total	201,755	237,323	237,323	244,640
<u>Employee Benefits</u>				
FICA/Medicare	16,146	14,120	14,120	14,224
Insurance Benefits-Active Employees	20,424	10,782	10,782	32,048
Life Insurance	818	919	919	945
Retirement/Pension-Employee	1,031	-	-	-
Workman's Compensation	371	4,749	4,749	4,893
Employee Benefits Total	38,790	30,570	30,570	52,110
<u>Contracted Services</u>				
Food Service-Catering	6,600	-	-	-
Printing In-House	-	250	250	250
Contracted Services Total	6,600	250	250	250
<u>Supplies & Materials</u>				
Office Supplies	497	2,000	2,000	2,000
Supplies & Materials Total	497	2,000	2,000	2,000
<u>Other Operating Expenses</u>				
Local Travel-Per Mile Basis	-	450	450	450
Other Operating Expenses Total	-	450	450	450
UNRESTRICTED Expenditures	\$ 247,642	\$ 270,593	\$ 270,593	\$ 299,450
TOTAL OPERATING EXPENDITURES	\$ 247,642	\$ 270,593	\$ 270,593	\$ 299,450

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
32001	Associate Superintendent for Supporting Services	299,450
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 299,450

Building Services

MISSION

To provide Custodial Services, Preventive Maintenance Services, Real Estate Services, and Maintenance Services to students, schools, and administrative personnel in order to provide clean, healthy, and safe work environments. We strive to minimize disruptions to instructional time due to the failure of equipment and building systems.

SUPPORTING THE STRATEGIC PLAN

- Support Safe and Supportive Environments by ensuring all environments are inviting, welcoming and healthy which creates uninterrupted facilities supportive of highly effective teaching
- Support Organizational Effectiveness by ensuring that building services operations are judiciously planned, prioritized, and managed to maximize resources and provide support to schools and the classroom

CORE SERVICES

- Improve program prioritization, accountability and monitoring
- Provide outstanding customer service
- Provide safe and supportive environments

FINANCIAL PLAN

Salaries & Wages: Salaries support full- and part-time temporary personnel including temporary custodians.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries.

Contracted Services: Asbestos removal and testing; lease purchase – energy; maintenance and repair of buildings, equipment and vehicles; contracted services and software license.

Supplies & Materials: Maintenance and custodial supplies, other miscellaneous supplies, and supplies used in the daily operations of the office.

Other Operating Costs: Registration fees, local travel reimbursement, cellular phones and utilities.

Equipment: Miscellaneous equipment purchases.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Building Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	1.00	1.00	1.00	1.00
Administrative Support Technician	4.00	4.00	4.00	4.00
Assistant Building Supervisor	1.00	1.00	1.00	1.00
Auxiliary Building Supervisor	21.00	21.00	21.00	21.00
Building Supervisor	7.00	7.00	7.00	7.00
Cleaner	13.00	13.00	13.00	13.00
Clerk	1.00	1.00	1.00	1.00
Custodial Equipment Mechanical	3.00	3.00	3.00	3.00
Custodial Equipment Operator	1.00	1.00	1.00	1.00
Director	1.00	1.00	1.00	1.00
Dispatcher	1.00	1.00	1.00	1.00
Equipment Operator	21.00	21.00	21.00	21.00
Financial Analyst	1.00	1.00	1.00	1.00
Journeyman	143.00	143.00	143.00	143.00
Laborer	3.00	3.00	3.00	3.00
Licensed Journeyman	35.00	35.00	35.00	35.00
Licensed Trades Supervisor	6.00	6.00	6.00	6.00
Maintenance Coordinator	6.00	6.00	6.00	6.00
Maintenance Planner	4.00	4.00	4.00	4.00
Night Cleaner Lead	5.00	5.00	7.00	7.00
Pest Controller	3.00	3.00	3.00	3.00
Secretary	10.00	10.00	10.00	10.00
Support Officer	1.00	0.00	1.00	1.00
Support Supervisor	2.00	3.00	2.00	2.00
Technical Resource Analyst	5.00	5.00	5.00	5.00
Trades Helper	30.00	30.00	30.00	30.00
Trades Supervisor	14.00	14.00	14.00	14.00
Truck Driver	7.00	7.00	7.00	7.00
UNRESTRICTED Staffing	350.00	350.00	352.00	352.00
TOTAL OPERATING STAFFING	350.00	350.00	352.00	352.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Building Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Drivers of Vehicles	381,712	404,783	404,783	416,914
Grievance Settlements	26,910	-	-	-
Hourly Instructional	180	-	-	-
Laborers, Unskilled	1,374,881	1,538,452	1,538,452	1,566,394
Other Admin/Professionals/Specialists	1,793,355	1,897,733	1,897,733	1,917,984
Other Support Staff	251,901	319,896	319,896	329,471
Overtime	3,365,738	1,557,123	1,557,123	1,588,123
Secretaries & Clerks	569,303	638,036	638,036	634,255
Service Worker	2,205,458	2,258,947	2,258,947	2,370,140
Skilled Crafts	13,897,005	15,149,712	15,149,712	15,518,328
Substitute Teacher	(200)	-	-	-
Summer Assignment	88,252	117,410	117,410	137,410
Support Staff	-	5,756	5,756	5,756
Temporary Custodian	1,842,931	1,198,616	1,198,616	1,253,616
Temporary Office Worker	4,478	-	-	-
Terminal Leave Payout	76,186	-	-	-
Unrestricted Unallocated Full-Time	19,142	-	-	-
<i>Salaries & Wages Total</i>	<i>25,897,232</i>	<i>25,086,464</i>	<i>25,086,464</i>	<i>25,738,391</i>
<u>Employee Benefits</u>				
FICA/Medicare	1,819,677	1,795,373	1,795,373	1,840,243
Insurance Benefits-Active Employees	3,385,837	3,464,135	3,464,135	3,649,062
Life Insurance	80,020	87,270	87,270	88,008
Retirement/Pension-Employee	1,702,008	1,836,780	1,836,780	1,852,661
Workman's Compensation	512,969	470,750	470,750	483,200
<i>Employee Benefits Total</i>	<i>7,500,511</i>	<i>7,654,308</i>	<i>7,654,308</i>	<i>7,913,174</i>
<u>Contracted Services</u>				
Asbestos Removal & Related Testing	1,874,697	500,000	550,000	550,000
Lease/Purchases-Energy Management	9,306,527	9,506,528	9,506,528	9,656,528
M&R Buildings	5,520,456	2,583,241	2,533,241	2,969,484
M&R Equipment	174,576	25,400	25,400	25,400
M&R of Vehicle Insurance Related	132,496	190,000	190,000	190,000
M&R Vehicles	2,785,165	3,479,741	3,479,741	3,479,741
Other Contracted Services	498,530	179,554	179,554	179,554
Outside Printing	-	1,525	1,525	1,525
Printing In-House	14,946	33,429	33,429	33,429
Rental of Buildings	6,801	-	-	-
Software License	26,500	116,545	116,545	116,545
Technical Contracted Services	-	44,865	44,865	44,865
<i>Contracted Services Total</i>	<i>20,340,694</i>	<i>16,660,828</i>	<i>16,660,828</i>	<i>17,247,071</i>

UNRESTRICTED Expenditures by Object / Sub-Object

Building Services	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Salaries & Wages				
Drivers of Vehicles	381,712	404,783	404,783	416,914
Grievance Settlements	26,910	-	-	-
Hourly Instructional	180	-	-	-
Laborers, Unskilled	1,374,881	1,538,452	1,538,452	1,566,394
Other Admin/Professionals/Specialists	1,793,355	1,897,733	1,897,733	1,917,984
Other Support Staff	251,901	319,896	319,896	329,471
Overtime	3,365,738	1,557,123	1,557,123	1,588,123
Secretaries & Clerks	569,303	638,036	638,036	634,255
Service Worker	2,205,458	2,258,947	2,258,947	2,370,140
Skilled Crafts	13,897,005	15,149,712	15,149,712	15,518,328
Substitute Teacher	(200)	-	-	-
Summer Assignment	88,252	117,410	117,410	137,410
Support Staff	-	5,756	5,756	5,756
Temporary Custodian	1,842,931	1,198,616	1,198,616	1,253,616
Temporary Office Worker	4,478	-	-	-
Terminal Leave Payout	76,186	-	-	-
Unrestricted Unallocated Full-Time	19,142	-	-	-
Salaries & Wages Total	25,897,232	25,086,464	25,086,464	25,738,391
Employee Benefits				
FICA/Medicare	1,819,677	1,795,373	1,795,373	1,840,243
Insurance Benefits-Active Employees	3,385,837	3,464,135	3,464,135	3,649,062
Life Insurance	80,020	87,270	87,270	88,008
Retirement/Pension-Employee	1,702,008	1,836,780	1,836,780	1,852,661
Workman's Compensation	512,969	470,750	470,750	483,200
Employee Benefits Total	7,500,511	7,654,308	7,654,308	7,913,174
Contracted Services				
Asbestos Removal & Related Testing	1,874,697	500,000	550,000	550,000
Lease/Purchases-Energy Management	9,306,527	9,506,528	9,506,528	9,656,528
M&R Buildings	5,520,456	2,583,241	2,533,241	2,969,484
M&R Equipment	174,576	25,400	25,400	25,400
M&R of Vehicle Insurance Related	132,496	190,000	190,000	190,000
M&R Vehicles	2,785,165	3,479,741	3,479,741	3,479,741
Other Contracted Services	498,530	179,554	179,554	179,554
Outside Printing	-	1,525	1,525	1,525
Printing In-House	14,946	33,429	33,429	33,429
Rental of Buildings	6,801	-	-	-
Software License	26,500	116,545	116,545	116,545
Technical Contracted Services	-	44,865	44,865	44,865
Contracted Services Total	20,340,694	16,660,828	16,660,828	17,247,071

UNRESTRICTED Expenditures by Object / Sub-Object				
Building Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Supplies & Materials</u>				
Custodial Supplies	1,528,125	1,518,267	1,518,267	1,518,267
Maintenance Supplies	10,447,639	6,150,043	8,398,312	10,242,454
Office Supplies	14,171	9,850	9,850	9,850
Other Charges	205,618	-	-	-
Other Miscellaneous Supplies	-	189,450	189,450	189,450
Tool Allotment-Reimbursement	47,183	70,000	70,000	70,000
Supplies & Materials Total	12,242,736	7,937,610	10,185,879	12,030,021
<u>Other Operating Expenses</u>				
Cellular Phones	31,063	26,360	26,360	26,360
Electricity	239,804	310,625	310,625	310,625
Fees, Fines & Licenses	1,088,845	961,655	961,655	961,655
Fuel Oil	30,259	1,363,235	1,363,235	1,363,235
Local Travel-Per Mile Basis	12,294	31,498	31,498	31,498
Natural Gas	712,857	330,000	330,000	330,000
Propane Gas	11,740	272,000	272,000	272,000
Registration Fees	400	900	900	900
Water & Sewage	19,989	548,152	548,152	548,152
Other Operating Expenses Total	2,147,251	3,844,425	3,844,425	3,844,425
<u>Capital Outlay</u>				
Buildings & Additions	1,652	-	-	-
Misc Other Equipment Over \$499	282,653	-	426,981	426,981
Capital Outlay Total	284,305	-	426,981	426,981
UNRESTRICTED Expenditures	\$ 68,412,729	\$ 61,183,635	\$ 63,858,885	\$ 67,200,063
TOTAL OPERATING EXPENDITURES	\$ 68,412,729	\$ 61,183,635	\$ 63,858,885	\$ 67,200,063

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
32030	Maintenance	30,446,834
32032	Building Services-Preventative Maintenance	594,583
32033	Building Services-Electric Shop	4,255,526
32034	Building Services-Paint Shop	2,587,849
32035	Building Services-Refuse Shop	542,387
32036	Building Services-Roofing/Sheet Metal Shop	2,235,038
32037	Building Services-Grounds Shop	4,616,448
32038	Building Services-Carpenter Shop	3,800,237
32039	Building Services-Plumbing/HVAC Shop	6,195,490
32040	Plant Operations	10,320,703
35245	Safety Office	1,604,968
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 67,200,063

Capital Programs

MISSION

To deliver improved educationally appropriate and correctly sized physical facilities to the Prince George's County Public Schools community in order to provide sustainable, safe and healthy environments conducive to teaching and learning.

SUPPORTING THE STRATEGIC PLAN

- Support organizational effectiveness by ensuring that school facilities support educational programs, and are sized appropriately for their projected enrollment.
- Maximize the impact and reach of limited capital funding to improve the quality of PGCPs learning environments.

CORE SERVICES

- Plan, design, and implement capital improvement projects
- Develop an annual six-year Capital Improvement Program
- Develop an annual Long-Range Educational Facility Master Plan
- Develop and maintain construction standards
- Develop and maintain standard and site specific educational specifications

FINANCIAL PLAN

NOTE: The majority of Capital Programs' staffing and expenditures is supported by Non-operating funds. Please refer to the Non-operating pages located in the Supplemental Information section of this document.

Salaries & Wages: Salaries supports full-time personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full-time salaries.

Contracted Services:

Supplies & Materials:

Other Operating Costs:

Equipment:

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Capital Programs	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Position</u>				
Administrative Support Specialist	0.00	0.00	0.00	2.00
UNRESTRICTED Staffing	0.00	0.00	0.00	2.00
TOTAL OPERATING STAFFING	0.00	0.00	0.00	2.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Capital Programs	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	-	-	-	179,717
Overtime	360,148	-	-	-
Salaries & Wages Total	360,148	-	-	179,717
<u>Employee Benefits</u>				
Employee Retirement	-	-	-	-
FICA/Medicare	-	-	-	13,749
Insurance Benefits-Active Employee	-	-	-	17,000
Life Insurance	-	-	-	694
Retirement/Pension-Employee	-	-	-	14,684
Workman's Compensation	-	-	-	3,595
Employee Benefits Total	-	-	-	49,722
UNRESTRICTED Expenditures	\$ 360,148	\$ -	\$ -	\$ 229,439
TOTAL OPERATING EXPENDITURES	\$ 360,148	\$ -	\$ -	\$ 229,439

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
32010	Capital Programs	229,439
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 229,439

Food & Nutrition Services

MISSION

To provide Meal Service Management for students, staff, schools, administration, parents and the community by providing a variety of high quality nutritious meals at affordable prices and provides relevant nutrition education materials to enhance student's ability to learn.

SUPPORTING THE STRATEGIC PLAN

- Support Safe and Supportive Environments by promoting healthy life style to ensure all students have access to nutritious meals
- Support Organizational Effectiveness by ensuring maximization of resources and meal programs to support schools

CORE SERVICES

- Provide Nutritious meals to all students
- Provide exceptional customer service

FINANCIAL PLAN

NOTE: Food & Nutrition Services is supported by Non-operating funds. Please refer to the Non-operating pages located in the Supplemental Information section of this document.

Salaries:

Employee Benefits:

Contracted Services:

Supplies & Materials:

Equipment:

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Food & Nutrition Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
UNRESTRICTED Staffing	0.00	0.00	0.00	0.00
TOTAL OPERATING STAFFING	0.00	0.00	0.00	0.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Food & Nutrition Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Overtime	539	-	-	
Salaries & Wages Total	539	-	-	-
UNRESTRICTED Expenditures	\$ 539	\$ -	\$ -	-

RESTRICTED Expenditures by Object / Sub-Object				
Food & Nutrition Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
2nd Assignment-Support	1,140	-	3,340	
Salaries & Wages Total	1,140	-	3,340	-
<u>Employee Benefits</u>				
FICA/Medicare	87	-	255	
Workman's Compensation	-	-	76	
Employee Benefits Total	87	-	331	-
<u>Contracted Services</u>				
Indirect Cost Recovery	30	-	-	
Contracted Services Total	30	-	-	-
<u>Supplies & Materials</u>				
Non-Catered Misc Food Supplies	-	-	2,157	
Other Misc Supplies	-	-	850	
Employee Benefits Total	-	-	3,007	-
<u>Capital Outlay</u>				
Misc Other Equipment Over \$499	26,510	-	-	
Capital Outlay Total	26,510	-	-	-
RESTRICTED Expenditures	\$ 27,767	\$ -	\$ 6,678	\$ -
TOTAL OPERATING EXPENDITURES	\$ 28,306	\$ -	\$ 6,678	\$ -

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
32020	Food & Nutrition Services	-
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ -

Security Services

MISSION

To provide a safe and orderly learning environment that reasonably ensures the safety and security of students, faculty and staff, visitors and parents. Security Services also attempts to ensure that students and staff have a safe and secure learning environment in which to learn and teach, enabling each student to achieve his or her maximum potential and future success.

SUPPORTING THE STRATEGIC PLAN

- Support Safe and Supportive Environments by ensuring that we have safe environments which allow for maximum concentration on teaching and learning without worry or concern for personal or collective well-being
- Support Organizational Effectiveness by ensuring all plans, resources, processes, programs, technology and support services are strategically aligned and school/student focused

CORE SERVICES

- Provide exceptional customer service
- Ensure that all staff members have written guidance and adequate training on how to perform their duty.
- Provide safe environments for staff, students and the community
- Ensure that all investigations are completed in a timely manner and that the quality of them is beyond reproach.
- Ensure that all work orders are completed in a timely manner and that all new equipment is handled in the same fashion

FINANCIAL PLAN

Salaries & Wages: Salaries support full- and part-time personnel including temporary security monitors and 2nd assignments for support staff.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurances associated with full- and part-time salaries.

Contracted Services: Maintenance and repair of equipment and vehicles, annual contracted service agreements, and in-house printing services.

Supplies & Materials: Office supplies, uniforms and tool allotment reimbursement.

Other Operating Costs: Local travel reimbursement, registration fees and state certifications.

Equipment: Security alarm systems.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Security Services	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Position</u>				
Administrative Support Specialist	1.00	1.00	1.00	1.00
Director	1.00	1.00	1.00	1.00
Dispatcher	2.00	2.00	2.00	2.00
Journeyman	12.00	12.00	12.00	12.00
Secretary	3.00	3.00	3.00	3.00
Security Assistant	136.00	136.00	136.00	139.00
Security Investigator	64.00	64.00	64.00	66.00
Support Supervisor	5.00	5.00	5.00	5.00
UNRESTRICTED Staffing	224.00	224.00	224.00	229.00
TOTAL OPERATING STAFFING	224.00	224.00	224.00	229.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Security Services	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Salaries & Wages</u>				
2nd Assignment-Support	53,873	19,776	19,776	19,776
Other Admin/Professionals/Specialists	692,872	739,919	739,919	727,254
Other Support Staff	80,642	105,577	105,577	99,556
Overtime	269,216	138,761	138,761	138,761
Secretaries & Clerks	134,865	142,028	142,028	156,392
Service Worker	4,396,654	4,358,946	4,358,946	4,678,154
Skilled Crafts	756,712	809,900	809,900	834,164
Substitute Teacher	(1,210)	-	-	-
Technician	2,952,696	3,412,413	3,412,413	3,455,348
Temporary Security Monitor	59,448	-	-	-
Unrestricted Unallocated Full-Time	1,667	-	-	-
Salaries & Wages Total	9,397,435	9,727,320	9,727,320	10,109,405
<u>Employee Benefits</u>				
Employee Retirement	12,020	-	-	-
FICA/Medicare	716,500	714,148	714,148	756,286
Insurance Benefits-Active Employees	1,269,690	1,284,863	1,284,863	1,377,025
Life Insurance	32,161	37,044	37,044	38,512
Retirement/Pension-Employee	737,225	774,614	774,614	801,758
Workman's Compensation	47,766	191,876	191,876	199,526
Employee Benefits Total	2,815,362	3,002,545	3,002,545	3,173,107

UNRESTRICTED Expenditures by Object / Sub-Object

	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Security Services				
<u>Contracted Services</u>				
M&R Equipment	53,003	16,110	16,110	16,110
M&R Vehicles	38,963	77,435	77,435	77,435
Other Contracted Services	1,520	145,237	145,237	145,237
Printing In-House	201	6,500	6,500	6,500
Professional Contracted Services	58,934	6,253	6,253	6,253
Contracted Services Total	152,621	251,535	251,535	251,535
<u>Supplies & Materials</u>				
Office Supplies	2,149	1,632	1,632	1,632
Other Charges	264,266	-	-	-
Other Miscellaneous Supplies	-	145,239	145,239	145,239
Tool Allotment-Reimbursement	-	2,000	2,000	2,000
Supplies & Materials Total	266,415	148,871	148,871	148,871
<u>Other Operating Expenses</u>				
Dues; Subscriptions	101	-	-	-
Fees, Fines & Licenses	196	10,740	10,740	10,740
Local Travel-Per Mile Basis	8,017	8,950	8,950	8,950
Registration Fees	-	447	447	447
Other Operating Expenses Total	8,314	20,137	20,137	20,137
<u>Capital Outlay</u>				
Security Alarm Systems	13,845	-	15,215	15,215
Capital Outlay Total	13,845	-	15,215	15,215
UNRESTRICTED Expenditures	\$ 12,653,992	\$ 13,150,408	\$ 13,165,623	\$ 13,718,270
TOTAL OPERATING EXPENDITURES	\$ 12,653,992	\$ 13,150,408	\$ 13,165,623	\$ 13,718,270

OPERATING Expenditures by Cost Center

Cost Center Number	Description	FY 2018 Approved
30701	Security Services	13,718,270
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 13,718,270

Transportation & Central Garage Services

MISSION

To deliver efficient transportation and fleet services that enable all students to arrive at their destination safely and on-time every day.

SUPPORTING THE STRATEGIC PLAN

- Support safe and supportive environments by providing safe transportation and reliable fleet services
- Support organizational effectiveness through improved communications and customer service

CORE SERVICES

- Promote a safe and supportive environment on school buses and in offices
- Maintain a safe and reliable school bus fleet
- Be proactive in communications with stakeholders
- Deliver excellent customer service
- Develop efficient routes

FINANCIAL PLAN

Salaries & Wages: Salaries support full- and part-time personnel including substitute bus drivers and transport attendants.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries.

Contracted Services: Costs for drug and alcohol testing, employee physical examinations, routing software maintenance, fleet repairs, safety vests, global positioning system (GPS) services, and maintenance and rental of buildings and vehicles.

Supplies & Materials: Office supplies and postage used in the daily operations of the office, and training supplies and materials.

Other Operating Costs: Cellular phones, utilities, local travel, and registration fees.

Equipment: School buses.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Transportation & Central Garage	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	2.00	2.00	2.00	2.00
Administrative Support Technician	8.00	8.00	8.00	8.00
Assistant Foreman	13.00	13.00	13.00	13.00
Auxiliary Bus Driver	21.00	21.00	21.00	21.00
Bus Driver	1,075.80	1,075.80	1,075.80	1,090.80
Bus Driver Foreman	12.00	12.00	12.00	12.00
Bus Driver Trainer	13.00	13.00	13.00	13.00
Clerk	3.00	3.00	3.00	8.00
Director	1.00	1.00	1.00	1.00
Dispatcher	2.00	2.00	2.00	2.00
Secretary	5.00	5.00	5.00	5.00
Support Supervisor	8.00	8.00	8.00	8.00
Technical Resource Analyst	1.00	1.00	1.00	1.00
Transportation Attendant	302.97	302.97	302.97	302.97
UNRESTRICTED Staffing	1,467.77	1,467.77	1,467.77	1,487.77
TOTAL OPERATING STAFFING	1,467.77	1,467.77	1,467.77	1,487.77

UNRESTRICTED Expenditures by Object / Sub-Object				
Transportation & Central Garage	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Drivers of Vehicles	41,953,557	43,866,889	43,866,889	44,770,809
Grievance Settlements	674	-	-	-
Hourly Administration	-	9,900	9,900	9,900
Other Admin/Professionals/Specialists	1,212,271	1,206,735	1,206,735	1,245,038
Other Aides	7,999,486	8,299,310	8,299,310	8,513,130
Other Support Staff	589,984	670,070	670,070	698,268
Overtime	6,012,314	138,526	138,526	138,526
Secretaries & Clerks	382,257	383,425	383,425	620,307
Substitute Bus Driver	389,180	833,503	833,503	1,046,228
Substitute Teacher	(5,346)	-	-	-
Substitute Transportation Attendant	2,259,927	1,463,865	1,463,865	1,463,865
Summer Assignment	120	-	-	-
Temporary Office Worker	77,972	-	-	-
Terminal Leave Payout	350,669	-	-	-
Salaries & Wages Total	61,223,065	56,872,223	56,872,223	58,506,071

UNRESTRICTED Expenditures by Object / Sub-Object

Transportation & Central Garage	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Employee Benefits</u>				
FICA/Medicare	4,823,839	4,228,715	4,228,715	4,307,876
Insurance Benefits-Active Employees	9,679,255	10,025,113	10,025,113	10,614,003
Life Insurance	177,122	210,878	210,878	216,408
Retirement/Pension-Employee	3,430,459	3,712,675	3,712,675	3,766,622
Workman's Compensation	4,369,857	1,135,277	1,135,277	1,168,105
Employee Benefits Total	22,480,532	19,312,658	19,312,658	20,073,014
<u>Contracted Services</u>				
Lease/Purchases-Non-Energy	7,705,680	12,852,291	12,852,291	14,164,365
M&R Buildings	-	5,670	5,670	5,670
M&R Equipment	-	13,680	13,680	13,680
M&R of Vehicle Insurance Related	560,834	386,000	386,000	386,000
M&R of Vehicles Outside Contract	-	36,000	36,000	36,000
M&R Vehicles	24,161,208	22,716,777	22,716,777	23,594,194
Other Contracted Services	64,852	238,500	238,500	238,500
Other Transfers	735,158	721,298	721,298	-
Printing In-House	66,290	26,438	26,438	26,438
Rental of Buildings	688,689	722,526	722,526	722,526
School Activity Transportation	-	101,976	101,976	101,976
Software License	26,734	66,000	66,000	66,000
Transport Handicap Nonpublic	12,301	7,000	7,000	7,000
Contracted Services Total	34,021,746	37,894,156	37,894,156	39,362,349
<u>Supplies & Materials</u>				
Non-Catered Misc Food Supplies	855	-	-	-
Office Supplies	33,313	26,214	26,214	26,214
Other Charges	5,149	-	-	-
Other Miscellaneous Supplies	-	4,720	4,720	4,720
Postage & Delivery	53,948	1,126	1,126	1,126
Staff Development Supplies	598	595	595	595
Supplies & Materials Total	93,863	32,655	32,655	32,655
<u>Other Operating Expenses</u>				
Cellular Phones	428,981	343,067	343,067	343,067
Dues; Subscriptions	-	100	100	100
Electricity	111,242	85,000	85,000	85,000
Fees, Fines & Licenses	(12,515)	-	-	-
Local Travel-Per Mile Basis	-	945	945	945
Natural Gas	27,300	50,000	50,000	50,000
Other Miscellaneous Expense	3,130	-	-	-
Propane Gas	582	2,000	2,000	2,000
Registration Fees	-	180	180	180

UNRESTRICTED Expenditures by Object / Sub-Object

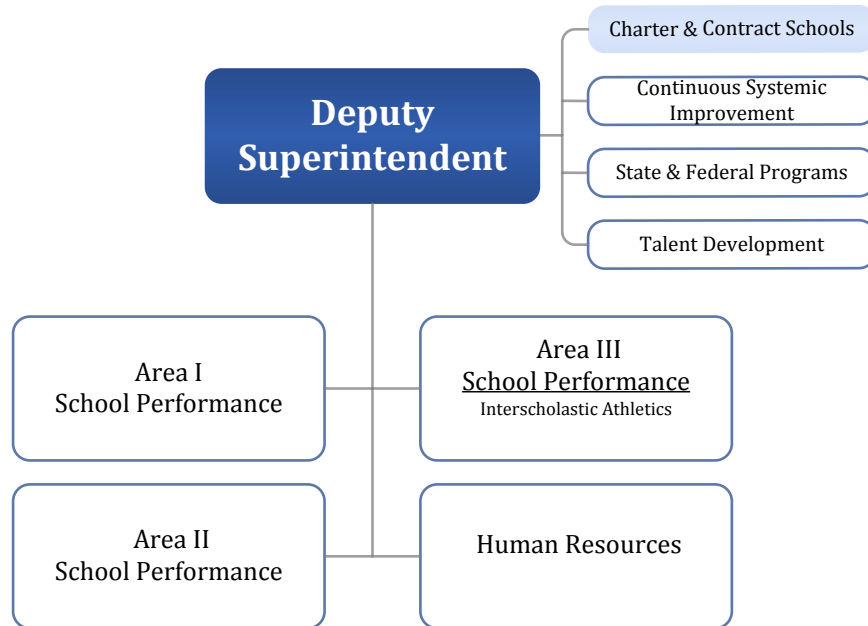
Transportation & Central Garage	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Other Operating Expenses</u>				
Telephone-Centrex	499	-	-	-
Water & Sewage	22,831	40,000	40,000	40,000
Other Operating Expenses Total	582,050	521,292	521,292	521,292
<u>Capital Outlay</u>				
Motor Vehicle - School Buses	-	-	624,500	624,500
Capital Outlay Total	-	-	624,500	624,500
UNRESTRICTED Expenditures	\$ 118,401,256	\$ 114,632,984	\$ 115,257,484	\$ 119,119,881

RESTRICTED Expenditures by Object / Sub-Object

Transportation & Central Garage	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Other Operating Expenses</u>				
Meeting Expense	286	-	-	-
Other Operating Expenses Total	286	-	-	-
RESTRICTED Expenditures	\$ 286	\$ -	\$ -	\$ -
TOTAL OPERATING EXPENDITURES	\$ 118,401,542	\$ 114,632,984	\$ 115,257,484	\$ 119,119,881

OPERATING Expenditures by Cost Center

Cost Center Number	Description	FY 2018 Approved
32101	Transportation and Central Garage	3,918,919
32110	Bus Lot Operations	114,298,462
32120	Central Garage Services	902,500
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 119,119,881



ORGANIZATION SUMMARY

Organization	FY 2018	FY 2018
	Approved	Approved
	FTE	Funding
Deputy Superintendent	6.00	1,202,333
Office of Continuous Systemic Improvement	12.00	1,778,568
State & Federal Programs	30.00	11,684,091
Talent Development	59.50	9,381,342
School-Based Resources	13,679.49	1,250,365,132
TOTAL OPERATING STAFFING & EXPENDITURES	13,786.99	\$ 1,274,411,466

Deputy Superintendent

MISSION

To support the Chief Executive Officer and County in providing highly effective and efficient leadership/administration to the public schools, central office and community in accordance with Board of Education policies, the public school laws of Maryland and related federal and state laws and mandates.

SUPPORTING THE STRATEGIC PLAN

Provide leadership, resources and monitoring to the focus areas of Academic Excellence, High Performing Workforce and Safe and Supportive Environments in support of our one goal “Outstanding Academic Achievement for all Students.”

CORE SERVICES

- Oversee the district-wide implementation of the Data Wise Improvement Process for 209 county schools and other direct reporting offices
- Increase the graduation rate district-wide in addition to increasing student performance on the PSAT/SAT assessment
- Implemented the Arbinger 1) “Leadership and Self Deception”, 2) “The PGCPs Way” trainings, and 3) “The PGCPs Way Continues” where staff are trained to ensure successful decision making and outcomes while maintaining an outward mindset focus
- Oversee the alignment of staff development to the Coherence Framework and system goals
- Provide programs to ensure consistency in discipline management efforts across all schools and student groups

FINANCIAL PLAN

Salaries & Wages: Salaries support full- time office personnel and workshop pay.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries.

Contracted Services: Technical consultants and in-house printing services.

Supplies & Materials: Includes occasional purchases of academic resources, office supplies, awards, and postage.

Other Operating Costs: Local and non-local travel expenses, registration fees, and monetary support for systemic level principal meetings, and professional development workshops for schools and central office staff in support of the district’s academic initiatives.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Deputy Superintendent	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
Deputy Superintendent	1.00	1.00	1.00	1.00
Executive Director	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
Technical Resource Analyst	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	6.00	6.00	6.00	6.00
TOTAL OPERATING STAFFING	6.00	6.00	6.00	6.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Deputy Superintendent	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	585,263	575,780	575,780	592,858
Secretaries & Clerks	150,036	147,614	147,614	152,633
Workshop/Staff Development Pay	-	-	6,000	6,133
Salaries & Wages Total	735,299	723,394	729,394	751,624
<u>Employee Benefits</u>				
Employee Retirement	4,000	-	-	-
FICA/Medicare	48,198	46,130	46,130	47,233
Insurance Benefits-Active Employees	57,860	56,304	56,304	58,421
Life Insurance	2,846	2,796	2,796	2,880
Retirement/Pension-Employee	29,857	31,208	31,208	28,031
Workman's Compensation	2,201	14,472	14,472	15,036
Employee Benefits Total	144,962	150,910	150,910	151,601
<u>Contracted Services</u>				
Printing In-House	1,711	4,676	4,676	4,676
Professional Contracted Services	-	133	133	-
Technical Contracted Services	11,200	30,389	30,389	30,389
Contracted Services Total	12,911	35,198	35,198	35,065
<u>Supplies & Materials</u>				
Awards & Recognition Certificates	-	1,478	1,478	1,478
Non-Catered Misc Food Supplies	-	500	500	500
Office Supplies	13,537	3,452	3,452	3,452
Other Charges	1,495	-	-	-

UNRESTRICTED Expenditures by Object / Sub-Object

Deputy Superintendent	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Supplies & Materials</u>				
Other Miscellaneous Supplies	-	750	750	750
Postage & Delivery	-	750	750	750
Supplies & Materials Total	15,032	6,930	6,930	6,930
<u>Other Operating Expenses</u>				
Dues; Subscriptions	3,850	-	-	-
Local Travel-Per Mile Basis	4,513	3,970	3,970	3,970
Meeting Expense	9,237	31,019	31,019	31,019
Meetings, Conferences, Convention	90,386	209,524	203,524	203,524
Non-Local Travel Expenses	45,197	-	-	-
Other Travel Related Expenditures	6,338	16,200	16,200	16,200
Registration Fees	3,200	2,400	2,400	2,400
Other Operating Expenses Total	162,721	263,113	257,113	257,113
UNRESTRICTED Expenditures	\$ 1,070,925	\$ 1,179,545	\$ 1,179,545	\$ 1,202,333
TOTAL OPERATING EXPENDITURES	\$ 1,070,925	\$ 1,179,545	\$ 1,179,545	\$ 1,202,333

OPERATING Expenditures by Cost Center

Cost Center Number	Description	FY 2018 Approved
30001	Deputy Superintendent	1,006,241
30901	Charter & Contract Schools	196,092
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,202,333

Continuous Systemic Improvement

MISSION

To support educators in using collaborative data inquiry to be the driver of systemic improvement of the instructional core utilizing the Data Wise Improvement Process. Our improvement process is designed to improve the instructional core by examining the practice of central office, departments, teachers, and personnel.

SUPPORTING THE STRATEGIC PLAN

- Develop and deliver professional development that increases our understanding and use of the data that the system uses to track student performance: KRA, PARCC, PSAT, SAT, AP, and IB
- Our office works to lead the system in embracing improvement via the Data Wise Improvement Process with the larger Embrace Data Wise Strategy Team; relatedly, we collaborate (and often work as one team) with other strategy teams to support Academic Excellence

CORE SERVICES

- Provide professional development to central office departments differentiated to their specific needs
- Provide systemic professional development to principals, assistant principals, and other school leaders at system-wide meetings
- Provide on-site support to schools and leadership teams. Schools (e.g., select FAB 25 and Priority Schools) will receive targeted support from the Office of Continuous Systemic Improvement to foster a strong, collaborative culture

FINANCIAL PLAN

Salaries & Wages: Salaries for all full-time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full-time salaries.

Contracted Services: In-house printing for professional development material and posters for workshops/trainings.

Supplies & Materials: Supports classroom teacher and staff development supplies and materials.

Other Operating Costs: Local travel reimbursement and other related meeting expenses.

Equipment: Computers and office furniture/equipment for office personnel.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Continuous Systemic Improvement	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Executive Director	1.00	1.00	1.00	1.00
Executive Specialist	10.00	10.00	10.00	10.00
Secretary	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	12.00	12.00	12.00	12.00
TOTAL OPERATING STAFFING	12.00	12.00	12.00	12.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Continuous Systemic Improvement	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	1,251,734	1,357,546	1,357,546	1,383,339
Secretaries & Clerks	94,000	93,459	93,459	96,257
Terminal Leave Payout	2,000	-	-	-
Salaries & Wages Total	1,347,734	1,451,005	1,451,005	1,479,596
<u>Employee Benefits</u>				
FICA/Medicare	98,897	99,633	99,633	100,267
Insurance Benefits-Active Employees	110,142	112,486	112,486	115,664
Life Insurance	5,338	5,605	5,605	5,715
Retirement/Pension-Employee	36,764	45,904	45,904	25,323
Workman's Compensation	2,273	29,026	29,026	29,599
Employee Benefits Total	253,414	292,654	292,654	276,568
<u>Contracted Services</u>				
Printing In-House	5,204	1,500	1,500	1,500
Contracted Services Total	5,204	1,500	1,500	1,500
<u>Supplies & Materials</u>				
Classroom Teacher Supplies	1,820	4,954	4,954	4,954
Staff Development Supplies	1,419	7,000	7,000	7,000
Supplies & Materials Total	3,239	11,954	11,954	11,954
<u>Other Operating Expenses</u>				
Local Travel-Per Mile Basis	28,438	3,150	3,150	3,150
Meeting Expense	1,074	2,800	2,800	2,800
Other Operating Expenses Total	29,512	5,950	5,950	5,950

UNRESTRICTED Expenditures by Object / Sub-Object				
Continuous Systemic Improvement	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Capital Outlay</u>				
Computers- Non-Instructional	-	-	1,500	1,500
Office Furniture & Equipment	-	-	1,500	1,500
Other Operating Expenses Total	-	-	3,000	3,000
UNRESTRICTED Expenditures	\$ 1,639,103	\$ 1,763,063	\$ 1,766,063	\$ 1,778,568
TOTAL OPERATING EXPENDITURES				
	\$ 1,639,103	\$ 1,763,063	\$ 1,766,063	\$ 1,778,568

OPERATING Expenditures by Cost Center		
COST CENTER	COST CENTER NAME	FY 2018 Approved
46201	Office of Continuous Systemic Improvement	\$ 1,778,568
TOTAL OPERATING EXPENDITURES BY COST CENTER		

State & Federal Programs

MISSION

To provide enhanced resources, guidance and technical assistance in meeting program and academic requirements for Title I schools and Priority schools under Maryland's new Accountability System.

SUPPORTING THE STRATEGIC PLAN

Supports the Strategic Plan by providing supplemental and additional resources, and support to enhance Outstanding Student Achievement, a High Performing Workforce and Family and Community Engagement in Title I schools.

CORE SERVICE

Support and provide technical assistance to school teams engaged in professional development required, specifically in the following areas: Reading, writing, and reasoning in the content areas; reading analysis of complex texts; early childhood, digital and mathematics literacy

FINANCIAL PLAN

Salaries & Wages: Salaries for full- and part-time office personnel including 2nd Assignments, overtime, and workshop pay.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries.

Contracted Services: In-house printing services, annual auditing fees, catering, instruction consultants, maintenance and repair of equipment and vehicles, rental of vehicles, software licenses, and school activity transportation.

Supplies & Materials: Office, classroom, and staff development supplies, non-catered miscellaneous food supplies; and postage.

Other Operating Costs: Dues and subscriptions, registration fees, and local and non-local travel expenses to attend required meetings and school-based monitoring visits.

Equipment: Non-instructional and instructional computers.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
State & Federal Programs	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Director	1.00	1.00	1.00	1.00
Instructional Program Coordinator	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	3.00	3.00	3.00	3.00

RESTRICTED Staffing by Position				
State & Federal Programs	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Technician	2.00	2.00	2.00	2.00
Assistant Principal	3.00	0.00	0.00	0.00
Coordinating Supervisor	1.00	1.00	1.00	1.00
Financial Administrator	1.00	1.00	1.00	1.00
Financial Analyst	2.00	2.00	2.00	2.00
Financial Assistant	2.00	2.00	2.00	2.00
Instructional Program Coordinator	1.00	1.00	1.00	1.00
Instructional Specialist	13.00	13.00	13.00	13.00
Instructional Supervisor	2.00	2.00	2.00	2.00
Program Liaison	4.00	0.00	0.00	0.00
Resource Teacher	1.00	2.00	2.00	2.00
Secondary Classroom Teacher	2.00	0.00	0.00	0.00
Secretary	1.00	1.00	1.00	1.00
RESTRICTED Staffing	35.00	27.00	27.00	27.00
TOTAL OPERATING STAFFING	38.00	30.00	30.00	30.00

UNRESTRICTED Expenditures by Object / Sub-Object				
State & Federal Programs	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Hourly Instructional	4,917	-	-	-
Other Admin/Professionals/Specialists	167,403	164,620	164,620	168,280
Other Teacher	101,221	101,556	101,556	101,556
Overtime	47,131	-	-	-
PGCEA Senior Teacher Differential	997	-	-	-

UNRESTRICTED Expenditures by Object / Sub-Object				
State & Federal Programs	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Salaries & Wages				
Secretaries & Clerks	-	84,927	84,927	87,464
Substitutes-Workshop	51	-	-	-
Salaries & Wages Total	321,720	351,103	351,103	357,300
Employee Benefits				
Employee Retirement	2,000	-	-	-
FICA/Medicare	17,784	23,276	23,276	23,523
Insurance Benefits-Active Employees	15,477	23,533	23,533	24,113
Life Insurance	1,020	1,357	1,357	1,381
Retirement/Pension-Employee	-	7,245	7,245	7,146
Workman's Compensation	1,510	7,024	7,024	7,148
Employee Benefits Total	37,791	62,435	62,435	63,311
Contracted Services				
Indirect Cost Recovery	(170,997)	-	-	-
Printing In-House	-	1,500	1,500	1,500
Contracted Services Total	(170,997)	1,500	1,500	1,500
Supplies & Materials				
Office Supplies	-	2,941	2,941	2,941
Staff Development Supplies	8,722	11,559	11,559	11,559
Supplies & Materials Total	8,722	14,500	14,500	14,500
Other Operating Expenses				
Local Travel-Per Mile Basis	959	2,000	2,000	2,000
Registration Fees	111	1,500	1,500	1,500
Other Operating Expenses Total	1,070	3,500	3,500	3,500
Capital Outlay				
Computers-Non-Instructional	4,889	-	3,000	3,000
Capital Outlay Total	4,889	-	3,000	3,000
UNRESTRICTED Expenditures	\$ 203,195	\$ 433,038	\$ 436,038	\$ 443,111

RESTRICTED Expenditures by Object / Sub-Object				
State & Federal Programs	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Salaries & Wages				
2nd Assignment-Instructional	656,477	734,142	138,600	138,600
2nd Assignment-Support	33,278	25,472	13,960	13,960
Assistant/Vice-Principal/Admin Asst	391,288	209,418	-	-
Classroom Teacher	156,603	-	-	-
Hourly Instructional	9,264	-	-	-
Hourly Interpreter	535	-	-	-

RESTRICTED Expenditures by Object / Sub-Object				
State & Federal Programs	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	1,834,158	1,983,962	2,022,174	2,014,733
Other Stipends	165,675	79,000	233,000	216,000
Other Support Staff	323,887	137,642	138,776	141,776
Other Teacher	317,703	293,768	285,254	285,254
Overtime	2,599	2,880	3,780	3,780
PGCEA Senior Teacher Differential	79	-	-	-
Secretaries & Clerks	55,954	50,447	51,945	51,950
Substitute Teacher	68,144	24,215	-	-
Summer Assignment	667,003	1,503,812	1,527,934	1,527,934
Technician	114,370	113,713	117,137	117,137
Terminal Leave Payout	55	-	-	-
Unrestricted Unallocated Full-Time	274	-	-	-
Workshop/Staff Development Pay	748,955	634,669	604,750	604,750
Salaries & Wages Total	5,546,301	5,793,140	5,137,310	5,115,874
Employee Benefits				
FICA/Medicare	405,824	435,521	709,311	381,542
Insurance Benefits-Active Employees	394,756	312,426	187,000	320,872
Life Insurance	12,086	10,791	11,207	10,092
Retirement/Pension-Employee	53,946	45,847	-	43,264
Retirement/Pension-Teachers	411,913	361,944	413,354	334,126
Workman's Compensation	25,819	115,828	110,262	102,255
Employee Benefits Total	1,304,344	1,282,357	1,431,134	1,192,151
Contracted Services				
Annual Auditing Fees	-	9,600	19,200	19,200
Catering Services	19,063	15,000	12,000	12,000
Indirect Cost Recovery	628,390	772,378	1,409,674	1,406,949
Instructional Contracted Services	1,600,905	475,951	2,413,598	1,741,797
M&R Equipment	5,000	50,000	20,000	-
M&R Vehicles	18,621	5,000	5,000	5,000
Outside Printing	-	1,650	-	-
Printing In-House	6,037	6,380	9,439	9,439
Rental of Vehicles	116,673	124,000	221,799	221,799
School Activity Transportation	236,753	350,000	476,057	476,057
Software License	1,159,117	209,620	1,259,477	372,795
Contracted Services Total	3,790,559	2,019,579	5,846,244	4,265,036
Supplies & Materials				
Classroom Teacher Supplies	1,636,192	807,094	751,129	213,444
Non-Catered Misc Food Supplies	1,480	4,250	4,020	3,000
Office Supplies	14,307	10,000	8,032	8,032
Other Charges	30,469	-	-	-

RESTRICTED Expenditures by Object / Sub-Object				
State & Federal Programs	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Supplies & Materials				
Other Miscellaneous Supplies	-	40,500	69,031	46,000
Postage & Delivery	1,089	3,800	1,000	1,000
Staff Development Supplies	166,540	7,750	42,963	31,453
Supplies & Materials Total	1,850,077	873,394	876,175	302,929
Other Operating Expenses				
Dues; Subscriptions	50,418	5,736	8,000	8,000
Field Trip Expense Non-Transportation	17	-	-	-
Local Travel-Per Mile Basis	13,315	15,000	36,482	36,482
Non-Local Travel Expenses	113,882	91,000	128,868	128,868
Other Miscellaneous Expense	-	5,000	2,500	-
Other Travel Related Expenditures	1,020	-	-	-
Registration Fees	18,196	91,500	88,256	59,914
Other Operating Expenses Total	196,848	208,236	264,106	233,264
Capital Outlay				
Computers-Instructional	3,243,862	57,000	453,406	122,676
Computers- Non-Instructional	-	-	9,050	9,050
Educational Communication Equip	113,627	75,000	-	-
Capital Outlay Total	3,357,489	132,000	462,456	131,726
RESTRICTED Expenditures	\$ 16,045,618	\$ 10,308,706	\$ 14,017,425	\$ 11,240,980
TOTAL OPERATING EXPENDITURES	\$ 16,248,813	\$ 10,741,744	\$ 14,453,463	\$ 11,684,091

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018
		Approved
42205	State & Federal Programs	724,842
42210	Title I Office	10,959,249
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 11,684,091

Organizations

Talent Development

MISSION

To provide meaningful, high quality learning opportunities that address school or individual employee needs in a variety of contexts and formats. Ensure that training and development opportunities are specific and prescribed based upon systemic priorities, performance appraisal results, and student achievement data, where applicable.

SUPPORTING THE STRATEGIC PLAN

Support High-Performing Workforce by ensuring that staff development is aligned to system goals; provide mentoring and coaching support to schools, principals and teachers around academic priorities, including the Rigorous Literacy Instruction initiative.

CORE SERVICES

- **Teacher Leadership Development:** guide the work and expand the impact of the classroom teacher and school-based teacher leaders
- **School Leadership Development:** graduate and professional studies courses, residencies, and a pipeline for PGCPs educators and aspiring leaders seeking Maryland administrator certification
- **Mentoring, Coaching and Induction:** enhance professional practice and strengthen the skillset of new principals and teachers
- **Systemic PGCPs Trainings:** training for all employees in the PGCPs Way to include but not limited to Arbinger (Culture), Strengthsfinder, Coherence Framework, Evaluation, Framework for Teaching, Coaching etc.
- **Technical Support:** consult with partnering school districts and offer guidance in the use of multiple data points to make informed decisions about professional development experiences for school leaders

FINANCIAL PLAN

Salaries & Wages: Salaries for all full- and part-time office personnel including overtime, substitute administrators and temporary office workers.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries.

Supplies & Materials: Catering services, instructional, professional and technical consultants, school activity transportation, software licenses, and printing services.

Other Operating Costs: Dues and subscriptions; fees, fines and licenses; local and non-local travel expenses; registration fees and meet expenses.

Equipment: Computers and office furniture/equipment to support office personnel.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Talent Development	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Technician	1.00	1.00	1.00	1.00
Administrative Secretary	0.00	1.00	1.00	2.00
Associate Superintendent	1.00	1.00	1.00	1.00
Director	1.00	1.00	1.00	1.00
Financial Analyst	1.00	1.00	1.00	1.00
Instructional Program Coordinator	1.00	1.00	1.00	1.00
Instructional Specialist	2.00	5.00	5.00	5.00
Instructional Supervisor	2.00	2.00	2.00	2.00
Mentor Teacher	26.50	25.00	25.00	27.00
Principal	3.00	5.50	5.50	5.50
Program Specialist	2.00	2.00	2.00	2.00
Secretary	2.00	1.00	1.00	1.00
Technical Resource Analyst	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	43.50	47.50	47.50	50.50

RESTRICTED Staffing by Position				
Talent Development	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Instructional Specialist	3.00	0.00	0.00	0.00
Mentor Teacher	7.00	7.00	7.00	9.00
Principal	1.00	0.00	0.00	0.00
RESTRICTED Staffing	11.00	7.00	7.00	9.00
TOTAL OPERATING STAFFING	54.50	54.50	54.50	59.50

UNRESTRICTED Expenditures by Object / Sub-Object				
Talent Development	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
2nd Assignment-Instructional	80,152	-	-	-
Certification Personnel Specialist	126,542	-	-	-
Hourly Administration	6,282	-	-	-
Other Admin/Professionals/Specialists	1,063,420	1,618,363	1,618,363	1,594,456
Other Support Staff	58,466	58,130	58,130	59,884
Other Teacher	1,917,922	2,370,023	2,370,023	2,603,880
Overtime	14,842	10,000	10,000	10,000

UNRESTRICTED Expenditures by Object / Sub-Object

Talent Development	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Salaries & Wages				
Principal	426,012	678,208	678,208	755,903
Secretaries & Clerks	147,972	155,947	155,947	234,449
Substitute Administrator	-	70,000	70,000	70,000
Substitute Teacher	1,322,501	935,807	453,407	453,407
Temporary Office Worker	2,298	7,000	7,000	7,000
Unrestricted Unallocated Full-Time	691	-	-	-
Workshop/Staff Development Pay	14,991	-	-	-
Salaries & Wages Total	5,182,091	5,903,478	5,421,078	5,788,979
Employee Benefits				
Employee Retirement	4,000	-	-	-
Employee Tuition-Outside Institution	268,408	93,289	163,289	163,289
FICA/Medicare	318,562	384,152	347,248	376,783
Insurance Benefits-Active Employees	390,791	471,747	471,747	512,981
Life Insurance	13,617	18,068	18,068	20,280
Retirement/Pension-Employee	20,780	20,781	20,781	29,552
Workman's Compensation	20,765	113,774	104,126	115,599
Employee Benefits Total	1,036,923	1,101,811	1,125,259	1,218,484
Contracted Services				
Catering Services	-	30,000	30,000	30,000
Food Service-Catering	-	9,251	9,251	9,251
Instructional Contracted Services	196,104	141,832	141,832	141,832
Printing In-House	16,604	160,326	160,326	160,826
Professional Contracted Services	265,617	264,178	264,178	264,178
School Activity Transportation	2,229	5,000	5,000	5,000
Software License	-	2,000	2,000	2,000
Contracted Services Total	480,554	612,587	612,587	613,087
Supplies & Materials				
Awards & Recognition Certificates	5,670	6,899	6,899	6,899
Office Supplies	10,018	4,735	4,735	4,935
Postage & Delivery	48	2,000	2,000	2,000
Staff Development Supplies	152,224	36,004	36,004	36,004
Supplies & Materials Total	167,960	49,638	49,638	49,838
Other Operating Expenses				
Dues; Subscriptions	-	3,600	3,600	3,600
Fees, Fines & Licenses	84,342	5,000	5,000	5,000
Local Travel-Per Mile Basis	28,277	21,145	21,145	21,145
Non-Local Travel Expenses	-	15,000	15,000	15,000
Registration Fees	7,017	2,781	2,781	2,781
Other Operating Expenses Total	119,636	47,526	47,526	47,526

UNRESTRICTED Expenditures by Object / Sub-Object

Talent Development	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Capital Outlay</u>				
Computers-Non-Instructional	44,137	-	20,990	23,390
Office Furniture & Equipment	36	-	14,000	14,000
Capital Outlay Total	44,173	-	34,990	37,390
UNRESTRICTED Expenditures	\$ 7,031,337	\$ 7,715,040	\$ 7,291,078	\$ 7,755,304

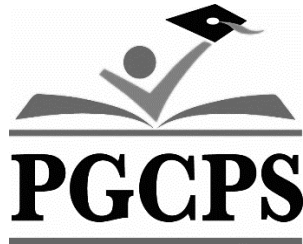
RESTRICTED Expenditures by Object / Sub-Object

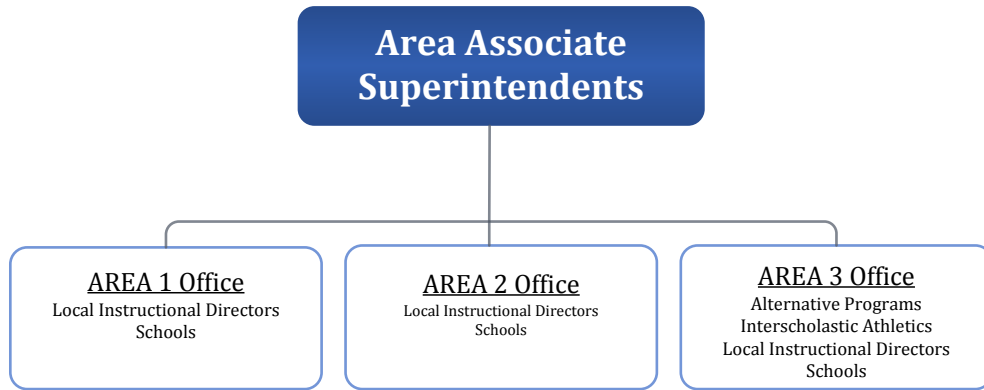
Talent Development	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	311,966	-	291,822	-
Other Stipends	28,050	-	2,000	2,000
Other Teacher	616,258	715,940	624,060	914,214
PGCEA Senior Teacher Differential	997	-	-	-
Principal	258,765	-	13,827	-
Temp Office Worker	-	-	82,124	50,000
Salaries & Wages Total	1,216,036	715,940	1,013,833	966,214
<u>Employee Benefits</u>				
FICA/Medicare	86,557	59,818	95,864	74,866
Insurance Benefits-Active Employees	105,121	77,497	102,940	61,662
Life Insurance	4,582	3,010	5,704	3,534
Retirement/Pension-Employee	5,995	733	27,925	-
Retirement/Pension-Teachers	176,381	171,082	176,118	144,673
Workman's Compensation	7,178	21,819	61,652	19,289
Employee Benefits Total	385,814	333,959	470,203	304,024
<u>Contracted Services</u>				
Indirect Cost Recovery	29,920	-	11,974	-
Instructional Contracted Services	196,381	-	50,428	50,428
Outside Printing	-	-	10,000	10,000
Professional Contracted Services	739,503	150,061	760,947	-
Technical Contracted Services	83,183	-	117,901	-
Contracted Services Total	1,048,987	150,061	951,250	60,428
<u>Supplies & Materials</u>				
Non-Catered Misc Food Supplies	62	-	-	-
Office Supplies	7,927	-	30,135	19,935
Staff Development Supplies	13,884	-	7,800	-
Supplies & Materials Total	21,873	-	37,935	19,935

RESTRICTED Expenditures by Object / Sub-Object				
Talent Development	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Other Operating Expenses</u>				
Meeting Expense	339,607	1,000	384,201	184,743
Non-Local Travel Expenses	21,018	-	40,262	18,380
Non-Local Travel Transportation	8,659	12,839	66,608	50,000
Other Travel Related Expenditures	20,514	-	20,696	12,235
Registration Fees	16,266	3,915	10,079	10,079
Other Operating Expenses Total	406,064	17,754	521,846	275,437
RESTRICTED Expenditures	\$ 3,078,774	\$ 1,217,714	\$ 2,995,067	\$ 1,626,038
TOTAL OPERATING EXPENDITURES	\$ 10,110,111	\$ 8,932,754	\$ 10,286,145	\$ 9,381,342

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
31120	Talent Development	9,381,342
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 9,381,342

Organizations





ORGANIZATION SUMMARY

Organization	FY 2018	FY 2018
	Approved	Approved
	FTE	Funding
Area Associate Superintendents	257.50	36,581,456
Interscholastic Athletics	3.00	6,272,716
TOTAL OPERATING STAFFING & EXPENDITURES	260.50	\$ 42,854,172

Organizations

Area Associate Superintendents

MISSION

To supervise and support schools, seeks to increase workforce capacity and manages academic performance in order to increase student achievement.

SUPPORTING THE STRATEGIC PLAN

- Ensure that school-specific strategies are in alignment with the language of the five pillars of the Strategic Plan with a focus on academic excellence
- Provide professional development opportunities to build leadership capacity to include cluster meetings, systemic and leveled principal meetings to give priority to a high-performing workforce; work to guide parents through systemic processes

CORE SERVICES

- Manage schools around their effective use of data to: a) drive increased student achievement and improve overall school performance; b) strengthen relationships with parents and community stakeholders, and c) improve school operations
- Support the implementation of the systemic Theory of Change to ensure that schools give priority to culture, data, and performance with a lens on literacy to ensure high academic achievement for all students

FINANCIAL PLAN

Salaries & Wages: Salaries support full- and part-time temporary personnel to include 2nd assignments for summer schedulers, workshop/staff development pay, and substitute teachers.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries.

Contracted Services: Advertising costs, catering services, commencement expenses, instructional and professional consultants, printing services, school activity transportation and software licenses.

Supplies & Materials: Awards; office, classroom teacher, student, custodial health, and testing supplies; and textbooks and postage.

Other Operating Costs: Local mileage reimbursement for office staff for travel to schools and meetings; dues and subscriptions to include Association for Supervision and Curriculum Development (ASCD), Phi Delta Kappa, Education Week, International Reading Association; non-local travel and registrations fees to attend conferences for the purposes of professional development.

Equipment: Classroom equipment/furniture and computers.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Area Associate Superintendents	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	1.00	1.00	1.00	1.00
Administrative Secretary	3.00	4.00	4.00	4.00
Assistant Principal	1.00	3.00	3.00	3.00
Associate Superintendent	3.00	3.00	3.00	3.00
Building Supervisor	4.00	4.00	4.00	4.00
Childcare Assistant	3.00	3.00	3.00	3.00
Cleaner	3.00	3.00	3.00	3.00
Director	15.00	15.00	15.00	15.00
Guidance Counselor	14.00	15.00	15.00	15.00
In-School Suspension Monitor	3.00	3.00	3.00	3.00
Instructional Program Coordinator	1.00	2.00	2.00	2.00
Instructional Specialist	5.00	4.00	4.00	5.00
Media Specialist	3.00	3.00	3.00	3.00
Night Cleaner Lead	4.00	4.00	4.00	4.00
Officer	1.00	1.00	1.00	1.00
Other Classroom Teacher	2.00	2.00	2.00	2.00
Outreach Teacher	0.00	2.00	2.00	2.00
Paraprofessional Educator	1.00	1.00	1.00	3.00
Principal	9.00	9.00	9.00	9.00
Program Liaison	2.00	1.00	1.00	1.00
Program Specialist	4.00	4.00	4.00	4.00
Resident Principal	1.00	1.00	1.00	0.00
Resource Teacher	9.00	10.00	10.00	13.50
Secondary Classroom Teacher	94.00	104.00	104.00	116.50
Secretary	24.50	24.50	24.50	26.50
Social Service Worker	3.00	2.00	2.00	3.00
Testing Coordinator	3.00	3.00	3.00	3.00
Wing Coordinator	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	217.50	232.50	232.50	253.50

RESTRICTED Staffing by Position				
Area Associate Superintendents	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
In-School Suspension Monitor	1.00	1.00	0.00	1.00
Paraprofessional Educator	3.00	3.00	3.00	3.00
RESTRICTED Staffing	4.00	4.00	3.00	4.00
TOTAL OPERATING STAFFING				
	221.50	236.50	235.50	257.50

UNRESTRICTED Expenditures by Object / Sub-Object				
Area Associate Superintendents	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
2nd Assignment-Instructional	1,110,022	978,391	1,018,391	1,978,402
2nd Assignment-Support	31,515	78,587	78,587	105,142
Assistant/Vice-Principal/Admin Asst	117,800	323,834	323,834	277,541
Classroom Teacher	6,469,142	7,810,979	7,810,979	8,887,374
Coaches	77,031	-	-	-
Dedicated Aide	10,454	-	-	-
Extracurricular Advisors	196,384	-	-	-
Grievance Settlements	93,566	-	-	-
Hourly Instructional	17,213	578,760	578,760	47,481
Librarian/Media Specialist	252,118	253,342	253,342	272,572
Lunch/Recess Monitor	484	-	-	-
Other Admin/Professionals/Specialists	4,005,948	3,919,805	3,919,805	4,127,419
Other Support Staff	166,988	132,814	132,814	136,797
Other Teacher	2,329,196	2,821,235	2,821,235	3,101,721
Overtime	65,106	20,663	20,663	20,663
PGCEA Senior Teacher Differential	126,022	-	-	-
Principal	1,290,488	1,259,803	1,377,325	1,302,841
Secretaries & Clerks	1,638,750	1,677,943	1,677,943	1,869,805
Service Worker	441,694	460,954	460,954	480,629
Substitute Paraprofessional Ed	-	-	-	-
Substitute Teacher	258,829	94,994	94,994	93,129
Summer Assignment	-	4,131	4,131	6,138
Support Staff	-	49,575	49,575	49,575
Teaching Aide	87,632	97,071	97,071	176,462
Temporary Classroom Asst	-	18,255	18,255	18,255
Temporary Custodian	17,948	-	-	-
Temporary Office Worker	11,181	21,371	21,371	1,998
Temporary Security	-	14,520	14,520	14,520

UNRESTRICTED Expenditures by Object / Sub-Object

Area Associate Superintendents	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Salaries & Wages				
Temporary Security Monitor	-	21,534	21,534	21,534
Terminal Leave Payout	158,945	-	-	-
Unrestricted Unallocated Full-Time	20,062	-	-	-
Workshop/Staff Development Pay	414,615	239,625	239,625	244,724
Salaries & Wages Total	19,409,133	20,878,186	21,035,708	23,234,722
Employee Benefits				
Employee Retirement	36,000	-	-	-
FICA/Medicare	1,347,036	1,513,536	1,522,526	1,696,750
Insurance Benefits-Active Employees	2,133,550	2,264,315	2,272,815	2,513,114
Life Insurance	60,851	72,089	72,543	79,774
Retirement/Pension-Employee	94,850	111,072	111,072	156,183
Retirement/Pension-Teachers	4,589	-	-	-
Workman's Compensation	81,581	415,238	417,588	464,456
Employee Benefits Total	3,758,457	4,376,250	4,396,544	4,910,277
Contracted Services				
Advertising & Other Costs	18,773	9,000	9,000	9,000
Catering Services	2,905	3,000	3,000	3,000
Commencement Expenses	497,848	485,544	485,544	527,544
Food Service-Catering	1,308	2,000	2,000	3,388
Instructional Contracted Services	1,076,118	902,341	902,341	1,789,076
M&R Equipment	104	150	150	150
Other Contracted Services	55,330	750	750	750
Other Transfers	1,232,898	1,545,632	1,545,632	1,652,502
Outside Printing	-	6,500	6,500	6,500
Printing In-House	42,008	44,598	44,598	44,598
Professional Contracted Services	170,925	142,210	142,210	143,152
Rental of Equipment	151	-	-	-
School Activity Transportation	196,055	783,365	783,365	1,166,335
Software License	16,893	56,140	56,140	67,340
Contracted Services Total	3,311,316	3,981,230	3,981,230	5,413,335
Supplies & Materials				
Awards & Recognition Certificates	8,180	30,595	30,595	30,595
Classroom Teacher Supplies	218,288	284,362	284,362	287,742
Custodial Supplies	14,116	16,300	16,300	16,300
Health Supplies	1,760	1,850	1,850	1,850
Library Books	-	300	300	300
Non-Catered Misc Food Supplies	1,703	10,800	10,800	3,000
Office Supplies	165,324	249,226	249,226	489,679
Other Charges	65,777	-	-	-
Other Miscellaneous Supplies	-	97,746	97,746	97,746

UNRESTRICTED Expenditures by Object / Sub-Object				
Area Associate Superintendents	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Supplies & Materials				
Postage & Delivery	3,113	14,603	14,603	14,603
Staff Development Supplies	26,971	30,606	30,606	36,895
Student Supplies	41,504	128,019	128,019	128,019
Testing Supplies & Materials	-	7,500	7,500	7,500
Textbooks	247,583	236,335	236,335	236,335
Supplies & Materials	794,319	1,108,242	1,108,242	1,350,564
Other Operating Expenses				
Dues; Subscriptions	13,033	34,177	34,177	27,811
Electricity	44,021	165,000	165,000	165,000
Field Trip Expense Non-Transportation	480	3,000	3,000	3,000
Fuel Oil	5,544	85,000	85,000	85,000
Local Travel-Per Mile Basis	37,556	65,023	65,023	64,099
Meeting Expense	41,282	25,943	25,943	30,643
Natural Gas	111,371	75,000	75,000	75,000
Non-Local Travel Expenses	17,222	26,750	26,750	10,500
Propane Gas	18,011	25,000	25,000	25,000
Registration Fees	17,860	22,608	22,608	22,986
Telephone-Centrex	3,367	-	-	-
Water & Sewage	24,827	50,000	50,000	50,000
Other Operating Expenses Total	334,574	577,501	577,501	559,039
Capital Outlay				
Cafeteria Equipment & Furniture	17,236	-	-	-
Classroom Equipment & Furniture	57,899	-	340,658	621,158
Computers-Instructional	65,090	-	177,886	177,886
Computers-Non-Instructional	10,973	-	2,000	4,000
Educational Communication Equipment	-	-	500	500
Equipment Purchases Under \$500	124,950	-	54,000	54,000
Office Furniture & Equipment	6,816	-	4,000	4,000
Security Alarm Systems	13,803	-	10,000	10,000
Capital Outlay Total	296,767	-	589,044	871,544
UNRESTRICTED Expenditures	\$ 27,904,566	\$ 30,921,409	\$ 31,688,269	\$ 36,339,481

RESTRICTED Expenditures by Object / Sub-Object				
Area Associate Superintendents	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Salaries & Wages				
Classroom Teacher	74,967	-	77,477	-
Other Support Staff	-	32,133	-	33,091
Teaching Aide	117,948	126,804	33,210	130,173
Salaries & Wages Total	192,915	158,937	110,687	163,264
Employee Benefits				
FICA/Medicare	13,658	12,162	8,705	12,491
Insurance Benefits-Active Employees	45,178	35,165	9,057	36,539
Life Insurance	692	616	441	632
Retirement/Pension-Teachers	17,445	24,971	5,244	25,781
Workman's Compensation	992	3,181	3,714	3,268
Employee Benefits Total	77,965	76,095	27,161	78,711
Contracted Services				
Instructional Contracted Services	-	-	750	-
Rental of Vehicles	590	-	-	-
School Activity Transportation	633	-	-	-
Contracted Services Total	1,223	-	750	-
Supplies & Materials				
Other Misc Supplies	-	-	8,290	-
Student Supplies	1,765	-	-	-
Supplies & Materials Total	1,765	-	8,290	-
RESTRICTED Expenditures	\$ 273,868	\$ 235,032	\$ 146,888	\$ 241,975
TOTAL OPERATING EXPENDITURES	\$ 28,178,434	\$ 31,156,441	\$ 31,835,157	\$ 36,581,456

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
00303	Croom High School	2,683,343
00705	Tall Oaks High School	2,491,323
01350	Academy of Health Sciences & Teacher Preparedness at Prince George's Community College	4,921,469
01352	International Schools- Largo	3,868,221
01732	International Schools- Langley Park	3,830,371
42430	Incarcerated Youth Program (IYP)	778,002
42431	Community-Based Classroom	993,831
42432	Evening High School-Northwestern	1,733,192
42440	Green Valley Academy	3,162,288
42441	Annapolis Road Academy	2,459,890
48011	Area I School Performance Office	1,718,098
48012	Area II School Performance Office	1,761,591
48610	Area III School Performance Office	6,179,837
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 36,581,456

Interscholastic Athletics

MISSION

To provide high school students the opportunity to enrich their educational experience through athletic participation. Students will learn the value of good sportsmanship, athletic skill development, and numerous skills for life.

SUPPORTING THE STRATEGIC PLAN

- Support Family and Community Engagement through student, parent and community involvement in the athletic program
- Support Safe and Supportive Environments in middle and high schools by providing athletic activities that foster a positive atmosphere

CORE SERVICES

- Provide exceptional customer service
- Provide opportunity to learn life-long work habits through participation in athletic activities
- Provide higher level athletic skill development
- Provide activities that promote health and wellness
- Provide safe and supportive environment at athletic events

FINANCIAL PLAN

Salaries & Wages: Salaries support full- and part-time personnel including coaches and substitute teachers.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries.

Contracted Services: Maintenance and repair of equipment, technical and other contracted service agreements for game officials and security for athletic events, and printing services.

Supplies & Materials: Office supplies, other miscellaneous supplies which includes first aid items, and awards for event programs.

Other Operating Costs: Funding for catastrophic insurance coverage for student athletes, local travel reimbursement, and other miscellaneous expenses.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Interscholastic Athletics	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Director	1.00	1.00	1.00	1.00
Instructional Supervisor	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	3.00	3.00	3.00	3.00
TOTAL OPERATING STAFFING	3.00	3.00	3.00	3.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Interscholastic Athletics	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Coaches	1,370,014	2,671,956	2,671,956	2,753,061
Other Admin/Professionals/Specialists	342,676	300,553	300,553	300,553
Overtime	47,579	21,011	21,011	21,011
Secretaries & Clerks	77,997	77,549	77,549	79,866
Substitute Teacher	5,666	9,514	9,514	9,514
Temporary Auditorium Tech	776	-	-	-
Workshop/Staff Development Pay	2,600	-	-	-
Salaries & Wages Total	1,847,308	3,080,583	3,080,583	3,164,005
<u>Employee Benefits</u>				
FICA/Medicare	117,711	228,670	228,670	235,051
Insurance Benefits-Active Employees	31,594	38,227	38,227	40,548
Life Insurance	1,381	1,461	1,461	1,470
Retirement/Pension-Employee	-	14,355	14,355	13,749
Workman's Compensation	1,268	61,195	61,195	62,864
Employee Benefits Total	151,954	343,908	343,908	353,682
<u>Contacted Services</u>				
M&R Equipment	-	1,500	1,500	1,500
Other Contracted Services	105,090	105,000	105,000	105,000
Printing In-House	12,857	-	-	-
Technical Contracted Services	896,188	685,988	685,988	1,170,238
Contracted Services Total	1,014,135	792,488	792,488	1,276,738

UNRESTRICTED Expenditures by Object / Sub-Object

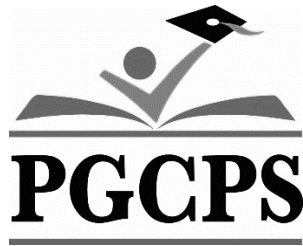
Interscholastic Athletics	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Supplies & Materials</u>				
Awards & Recognition Certificates	5,374	15,400	15,400	15,400
Office Supplies	1,747	1,600	1,600	1,600
Other Charges	731,154	-	-	-
Other Miscellaneous Supplies	-	733,480	733,480	733,480
Supplies & Materials Total	738,275	750,480	750,480	750,480
<u>Other Operating Expenses</u>				
Interscholastic Athletics	91,026	96,000	96,000	96,000
Local Travel-Per Mile Basis	38	4,050	14,550	14,550
Non-Local Travel Expenses	2,527	-	-	-
Other Miscellaneous Expense	527,168	592,261	592,261	617,261
Other Operating Expenses Total	620,759	692,311	702,811	727,811
UNRESTRICTED Expenditures	\$ 4,372,431	\$ 5,659,770	\$ 5,670,270	\$ 6,272,716

RESTRICTED Expenditures by Object / Sub-Object

Interscholastic Athletics	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Capital Outlay</u>				
Athletic Equipment	15,675	-	4,325	-
Capital Outlay Total	15,675	-	4,325	-
RESTRICTED Expenditures	\$ 15,675	\$ -	\$ 4,325	\$ -
TOTAL OPERATING EXPENDITURES				
	\$ 4,388,106	\$ 5,659,770	\$ 5,674,595	\$ 6,272,716

OPERATING Expenditures by Cost Center

Cost Center Number	Description	FY 2018 Approved
42151	Interscholastic Athletics	6,272,716
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 6,272,716



Human Resources



ORGANIZATION SUMMARY

Organization	FY 2018	FY 2018
	Approved	Approved
	FTE	Funding
Chief Administrator for Human Resources	3.00	499,376
Employee Performance and Evaluation	35.00	5,298,270
HR Operations & Staffing	45.00	7,872,105
HR Strategy & Workforce Planning	29.00	3,943,696
TOTAL OPERATING STAFFING & EXPENDITURES	112.00	\$ 17,613,447

Chief Administrator for Human Resources

MISSION

To recruit, select, develop, compensate, and retain a highly qualified and safe, highly effective workforce that promotes student achievement, and to provide excellent service to our partners in education and to become a valued strategic partner to the school system that supports academic excellence and facilitates continuous improvement in teaching leadership and accountability.

SUPPORTING THE STRATEGIC PLAN

- Leads and supports the Division of Human Resources in making Prince George's County Public Schools an employer of choice
- Leads and supports the Division of Human Resources in achieving all measurable outcomes and milestones outlined in the strategic plan

CORE SERVICES

- Lead and support Prince George's County Public Schools to become an employer of choice
- Lead and support the Division of Human Resources in achieving outcomes outlined in the Strategic Plan by practicing effective recruitment and hiring of high performing employees and improving/recognizing performance through effective evaluation systems
- Continue to improve customer service to internal and external stakeholders
- Provide a workforce that reflects the cultural diversity of county residents and the student population
- Improve job satisfaction, succession planning and retention of high performing employees

FINANCIAL PLAN

Salaries & Wages: Salaries support full-time office personnel, temporary employees to assist during peak hiring season and the Summer Youth Employment Program.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries.

Contracted Services: In-house printing services, and legal fees and settlements.

Supplies & Materials: Office supplies for day-to-day operations.

Other Operating Costs: Local travel reimbursement for site visits and other miscellaneous expenses.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Chief Administrator Human Resources	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Secretary	1.00	1.00	1.00	1.00
Associate Superintendent	1.00	1.00	1.00	1.00
Executive Director	1.00	1.00	1.00	0.00
Secretary	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	4.00	4.00	4.00	3.00
TOTAL OPERATING STAFFING	4.00	4.00	4.00	3.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Chief Administrator Human Resources	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Hourly Instructional	45,599	-	-	-
Other Admin/Professionals/Specialists	308,398	188,212	188,212	192,054
Overtime	50	-	-	-
Secretaries & Clerks	170,296	179,816	179,816	169,698
Summer Assignment	49,975	9,840	9,840	-
Temporary Office Worker	141,580	10,000	10,000	10,000
Unrestricted Unallocated Full-Time	8,062	-	-	-
Salaries & Wages Total	723,960	387,868	387,868	371,752
<u>Employee Benefits</u>				
Employee Retirement	4,000	-	-	-
FICA/Medicare	47,514	24,627	24,627	23,155
Insurance Benefits-Active Employees	53,950	51,435	51,435	39,726
Life Insurance	1,850	1,424	1,424	1,398
Retirement/Pension-Employee	16,707	8,619	8,619	5,353
Workman's Compensation	1,427	7,762	7,762	7,437
Employee Benefits Total	125,448	93,867	93,867	77,069
<u>Contracted Services</u>				
Other Legal Expenses	-	40,529	40,529	40,529
Printing In-House	-	5,000	5,000	5,000
Contracted Services Total	-	45,529	45,529	45,529
<u>Supplies & Materials</u>				
Office Supplies	-	700	700	1,076
Supplies & Materials Total	-	700	700	1,076

UNRESTRICTED Expenditures by Object / Sub-Object

Chief Administrator Human Resources	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Other Operating Expenses</u>				
Local Travel-Per Mile Basis	-	450	450	450
Other Miscellaneous Expense	300	3,500	3,500	3,500
<i>Other Operating Expenses Total</i>	300	3,950	3,950	3,950
UNRESTRICTED Expenditures	\$ 849,708	\$ 531,914	\$ 531,914	\$ 499,376
TOTAL OPERATING EXPENDITURES				
	\$ 849,708	\$ 531,914	\$ 531,914	\$ 499,376

OPERATING Expenditures by Cost Center

Cost Center Number	Description	FY 2018 Approved
31001	Chief Administrator for Human Resources	499,376
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 499,376

Employee Performance and Evaluation

MISSION

To provide all Prince George's County public school system employees with an effective evaluation system that measures employees' effectiveness and indicates areas of need to promote professional growth and facilitate improved outcomes.

SUPPORTING THE STRATEGIC PLAN

- Supports the effective recruitment, hiring and retention of high performing employees by ensuring appropriate observations and universal criteria for determining "high performing" by employee group
- Supports improves employee performance by designing and implementing annual performance evaluation systems

CORE SERVICES

- Develop and implement evaluation protocols for all employee groups that meet Maryland State Department of Education, Prince George's County Public Schools and contractual regulations and requirements
- Provide all stakeholders with the opportunities to engage in professional learning experiences to understand and review the guidelines, processes, and documents associated with all evaluation systems
- Deploy technology systems that will support the school system's commitment to ensure employees receive fair and valid observations and evaluations to inform professional growth and to guide and support career decisions
- Provide intensive support to identified non-tenured teachers in order to expand their capacity in the area of professional practice through Peer Assistance and Review

FINANCIAL PLAN

Salaries & Wages: Salaries for full- and part-time personnel including second assignments and workshop/staff development fees; and Peer Assistance and Review panel stipends.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance for full- and part-time personnel.

Contracted Services: Supports student perception survey; the online teacher evaluation tool including development, maintenance and support; principal and assistant principal surveys; Executive Evaluation Training; and data entry of information pertaining to administrator survey.

Supplies & Materials: Staff development supplies for consulting teachers and evaluation specialist trainings, support for the Thomas Claggett Teacher Learning Facility; and office supplies, postage and materials.

Other Operating Costs: Local travel reimbursement to support site visits, trainings and evaluation support; dues and subscriptions, registration fees, and fees, fines and licenses.

Equipment: Computers and office furniture and equipment to support office personnel.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Employee Performance & Evaluation	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	1.00	1.00	1.00	2.00
Administrative Support Technician	1.00	1.00	1.00	0.00
Building Supervisor	1.00	1.00	1.00	1.00
Executive Director	1.00	1.00	1.00	1.00
Instructional Specialist	4.00	4.00	4.00	4.00
Instructional Supervisor	2.00	2.00	2.00	2.00
Mentor Teacher	16.00	17.00	17.00	19.00
Night Cleaner Lead	2.00	2.00	2.00	2.00
Program Specialist	1.00	1.00	1.00	1.00
Secretary	2.00	2.00	2.00	2.00
Technical Resource Analyst	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	32.00	33.00	33.00	35.00
TOTAL OPERATING STAFFING				
	32.00	33.00	33.00	35.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Employee Performance & Evaluation	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
2nd Assignment-Instructional	63,520	20,000	20,000	65,600
2nd Assignment-Support	7,092	41,000	41,000	41,000
Extracurricular Advisors	-	1,000	1,000	1,000
Hourly Instructional	-	20,000	20,000	20,000
Other Admin/Professionals/Specialists	1,120,002	1,158,721	1,158,721	1,241,366
Other Stipends	33,500	36,000	36,000	36,000
Other Support Staff	48,386	48,108	48,108	-
Other Teacher	1,314,321	1,436,845	1,436,845	1,615,860
Overtime	12,475	-	-	-
PGCEA Senior Teacher Differential	983	500	500	500
Secretaries & Clerks	141,209	140,398	140,398	144,615
Service Worker	-	-	-	33,033
Substitute Teacher	15,240	40,000	40,000	40,000
Temporary Office Worker	-	10,000	10,000	10,000
Terminal Leave Payout	16,572	-	-	-
Workshop/Staff Development Pay	22,788	44,027	44,027	44,027
Salaries & Wages Total	2,796,088	2,996,599	2,996,599	3,293,001

UNRESTRICTED Expenditures by Object / Sub-Object				
Employee Performance & Evaluation	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Employee Benefits				
FICA/Medicare	207,275	222,600	222,600	243,449
Insurance Benefits-Active Employees	263,063	252,745	252,745	291,833
Life Insurance	9,369	10,761	10,761	11,731
Retirement/Pension-Employee	33,337	35,145	35,145	39,329
Retirement/Pension-Teachers	725	-	-	-
Workman's Compensation	14,093	59,946	59,946	65,875
Employee Benefits Total	527,862	581,197	581,197	652,217
Contracted Services				
Advertising & Other Costs	-	5,828	5,828	5,828
Catering Services	2,903	-	-	-
Instructional Contracted Services	444,056	345,000	345,000	315,000
Outside Printing	-	4,000	4,000	4,000
Printing In-House	7,233	10,000	10,000	10,000
Professional Contracted Services	908,061	711,868	711,868	711,868
Technical Contracted Services	200,000	170,000	170,000	150,000
Contracted Services Total	1,562,253	1,246,696	1,246,696	1,196,696
Supplies & Materials				
Awards & Recognition Certificates	-	500	500	500
Classroom Teacher Supplies	-	5,500	5,500	5,500
Office Supplies	14,953	20,000	20,000	20,000
Postage & Delivery	59	2,000	2,000	2,000
Staff Development Supplies	49,464	35,000	35,000	35,000
Supplies & Materials Total	64,476	63,000	63,000	63,000
Other Operating Expenses				
Dues; Subscriptions	5,338	20,500	20,500	20,500
Fees, Fines & Licenses	90,789	10,000	10,000	3,462
Local Travel-Per Mile Basis	38,795	28,194	28,194	28,194
Non-Local Travel Expenses	236	1,000	1,000	-
Registration Fees	3,389	2,500	2,500	2,500
Other Operating Expenses Total	138,547	62,194	62,194	54,656
Capital Outlay				
Computers-Non-Instructional	108,228	-	19,500	22,700
Office Furniture & Equipment	72,921	-	15,000	16,000
Capital Outlay Total	181,149	-	34,500	38,700
UNRESTRICTED Expenditures	\$ 5,270,375	\$ 4,949,686	\$ 4,984,186	\$ 5,298,270
TOTAL OPERATING EXPENDITURES	\$ 5,270,375	\$ 4,949,686	\$ 4,984,186	\$ 5,298,270

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
31110	Employee Performance & Evaluation	5,298,270
TOTAL OPERATING EXPENDITURS BY COST CENTER		\$ 5,298,270

Organizations

HR Operations and Staffing

MISSION

To recruit, select, hire and retain a highly qualified, effective and diverse workforce that promotes improved student achievement and serves as a valued strategic partner.

SUPPORTING THE STRATEGIC PLAN

- Recruitment, hiring and retention of high performing employees, with a focus on sustaining a workforce that reflects the diversity of county residents and the student population
- Supports the retention of high performing employees through the improvement of customer service to internal and external stakeholders and ensuring that PGCPs is viewed as an employer of choice

CORE SERVICES

- Strategically source, recruit, screen, select and hire a diverse pool of high-potential candidates
- Ensure the hiring of a diverse workforce of high-performing employees
- Process certification requests, issuing initial Maryland Certificates, processing certificate renewals and endorsements, and providing professional guidance and support to certificated staff and administrators
- Deliver the Maryland-approved alternative teacher preparation program designed for talented individuals that have a desire to work with our students by teaching in one of our high needs areas such as Mathematics, Science, English, Elementary STEM, Special Education, Spanish and Italian
- Accurately enter and maintain all employee records in the Human Resources Data Management System

FINANCIAL PLAN

Salaries & Wages: Salaries support full- and part-time temporary personnel including substitutes for schools and visiting teachers, and staff development pay.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries; tuition reimbursement and certification renewal for professional growth and learning for employees.

Contracted Services: Supports advertising for recruitment and use of contractors to support the hiring of a quality workforce, and other services to assist with recruitment and staffing efforts such as Linked In.

Supplies & Materials: General office supplies including daily functions and preparation of staffing and systemic events.

Other Operating Costs: Local travel reimbursement to support recruitment events and site visits, and non-local travel expenses for systemic recruitment events.

Equipment: Computers to support office personnel.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
HR Operations & Staffing	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	19.00	19.00	19.00	21.00
Administrative Support Technician	4.00	7.00	7.00	4.00
Administrative Assistant	0.00	1.00	1.00	1.00
Coordinating Manager	0.00	1.00	1.00	1.00
Director	1.00	1.00	1.00	1.00
Secretary	13.00	9.00	9.00	9.00
Support Supervisor	6.00	8.00	8.00	8.00
UNRESTRICTED Expenditures	43.00	46.00	46.00	45.00
TOTAL OPERATING EXPENDITURES	43.00	46.00	46.00	45.00

UNRESTRICTED Expenditures by Object / Sub-Object				
HR Operations & Staffing	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Hourly Instructional	26,665	5,000	5,000	5,000
Other	103	-	-	-
Other Admin/Professionals/Specialists	2,410,326	3,212,351	3,212,351	3,333,586
Other Support Staff	304,140	484,869	484,869	262,159
Overtime	2,070	-	-	-
Secretaries & Clerks	548,725	472,860	472,860	489,034
Substitute School Secretary	29,924	106,494	106,494	106,494
Temporary Office Worker	105,837	20,000	20,000	10,000
Terminal Leave Payout	2,000	-	-	-
Unrestricted Unallocated Full-Time	1,094	-	-	-
Workshop/Staff Development Pay	4,900	20,000	20,000	7,700
Salaries & Wages Total	3,435,784	4,321,574	4,321,574	4,213,973
<u>Employee Benefits</u>				
FICA/Medicare	266,922	274,569	274,569	287,766
Insurance Benefits-Active Employees	375,977	445,814	445,814	448,499
Life Insurance	12,620	16,117	16,117	15,790
Retirement/Pension-Employee	125,231	218,424	218,424	198,969
Tuition Reimburse-Cert Renewal	1,762,946	1,735,000	1,735,000	1,735,000
Workman's Compensation	17,988	86,455	86,455	84,302
Employee Benefits Total	2,561,684	2,776,379	2,776,379	2,770,326

UNRESTRICTED Expenditures by Object / Sub-Object				
HR Operations & Staffing	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Contracted Services				
Advertising & Other Costs	8,679	75,000	75,000	75,000
Food Service-Catering	8,189	-	-	15,000
Outside Printing	-	1,500	1,500	1,500
Printing In-House	27,853	21,320	21,320	21,320
Professional Contracted Services	108,300	675,874	675,874	623,874
Contracted Services Total	153,021	773,694	773,694	736,694
Supplies & Materials				
Non-Catered Misc. Food Supplies	-	-	-	2,000
Office Supplies	8,503	1,500	1,500	12,151
Postage & Delivery	-	500	500	500
Staff Development Supplies	-	1,000	1,000	1,000
Supplies & Materials Total	8,503	3,000	3,000	15,651
Other Operating Expenses				
Local Travel-Per Mile Basis	3,644	1,200	1,200	5,000
Non-Local Travel Expenses	-	85,461	85,461	90,461
Other Operating Expenses Total	3,644	86,661	86,661	95,461
Capital Outlay				
Computers- Non-Instructional	-	-	-	40,000
Capital Outlay Total	-	-	-	40,000
UNRESTRICTED Expenditures	\$ 6,162,636	\$ 7,961,308	\$ 7,961,308	\$ 7,872,105
TOTAL OPERATING EXPENDITURES	\$ 6,162,636	\$ 7,961,308	\$ 7,961,308	\$ 7,872,105

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
31130	Human Resources Operations & Staffing	7,872,105
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 7,872,105

HR Strategy and Workforce Planning

MISSION

To support and retain an effective workforce through ensuring accurate compensation and classification, confidential records management and verification, high-quality employee and candidate support, data-driven strategy implementation, and working to ensure the safety of all through thorough background investigations.

SUPPORTING THE STRATEGIC PLAN

Leads the development and monitoring of the Human Resources High Performing Workforce Strategy Plan, including the oversight of all measurable outcomes, milestones, and activities.

CORE SERVICES

- Provide system-wide implementation and administration of compensation programs and initiatives
- Support improved workforce planning and strategic decision-making through the alignment of HR data, oversight of the Strategic Plan, and the strategic improvement of HR processes
- Support internal and external stakeholders through automated employee records that are streamlined and maintained in a secure manner to ensure that personal identifiable information is not compromised
- Process, review and investigate background checks, including criminal background investigations and Child Protective Services (CPS) reporting
- Provide a centralized single point of contact and resource for current and prospective employees who have inquiries regarding employment needs or accessing employment related information

FINANCIAL PLAN

Salaries & Wages: Salaries support full-time office personnel and staff development pay.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries for office personnel.

Contracted Services: Professional contracted services supports Child Protective Service (CPS) Clearances, Aesop substitute teacher absence management system, service agreement for the Douron Mobile Unit for records verification and management; maintenance and repair of the filing equipment and IDenticard SMART single sided card printer for ID badges; and printing services.

Supplies & Materials: Required ribbons for the printing of ID badges for all school system employees and volunteers, and rollers for high speed scanners for the Office of Records Verification and Management.

Other Operating Costs: Local and non-local travel reimbursement, registration fees, dues and subscriptions, and other miscellaneous expenses.

Equipment: Computers and equipment to support office personnel.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
HR Strategy & Workforce Planning	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	8.00	6.00	6.00	6.00
Administrative Support Technician	4.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Coordinating Manager	1.00	0.00	0.00	0.00
Director	1.00	0.00	0.00	0.00
Executive Director	0.00	1.00	1.00	1.00
Secretary	6.00	10.00	10.00	11.00
Security Investigator	2.00	0.00	0.00	3.00
Support Supervisor	3.00	2.00	2.00	3.00
UNRESTRICTED Staffing	26.00	21.00	21.00	26.00

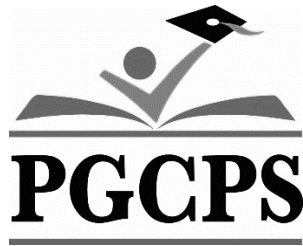
RESTRICTED Staffing by Position				
HR Strategy & Workforce Planning	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Principal	0.00	0.00	0.00	1.00
Reimbursable Personnel	5.00	5.00	5.00	2.00
RESTRICTED Staffing	5.00	5.00	5.00	3.00
TOTAL OPERATING STAFFING				
	31.00	26.00	26.00	29.00

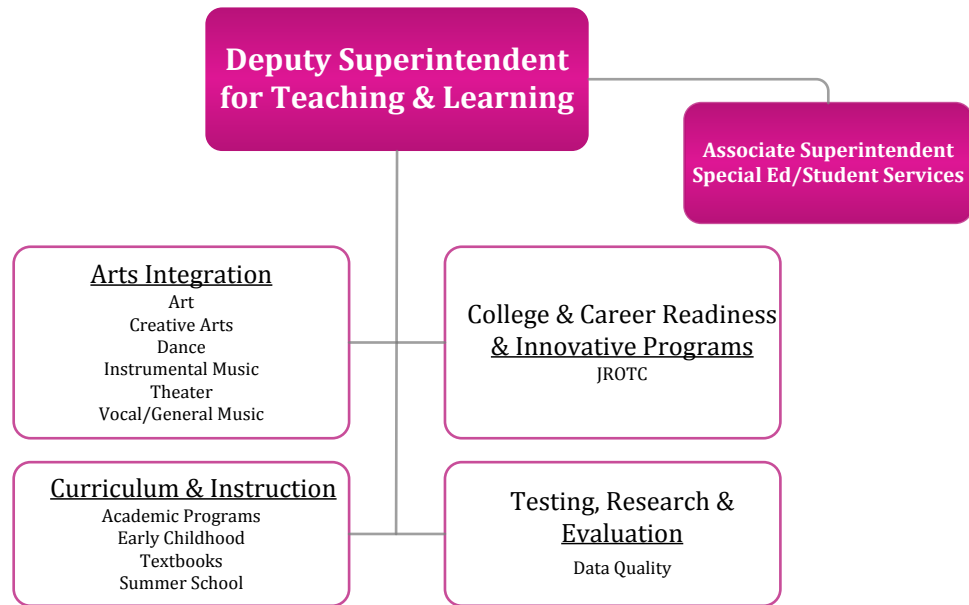
UNRESTRICTED Expenditures by Object / Sub-Object				
HR Strategy & Workforce Planning	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Hourly Instructional	16,786	-	-	-
Other Admin/Professionals/Specialists	1,052,644	803,060	803,060	1,266,913
Other Support Staff	201,600	46,687	46,687	47,440
Overtime	4,713	-	-	-
Secretaries & Clerks	328,256	545,400	545,400	585,358
Service Worker	50,279	67,297	67,297	-
Substitute School Secretary	120,088	-	-	-
Substitute Teacher	(812)	-	-	31,920
Summer Assignment	-	-	-	149,275
Technician	70,535	341	341	258,024
Temporary Office Worker	58,140	-	-	-

UNRESTRICTED Expenditures by Object / Sub-Object				
HR Strategy & Workforce Planning	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Terminal Leave Payout	26,843	-	-	-
Workshop/Staff Development Pay	21,350	-	-	5,500
Salaries & Wages Total	1,950,422	1,462,785	1,462,785	2,344,430
<u>Employee Benefits</u>				
FICA/Medicare	192,912	107,418	107,418	163,974
Insurance Benefits-Active Employees	189,240	202,221	202,221	187,965
Life Insurance	6,698	5,669	5,669	8,344
Retirement/Pension-Employee	89,187	66,058	66,058	126,947
Workman's Compensation	11,880	29,275	29,275	46,263
Employee Benefits Total	489,917	410,641	410,641	533,493
<u>Contracted Services</u>				
Advertising & Other Costs	9,475	-	-	-
Catering Services	3,943	-	-	-
M&R Equipment	-	5,000	5,000	5,000
Printing Outside	-	-	-	500
Printing In-House	18,212	20,366	20,366	20,366
Professional Contracted Services	640,633	182,324	182,324	499,500
Contracted Services Total	672,263	207,690	207,690	525,366
<u>Supplies & Materials</u>				
Office Supplies	4,505	2,000	22,000	24,469
Postage & Delivery	-	500	500	500
Staff Development Supplies	313	500	500	500
Supplies & Materials Total	4,818	3,000	23,000	25,469
<u>Other Operating Expenses</u>				
Dues; Subscriptions	1,500	300	300	300
Fees, Fines & Licenses	-	500	500	500
Local Travel-Per Mile Basis	1,295	1,600	1,600	1,600
Non-Local Travel Expenses	932	60,000	60,000	7,000
Other Miscellaneous Expenses	55,872	-	60,000	60,000
Registration Fees	15,787	500	500	500
Other Operating Expenses Total	75,386	62,900	122,900	69,900
<u>Capital Outlay</u>				
Computers - NON Instructional	-	-	-	12,000
Equipment Purchases Under \$501	58	-	500	32,500
Capital Outlay Total	58	-	500	44,500
UNRESTRICTED Expenditures	\$ 3,192,864	\$ 2,147,016	\$ 2,227,516	\$ 3,543,158

RESTRICTED Expenditures by Object / Sub-Object				
HR Strategy & Workforce Planning	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	43,087	453,378	453,378	176,615
PGCEA Nat'l Bd Prof Teaching Standards	207,500	-	-	-
PGCEA Nat'l Prof Certification Payments	654,000	-	-	-
Principal	-	-	-	123,468
Salaries & Wages Total	904,587	453,378	453,378	300,083
<u>Employee Benefits</u>				
FICA/Medicare	18,533	23,098	23,098	20,973
Insurance Benefits-Active Employees	2,171	41,325	41,325	24,935
Life Insurance	168	1,752	1,752	1,160
Retirement/Pension-Employee	-	23,744	23,744	-
Retirement/Pension-Teachers	6,691	27,497	27,497	47,384
Workman's Compensation	1,315	9,068	9,068	6,003
Employee Benefits Total	28,878	126,484	126,484	100,455
<u>Other Operating Expenses</u>				
Local Travel-Per Mile Basis	375	1,500	1,500	-
Other Operating Expenses Total	375	1,500	1,500	-
RESTRICTED Expenditures	\$ 933,840	\$ 581,362	\$ 581,362	\$ 400,538
TOTAL OPERATING EXPENDITURES	\$ 4,126,704	\$ 2,728,378	\$ 2,808,878	\$ 3,943,696

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018
		Approved
31112	HR Strategy & Workforce Planning	3,705,981
62002	Reimbursable Personnel	237,715
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 3,943,696





ORGANIZATION SUMMARY

Organization	FY 2018	FY 2018
	Approved	Approved
	FTE	Funding
Deputy Superintendent Teaching & Learning	6.00	1,497,273
Arts Integration	18.00	3,863,283
College, Career Readiness & Innovative Programs	39.00	9,991,607
Curriculum & Instruction	10.00	19,172,291
Academic Programs	181.10	34,117,284
Early Childhood Programs	20.00	6,140,133
Testing, Research & Evaluation	33.00	6,252,124
TOTAL OPERATING STAFFING & EXPENDITURES	307.10	\$ 81,033,995

Organizations

Deputy Superintendent for Teaching & Learning

MISSION

To provide system-wide leadership to accomplish the school system's mission of ensuring all students are college and career ready upon graduation.

SUPPORTING THE STRATEGIC PLAN

- Emphasizing Rigorous Literacy strategy and support Early Learning Readiness strategy teamwork will be supported
- Establish College and Career Readiness Benchmarks and extending Specialty Programs strategy work will be supported

CORE SERVICES

- Support rigorous literacy training for all 204 schools focusing on secondary schools for the 2017-2018 school year
- Support the coordination of Early Learning services by strengthening partnerships with community organizations
- Support increased graduation rates, SAT/ACT performance, and number of students earning technical licenses
- Support training for Specialty Programs including International Baccalaureate (IB); Science, Technology, Engineering and Mathematics (STEM); Montessori; Arts Integration; and Visual and Performing Arts programs
- Support strengthening Advanced Placement (AP) performance and Advanced Learning K-12

FINANCIAL PLAN

Salaries & Wages: Salaries support full-time office personnel and substitute teachers.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance for office personnel.

Contracted Services: Instructional consultants to support the implementation of the Strategic Plan and printing services.

Supplies & Materials: Office supplies and postage used in the daily operations of the office.

Other Operating Costs: Dues and subscriptions, local travel reimbursement for site visits, and meeting expenses.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Deputy Superintendent Teaching & Learning	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	1.00	1.00	1.00	1.00
Administrative Support Technician	0.00	0.00	0.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
Deputy Superintendent	1.00	1.00	1.00	1.00
Executive Director	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	5.00	5.00	5.00	6.00
TOTAL OPERATING STAFFING	5.00	5.00	5.00	6.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Deputy Superintendent Teaching & Learning	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
2nd Assignment-Instructional	26,048	-	-	-
Hourly Instructional	166,535	-	-	-
Hourly Interpreter	788	-	-	-
Other Admin/Professionals/Specialists	427,144	423,694	423,694	428,037
Other Support Staff	-	-	-	-
Overtime	-	-	-	-
Secretaries & Clerks	130,484	136,473	136,473	173,166
Substitute Teacher	21,003	-	12,000	12,000
Substitutes-Workshop	70	-	-	-
Summer Assignment	-	1,400	1,400	1,400
Terminal Leave Payout	2,000	-	-	-
Temp Office Worker	-	-	-	-
Salaries & Wages Total	774,072	561,567	573,567	614,603
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	38,139	33,940	33,940	37,877
Insurance Benefits-Active Employees	60,027	59,270	59,270	63,891
Life Insurance	2,135	2,165	2,165	2,323
Retirement/Pension-Employee	37,480	38,563	38,563	5,714
Workman's Compensation	1,906	11,234	11,234	12,294
Employee Benefits Total	141,687	145,172	145,172	122,099

UNRESTRICTED Expenditures by Object / Sub-Object

Deputy Superintendent Teaching & Learning	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Contracted Services				
Food Service - Catering	-	-	-	-
Instructional Contracted Services	36,172	-	744,574	744,574
Other Contracted Services	3,130	-	-	-
Printing In-House	-	1,500	1,500	1,500
Professional Contracted Services	85,953	81,961	35,161	-
School Activity Transportation	-	-	-	-
Contracted Services Total	125,255	83,461	781,235	746,074
Supplies & Materials				
Classroom Teacher Supplies	35,308	-	-	-
Non-Catered Misc Food Supplies	2,136	-	-	-
Office Supplies	1,915	1,637	1,637	1,637
Postage & Delivery	23	200	200	200
Supplies & Materials Total	39,382	1,837	1,837	1,837
Other Operating Expenses				
Dues; Subscriptions	755	2,250	2,250	1,460
Local Travel-Per Mile Basis	1,344	2,710	2,710	1,200
Meeting Expense	10,834	21,151	21,151	10,000
Non-Local Travel Expenses	6,743	-	-	-
Other Travel Related Expenditures	1,523	12,000	12,000	-
Registration Fees	817	2,070	2,070	-
Other Operating Expenses Total	22,016	40,181	40,181	12,660
UNRESTRICTED Expenditures	\$ 1,102,412	\$ 832,218	\$ 1,541,992	\$ 1,497,273

OPERATING Expenditures by Cost Center

Cost Center Number	Description	FY 2018 Approved
30004	Deputy Superintendent for Teaching & Learning	1,497,273
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,497,273

Arts Integration

MISSION

To provide instructional support to teachers, students, parents, community, school administration and other central offices in order to produce and provide rigorous arts focused and arts integrated instructional programs for all students and thereby increase student achievement.

SUPPORTING THE STRATEGIC PLAN

- Support Academic Excellence by implementing, with fidelity, new and existing curriculum focused on the Maryland College and Career Readiness Standards, National Core Fine Arts Standards, and MSDE standards and regulations
- Support a High Performing Workforce by facilitating ongoing professional development to equip all instructional staff with effective literacy strategies in the fine arts content areas and develop qualitative and quantitative assessments and data collection tools to inform the work of expansion and sustaining programs and instruction

CORE SERVICES

- Provide professional development
- Provide artistic and cultural opportunities
- Monitor data collection to inform the work of expansion and sustaining programs and instruction
- Recruitment of highly effective teachers
- Monitor and recommend upgrades to facilities and equipment to ensure safety and promote quality instruction

FINANCIAL PLAN

Salaries & Wages: Salaries support full- and part-time temporary personnel including temporaries and substitutes.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries.

Contracted Services: Contracts to support areas of instruction, professional and technical consultants, maintenance and repair of equipment, in-house printing, and rental of buildings as necessary to support the Strategic Plan.

Supplies & Materials: Classroom teacher and student supplies necessary to support the Strategic Plan.

Other Operating Costs: Fees, Fines and License, local travel reimbursement, non-local travel, and registration fees.

Equipment: Classroom equipment and instructional computers.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Arts Integration	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Assistant	0.00	0.00	0.00	1.00
Coordinating Supervisor	1.00	1.00	1.00	1.00
Instructional Specialist	2.00	2.00	2.00	2.00
Instructional Supervisor	5.00	5.00	5.00	5.00
Officer	1.00	1.00	1.00	1.00
Resource Teacher	3.00	4.00	4.00	3.00
Secretary	4.00	4.00	4.00	4.00
Technical Resource Analyst	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	17.00	18.00	18.00	18.00
TOTAL OPERATING STAFFING				
	17.00	18.00	18.00	18.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Arts Integration	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
2nd Assignment-Instructional	50,579	42,750	42,750	77,487
Hourly Instructional	9,999	30,109	30,109	21,624
Other Admin/Professionals/Specialists	1,093,809	1,199,397	1,199,397	1,353,199
Other Teacher	235,534	320,111	320,111	245,566
Overtime	3,794	-	-	4,000
Secretaries & Clerks	210,117	231,855	231,855	215,859
Substitute Teacher	29,160	15,000	15,000	20,000
Substitutes - Workshop	-	-	-	700
Terminal Leave Payout	4,903	-	-	
Workshop/Staff Development Pay	157,113	202,477	195,477	170,495
Salaries & Wages Total	1,795,008	2,041,699	2,034,699	2,108,930
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	124,152	145,582	145,582	147,834
Insurance Benefits-Active Employees	151,931	163,632	163,632	156,921
Life Insurance	5,909	6,768	6,768	7,013
Retirement/Pension-Employee	20,676	34,000	34,000	38,174
Workman's Compensation	8,561	40,845	40,845	42,109
Employee Benefits Total	313,229	390,827	390,827	392,051

UNRESTRICTED Expenditures by Object / Sub-Object				
Arts Integration	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Contracted Services				
Catering Services	-	-	17,200	19,200
Instructional Contracted Services	27,800	49,750	49,750	41,750
M&R Equipment	82,439	97,993	97,993	97,993
Other Contracted Services	13,466	18,000	18,000	19,500
Printing In-House	9,458	7,195	7,195	15,195
Professional Contracted Services	143,589	93,650	173,650	180,650
Rental of Buildings	2,740	5,500	5,500	7,500
School Activity Transportation	73,226	45,000	45,000	70,500
Software License	-	26,500	26,500	26,500
Technical Contracted Services	54,408	55,000	55,000	56,000
Contracted Services Total	407,126	398,588	495,788	534,788
Supplies & Materials				
Classroom Teacher Supplies	236,801	265,286	265,286	234,773
Office Supplies	22,565	-	37,450	31,775
Other Misc Supplies	98	-	200,000	200,000
Student Supplies	76,662	60,000	60,000	63,500
Supplies & Materials Total	336,126	325,286	562,736	530,048
Other Operating Expenses				
Fees, Fines & Licenses	-	5,000	5,000	7,000
Local Travel-Per Mile Basis	9,985	17,775	17,775	18,875
Registration Fees	959	900	550	4,275
Other Operating Expenses Total	10,944	23,675	23,325	30,150
Capital Outlay				
Classroom Equipment & Furniture	62,611	-	54,990	99,990
Computers-Instructional	379,092	-	66,959	66,959
Capital Outlay Total	441,703	-	121,949	166,949
UNRESTRICTED Expenditures	\$ 3,304,136	\$ 3,180,075	\$ 3,629,324	\$ 3,762,916

RESTRICTED Expenditures by Object / Sub-Object				
Arts Integration	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Salaries & Wages				
2nd Assignment-Instructional	4,111	20,613	7,154	900
Other Stipends	775	-	18,000	12,000
Substitute Teacher	937	2,773	8,150	4,900
Workshop/Staff Development Pay	14,738	14,104	13,125	13,125
Salaries & Wages Total	20,561	37,490	46,429	30,925

RESTRICTED Expenditures by Object / Sub-Object				
Arts Integration	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Employee Benefits</u>				
FICA/Medicare	1,567	2,874	3,470	2,367
Workman's Compensation	85	754	587	619
Employee Benefits Total	1,652	3,628	4,057	2,986
<u>Contracted Services</u>				
Catering Services	830	-	2,759	-
Indirect Cost Recovery	888	3,765	3,434	1,649
Instructional Contracted Services	9,970	5,276	536	-
Professional Contracted Services	1,075	-	47,625	44,080
Contracted Services Total	12,763	9,041	54,354	45,729
<u>Supplies & Materials</u>				
Awards & Recognition Certificates	501	2,220	-	-
Classroom Teacher Supplies	3,799	8,283	4,533	3,319
Non-Catered Misc Food Supplies	-	-	363	-
Other Misc Supplies	-	-	11,527	1,822
Staff Development Supplies	4,060	4,764	1,846	390
Student Supplies	-	-	532	-
Supplies & Materials Total	8,360	15,267	18,801	5,531
<u>Other Operating Expenses</u>				
Dues; Subscriptions	115	-	1,248	500
Local travel - Per Mile Basis	-	-	83	-
Non-Local Travel Expenses	809	1,620	15,852	9,676
Other Miscellaneous Expense	71,475	-	638	-
Registration Fees	2,402	290	7,565	5,020
Other Operating Expenses Total	74,801	1,910	25,386	15,196
RESTRICTED Expenditures	\$ 118,137	\$ 67,336	\$ 149,027	\$ 100,367
TOTAL OPERATING EXPENDITURES	\$ 3,422,273	\$ 3,247,411	\$ 3,778,351	\$ 3,863,283

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
42154	Creative Arts Programs	990,164
42157	Vocal/General Music	503,842
42158	Instrumental Music	474,039
42159	Art	784,738
42161	Arts Integration Office	848,246
42162	Dance	134,648
42163	Theatre	127,606
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 3,863,283

College, Career Readiness & Innovative Program

MISSION

To provide programs and services that enhance and expand academic opportunities and support students' college and career readiness.

SUPPORTING THE STRATEGIC PLAN

- Support Academic Excellence by providing programs and services which aid in reaching the benchmark of 90% of our students graduating on-time
- Support Academic Excellence by providing programs and services that prepare students for matriculation to two-year and four-year higher education institutions as well as earn professional licenses and certifications.

CORE SERVICES

- Assist students with meeting or exceeding graduation requirements and industry standards
- Provide authentic teaching and learning experiences through programs and services that enhance academic opportunities and support college and career readiness
- Support principals, teachers, parents, and students by managing key instructional initiatives that ensure college and readiness
- Support schools in implementing and monitoring instructional interventions and supports to ensure student success in meeting system, state, and national standards
- Support schools in promoting academic rigor through professional development, professional learning communities, and onsite support in planning and monitoring

FINANCIAL PLAN

Salaries & Wages: Salaries support full- and part-time temporary personnel including substitutes for teachers when attending professional development as well as teachers that accompany students on experiential learning opportunities.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance for staff associated with full- and part-time salaries.

Contracted Services: Instruction consultants, rental of buildings, catering, maintenance and repair of equipment and vehicles, school activity transportation, and printing services.

Supplies & Materials: Awards; classroom teacher, office, staff development, and student supplies; textbooks; and postage.

Other Operating Costs: Field trip expenses; local travel reimbursement for site visits; and registration fees.

Equipment: Classroom equipment and furniture in support of Technology Education classrooms.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
College & Career Readiness & Innovative Programs	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Position</u>				
Administrative Support Specialist	6.00	6.00	6.00	6.00
Clerk	1.00	1.00	1.00	1.00
Coordinating Supervisor	1.00	1.00	1.00	1.00
Instructional Program Coordinator	8.00	9.00	9.00	9.00
Instructional Specialist	5.00	5.00	5.00	5.00
Instructional Supervisor	5.00	5.00	5.00	5.00
Officer	1.00	1.00	1.00	1.00
Resource Teacher	2.00	2.00	2.00	2.00
Secondary Classroom Teacher	1.00	0.00	0.00	0.00
Secretary	3.00	3.00	3.00	3.00
Support Supervisor	1.00	0.00	0.00	0.00
UNRESTRICTED Staffing	34.00	33.00	33.00	33.00

RESTRICTED Staffing by Position				
College & Career Readiness & Innovative Programs	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Position</u>				
Administrative Support Specialist	3.00	3.00	3.00	4.00
Administrative Support Technician	1.00	1.00	1.00	1.00
Program Liaison	1.00	1.00	1.00	1.00
Secondary Classroom Teacher	1.00	1.00	1.00	0.00
RESTRICTED Staffing	6.00	6.00	6.00	6.00
TOTAL OPERATING STAFFING	40.00	39.00	39.00	39.00

UNRESTRICTED Expenditures by Object/Sub-Object				
College & Career Readiness & Innovative Programs	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Salaries & Wages				
2nd Assignment-Instructional	49,113	74,916	74,916	52,000
Classroom Teacher	7,065	6,883	6,883	-
Hourly Instructional	151,693	112,011	112,011	52,000
Other Admin/Professionals/Specialists	1,703,097	1,774,548	1,774,548	1,896,320
Other Support Staff	2,690	-	-	-
Other Teacher	709,254	864,190	864,190	1,036,734
Overtime	24,484	-	-	-
PGCEA Senior Teacher Differential	1,024	-	-	-

UNRESTRICTED Expenditures by Object/Sub-Object

College & Career Readiness & Innovative Programs	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Salaries & Wages				
Secretaries & Clerks	185,859	194,019	194,019	227,551
Substitute Teacher	42,698	138,057	138,057	73,645
Temporary Office Worker	14,020	15,000	15,000	15,000
Workshop/Staff Development Pay	89,269	191,660	191,660	88,500
Salaries & Wages Total	2,980,266	3,371,284	3,371,284	3,441,750
Employee Benefits				
Employee Retirement	2,000	-	-	-
FICA/Medicare	207,118	251,413	251,413	254,317
Insurance Benefits-Active Employees	261,360	278,099	278,099	326,157
Life Insurance	10,049	10,950	10,950	12,219
Retirement/Pension-Employee	53,343	60,987	60,987	65,341
Retirement/Pension-Teachers	6,304	-	-	-
Workman's Compensation	10,626	67,308	67,308	68,851
Employee Benefits Total	550,800	668,757	668,757	726,885
Contracted Services				
Food Service-Catering	(4,118)	15,000	15,000	17,000
Instructional Contracted Services	887,169	241,055	273,055	295,919
M&R Equipment	3,068	4,000	4,000	6,700
M&R Vehicles	953	25,000	25,000	25,000
Other Contracted Services	-	-	285,000	100,000
Outside Printing	1,675	5,628	5,628	7,000
Printing In-House	71,853	11,558	11,558	11,558
Professional Contracted Services	38,986	38,000	38,000	-
Rental of Buildings	1,884	1,884	1,884	1,884
School Activity Transportation	351,011	1,884	105,884	436,813
Technical Contracted Services	363,745	-	-	-
Contracted Services Total	1,716,226	344,009	765,009	901,874
Supplies & Materials				
Awards & Recognition Certificates	339	1,256	1,256	1,256
Classroom Teacher Supplies	448,575	825,310	997,310	1,127,327
Non-Catered Misc Food Supplies	133	-	-	-
Office Supplies	15,270	1,264	1,264	43,000
Other Charges	12,214	-	-	-
Other Miscellaneous Supplies	-	1,330,258	68,322	10,000
Postage & Delivery	17,899	3,756	3,756	10,952
Staff Development Supplies	1,282	4,158	4,158	7,158
Student Supplies	24,570	129,330	129,330	79,330
Testing Supplies & Materials	451,157	-	-	-
Textbooks	126,240	475,126	475,126	376,000
Supplies & Materials Total	1,097,679	2,770,458	1,680,522	1,655,023

UNRESTRICTED Expenditures by Object/Sub-Object				
College & Career Readiness & Innovative Programs	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Other Operating Expenses</u>				
Electricity	2,212	-	-	-
Fees, Fines & Licenses	-	2,700	2,700	-
Field Trip Expense Non-Transportation	19,565	54,500	54,500	54,500
Local Travel-Per Mile Basis	23,221	30,055	30,055	28,705
Natural Gas	4,739	-	-	-
Non-Local Travel Expenses	10,011	-	-	-
Registration Fees	520,266	344,363	344,363	452,313
Other Operating Expenses Total	580,014	431,618	431,618	535,518
<u>Capital Outlay</u>				
Classroom Equipment & Furniture	141,271	-	787,000	827,821
Capital Outlay Total	141,271	-	787,000	827,821
UNRESTRICTED Expenditures	\$ 7,066,256	\$ 7,586,126	\$ 7,704,190	\$ 8,088,871

RESTRICTED Expenditures by Object/Sub-Object				
College & Career Readiness & Innovative Programs	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Salaries & Wages</u>				
2nd Assignment-Instructional	15,705	12,000	-	-
2nd Assignment-Support	10,341	9,000	-	-
Classroom Teacher	-	67,387	-	-
Hourly Instructional	369,980	144,567	100,517	17,167
Other Admin/Professionals/Specialists	267,173	260,828	116,236	356,168
Other Stipends	-	-	3,500	3,500
Other Support Staff	72,888	124,412	487,795	128,153
Substitute Child Care Asst	15,778	8,000	-	-
Substitute Teacher	15,402	8,518	-	-
Temporary Child Care	(253)	20,100	-	-
Temporary Office Worker	11,470	-	-	-
Unrestricted Unallocated Full-Time	187	-	-	-
Salaries & Wages Total	778,671	654,812	708,048	504,988
<u>Employee Benefits</u>				
FICA/Medicare	45,554	50,102	52,708	38,637
Insurance Benefits-Active Employees	39,432	48,671	38,313	50,093
Life Insurance	1,304	1,751	3,214	1,875
Retirement/Pension-Employee	20,980	19,619	75,372	26,199
Retirement/Pension-Teachers	18,508	37,296	4,496	27,752
Workman's Compensation	3,345	13,101	16,634	10,106
Employee Benefits Total	129,123	170,540	190,737	154,662

RESTRICTED Expenditures by Object/Sub-Object				
College & Career Readiness & Innovative Programs	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Contracted Services</u>				
Catering Services	19,000	4,046	246	-
Indirect Cost Recovery	10,837	43,431	23,418	23,418
Instructional Contracted Services	-	4,768	4,768	-
M&R Equipment	-	10,000	-	-
Other Contracted Services	128,250	91,799	128,250	107,731
Printing In-House	471	1,658	1,658	-
Professional Contracted Services	93,929	-	7,995	7,995
Rental of Vehicles	-	6,000	-	-
School Activity Transportation	18,450	919	57,878	57,825
Software License	26,347	-	-	-
<i>Contracted Services Total</i>	297,284	162,621	224,213	196,969
<u>Supplies & Materials</u>				
Awards & Recognition Certificates	1,481	711	150	150
Classroom Teacher Supplies	370	148,559	338	-
Non-Catered Misc Food Supplies	-	2,051	783	-
Office Supplies	1,054	700	-	-
Other Charges	3,950	-	-	-
Other Misc Supplies	-	-	-	-
Postage & Delivery	-	4,228	4,228	-
Staff Development Supplies	404	15,109	150	150
Student Supplies	362,220	73,708	315,000	450,609
<i>Supplies & Materials Total</i>	369,479	245,066	320,649	450,909
<u>Other Operating Expenses</u>				
Dues; Subscriptions	-	875	725	-
Local Travel-Per Mile Basis	2,557	8,734	2,835	1,632
Non-Local Travel Expenses	1,585	2,857	127	-
Non-Local Travel Lodging	-	3,000	-	-
Other Miscellaneous Expense	7,547	-	8,094	762
Other Travel Related Expenditures	13,220	24,542	60,716	60,716
Registration Fees	59,029	75,460	90,737	89,277
<i>Other Operating Expenses Total</i>	83,938	115,468	163,234	152,387
<u>Capital Outlay</u>				
Classroom Equipment & Furniture	545,652	5,000	638,788	442,821
Computers-Instructional	-	412,612	-	-
Educational Communication Equip	-	-	-	-
Office Furniture & Equipment	-	3,600	-	-
<i>Capital Outlay Total</i>	545,652	421,212	638,788	442,821
RESTRICTED Expenditures	\$ 2,204,147	\$ 1,769,719	\$ 2,245,669	\$ 1,902,736
TOTAL OPERATING EXPENDITURES	\$ 9,270,403	\$ 9,355,845	\$ 9,949,859	\$ 9,991,607

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
41000	College and Career Readiness	8,743,800
42130	Career Education	1,237,731
42133	JROTC	10,076
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 9,991,607

Organizations

Curriculum & Instruction

MISSION

To provide and enhance support and professional practice in teaching and learning, through the development of curriculum and the identification of supporting resources and provide professional development activities, with an emphasis on mathematics, science, social studies, reading/English language arts, and early learning.

SUPPORTING THE STRATEGIC PLAN

- Providing necessary leadership of four strategy teams: Emphasize Rigorous Literacy Instruction, Early Learning, Specialty Programs, and College and Career Ready
- Providing summer enrichment opportunities for students

CORE SERVICE

Provide oversight and guidance to all academic content areas, including pre-kindergarten, to ensure achievement for all students.

FINANCIAL PLAN

Salaries & Wages: Salaries support full- and part-time temporary personnel including temporary office workers and substitutes.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance for staff associated with full- and part-time salaries.

Contracted Services: Professional and technical consultants, in-house printing services, school activity transportation, and lease purchase.

Supplies & Materials: Textbooks, office and staff development supplies, and postage.

Other Operating Costs: Registration fees.

Equipment: Computers to support office personnel.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Curriculum & Instruction - Office	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Technician	2.00	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00	1.00
Clerk	1.00	1.00	1.00	1.00
Coordinating Supervisor	1.00	1.00	1.00	1.00
Data Entry Technician	1.00	1.00	1.00	1.00
Executive Director	1.00	1.00	1.00	1.00
Instructional Specialist	4.00	4.00	4.00	0.00
Instructional Supervisor	1.00	1.00	1.00	0.00
Night Cleaner Lead	2.00	2.00	2.00	0.00
Resource Teacher	30.00	24.00	24.00	0.00
Secretary	2.00	2.00	2.00	2.00
Technical Resource Analyst	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	47.00	41.00	41.00	10.00
TOTAL OPERATING STAFFING	47.00	41.00	41.00	10.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Curriculum & Instruction - Office	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
2nd Assignment-Instructional	2,423	-	-	-
2nd Assignment-Support	1,195	-	-	-
Classroom Teacher	6,427	-	-	-
Hourly Instructional	21,843	28,463	285,331	278,868
Other Admin/Professionals/Specialists	1,302,260	1,024,438	1,024,438	515,047
Other Support Staff	61,803	110,953	154,718	159,367
Other Teacher	2,367,741	2,028,439	2,028,439	170,844
Overtime	6,259	-	13,560	13,560
PGCEA Senior Teacher Differential	13,935	-	-	-
Secretaries & Clerks	175,125	240,915	240,915	225,187
Substitute Healthcare Attendant	576	-	-	-
Substitute Paraprofessional Ed	896	-	-	-
Substitute Teacher	43,326	8,294	55,094	-
Substitutes-Workshop	274	20,000	20,000	1,000
Summer Assignment	-	-	46,094	46,094

UNRESTRICTED Expenditures by Object / Sub-Object				
Curriculum & Instruction - Office	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Salaries & Wages				
Temporary Office Worker	71,417	84,829	124,829	101,000
Terminal Leave Payout	124,815	-	-	-
Workshop/Staff Development Pay	963	22,215	504,615	22,050
Salaries & Wages Total	4,201,278	3,568,546	4,498,033	1,533,017
Employee Benefits				
Employee Retirement	2,000	-	-	-
FICA/Medicare	1,738,042	265,084	331,575	108,869
Insurance Benefits-Active Employees	403,652	362,079	376,149	106,373
Life Insurance	12,723	13,164	13,333	4,140
Retirement/Pension-Employee	15,090	39,126	39,126	44,699
Workman's Compensation	121,818	71,394	88,778	30,398
Employee Benefits Total	2,293,325	750,847	848,961	294,479
Contracted Services				
Instructional Contracted Services	70,648	-	-	-
Food Service - Catering	-	-	2,007	2,007
Lease/Purchases-Non-Energy	8,948,313	11,615,313	11,615,313	14,029,722
Printing In-House	70,445	144,104	156,408	156,408
Professional Contracted Services	221,439	103,000	903,000	1,156,700
School Activity Transportation	20,912	22,976	96,043	96,043
Technical Contracted Services	30,540	96,904	96,904	96,904
Contracted Services Total	9,362,297	11,982,297	12,869,675	15,537,784
Supplies & Materials				
Other Charges	32,459	-	-	-
Classroom Teacher Supplies	-	-	55,387	77,387
Office Supplies	-	-	24,100	15,900
Postage & Delivery	149	500	1,500	1,200
Staff Development Supplies	74	8,197	8,197	8,197
Textbooks	1,455,173	1,411,440	1,411,440	1,569,923
Supplies & Materials Total	1,487,855	1,420,137	1,500,624	1,672,607
Other Operating Expenses				
Fees, Fines & Licenses	2,250	-	-	-
Local Travel-Per Mile Basis	6,597	-	504	404
Registration Fees	194	42,500	27,000	27,000
Other Operating Expenses Total	9,041	42,500	27,504	27,404
Capital Outlay				
Computers-Non-Instructional	11,076	-	1,000	2,000
Capital Outlay Total	11,076	-	1,000	2,000
UNRESTRICTED Expenditures	\$ 17,364,872	\$ 17,764,327	\$ 19,745,797	\$ 19,067,291

RESTRICTED Expenditures by Object / Sub-Object				
Curriculum & Instruction - Office	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Salaries & Wages				
Grants Unallocated Full-Time	-	70,000	105,000	105,000
Other Stipends	8,900	-	-	-
Substitute Teacher	306	-	-	-
Summer Assignment	4,023	-	-	-
Workshop/Staff Development Pay	32,913	-	-	-
Salaries & Wages Total	46,142	70,000	105,000	105,000
Employee Benefits				
FICA/Medicare	3,027	-	-	-
Workman's Compensation	145	-	-	-
Employee Benefits Total	3,172	-	-	-
Contracted Services				
School Activity Transportation	-	-	422	-
Contracted Services Total	-	-	422	-
Supplies & Materials				
Classroom Teacher Supplies	-	-	9,578	-
Supplies & Materials Total	-	-	9,578	-
Other Operating Expenses				
Local Travel-Per Mile Basis	313	-	-	-
Non-Local Travel Expenses	(351)	-	-	-
Other Travel Related Expenditures	253	-	-	-
Other Operating Expenses Total	215	-	-	-
RESTRICTED Expenditures	\$ 49,529	\$ 70,000	\$ 115,000	\$ 105,000
TOTAL OPERATING EXPENDITURES	\$ 17,414,401	\$ 17,834,327	\$ 19,860,797	\$ 19,172,291

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018
		Approved
42001	Curriculum and Instruction Office	2,482,115
42153	Textbook Office	16,109,643
42433	Summer School	580,533
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 19,172,291

Curriculum & Instruction – Academic Programs

MISSION

To provide curriculum, instructional materials and resources, along with professional development to teachers, students, parents, community, school administration, and other central offices to increase teacher capacity in an effort to provide outstanding academic achievement for all students and prepare students for college and careers, and who are also environmentally literate leaders and able to excel in the area of STEM.

SUPPORTING THE STRATEGIC PLAN

- Outstanding Academic Achievement for all students by ensuring that the allocation and use of resources are aligned to supporting the goals of academic excellence, across all departmental budgets
- Support the work of the Emphasize Rigorous Literacy Strategy Plan, College and Career Ready Strategy Team and Specialty Programs Strategy Team

CORE SERVICES

- Provide curricula that is aligned with MCCRS and appropriate content standards as well as supports schools and the Rigorous Literacy Plan
- Provide professional development to teachers and school leaders on the components of the Rigorous Literacy Plan, teaching best practices, and system curriculum
- Support local and national STEM activities and partnerships that provide opportunities for students to connect the application of literacy and scientific skills
- Provide assessment tools, both formative and summative, that measure student and system progress in moving towards academic excellence

FINANCIAL PLAN

Salaries & Wages: Salaries supports full-time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full-time salaries.

Contracted Services: Instructional and professional consultants, maintenance and repair of equipment, in-house printing, school activity transportation, and software as necessary to implement the Strategic Plan.

Supplies & Materials: Textbooks; library books and supplies; classroom teacher, office, and staff development supplies; and awards, postage, and non-catered food supplies.

Other Operating Costs: Dues and subscriptions, registration fees, local travel reimbursement, curriculum writing, and non-local travel for staff as necessary to support the Strategic Plan

Equipment: Computers of instruction and non-Instruction, classroom equipment and furniture, education communication equipment, and other miscellaneous equipment.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Academic Programs	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Admin Support Technician	3.00	3.00	3.00	2.00
Building Supervisor	2.00	2.00	2.00	2.00
Cleaner	0.50	0.50	0.50	0.50
Clerk	1.00	1.00	1.00	1.00
Coordinating Supervisor	2.00	2.00	2.00	1.00
Director	0.00	0.00	0.00	1.00
Financial Analyst	1.00	1.00	1.00	1.00
Instructional Program Coordinator	3.00	2.00	2.00	2.00
Instructional Assistant	1.00	1.00	1.00	1.00
Instructional Specialist	24.00	24.00	24.00	29.00
Instructional Supervisor	16.00	17.00	17.00	18.00
Mentor Teacher	2.00	2.00	2.00	2.00
Night Cleaner Lead	2.00	2.00	2.00	2.00
Other Classroom Teacher	8.00	8.00	8.00	8.00
Outreach Teacher	6.00	6.00	6.00	6.00
Program Specialist	7.60	7.60	7.60	7.60
Regional Instructional Specialist	1.00	1.00	1.00	0.00
Resource Teacher	14.00	14.00	14.00	38.00
Secretary	16.00	16.00	16.00	16.00
Teacher Trainer	10.00	31.00	31.00	43.00
UNRESTRICTED Staffing	120.10	141.10	141.10	181.10
TOTAL OPERATING STAFFING	120.10	141.10	141.10	181.10

UNRESTRICTED Expenditures by Object / Sub-Object				
Academic Programs	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
2nd Assignment-Instructional	50,209	120,918	120,918	147,365
2nd Assignment-Support	3,651	-	-	-
Classroom Teacher	647,310	663,674	663,674	609,120
Extracurricular Advisors	4,467	-	-	-
Hourly Instructional	1,156,370	608,639	144,950	167,344
Hourly Interpreter	531,846	-	-	-
Other Admin/Professionals/Specialists	5,826,299	5,946,938	5,946,938	6,396,153
Other Stipends	-	10,000	10,000	10,000
Other Support Staff	167,293	166,332	122,567	126,241

UNRESTRICTED Expenditures by Object / Sub-Object

Academic Programs	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Salaries & Wages				
Other Teacher	2,892,108	4,822,349	4,822,349	7,564,487
Overtime	14,810	26,775	13,215	13,215
PGCEA Senior Teacher Differential	20,130	-	-	-
Secretaries & Clerks	1,071,826	1,074,764	1,074,764	1,061,343
Service Worker	201,943	205,147	205,147	196,400
Substitute Teacher	167,821	424,552	450,052	492,346
Substitutes-Workshop	510	7,060	7,060	6,938
Summer Assignment	46,063	46,094	-	-
Temporary Office Worker	29,865	40,000	-	-
Temporary Security Monitor	23,759	-	-	-
Terminal Leave Payout	70,892	-	-	-
Workshop/Staff Development Pay	230,338	132,153	424,153	952,236
Salaries & Wages Total	13,157,510	14,295,395	14,005,787	17,743,188
Employee Benefits				
Employee Retirement	2,000	-	-	-
FICA/Medicare	845,094	1,051,833	1,022,246	1,323,420
Insurance Benefits-Active Employees	1,354,461	1,517,828	1,503,758	1,919,920
Life Insurance	40,557	49,366	49,197	61,670
Retirement/Pension-Employee	81,832	84,845	84,845	81,541
Workman's Compensation	59,320	282,975	275,239	354,488
Employee Benefits Total	2,383,264	2,986,847	2,935,285	3,741,039
Contracted Services				
Catering Services	-	-	-	-
Food Service-Catering	338	2,007	3,000	3,000
Instructional Contracted Services	112,189	192,853	140,417	348,017
M&R Equipment	1,295	1,295	1,295	10,000
M&R Vehicles	15,299	28,000	28,000	28,000
Other Contracted Services	6,000	6,000	6,000	54,000
Printing In-House	299,508	194,906	202,880	202,880
Professional Contracted Services	108,793	475,635	175,635	132,039
Rental of Buildings	13,948	13,918	33,918	29,600
School Activity Transportation	259,591	636,567	573,500	395,978
Software License	647,201	673,909	673,909	694,370
Technical Contracted Services	24,997	5,000	5,000	5,000
Contracted Services Total	1,489,159	2,230,090	1,843,554	1,902,884
Supplies & Materials				
Awards & Recognition Certificates	4,836	8,224	8,298	7,200
Classroom Teacher Supplies	314,929	749,511	881,595	924,326
Custodial Supplies	5,280	9,845	9,845	9,845

UNRESTRICTED Expenditures by Object / Sub-Object				
Academic Programs	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Supplies & Materials				
Library Books	341,684	344,175	344,175	324,175
Maintenance Supplies	-	1,050	1,050	1,000
Non-Catered Misc Food Supplies	55,108	57,009	64,500	74,300
Office Supplies	9,123	50,514	111,039	135,663
Other Charges	14,294	-	-	-
Other Library Media	5,811	5,419	5,419	5,419
Other Miscellaneous Supplies	-	11,770	11,770	11,770
Postage & Delivery	201	2,900	1,975	575
Staff Development Supplies	1,556	4,818	4,818	11,294
Student Supplies	146,925	160,000	160,000	157,000
Testing Supplies & Materials	-	207,000	490,000	1,499,226
Textbooks	115,179	198,000	198,000	180,000
Supplies & Materials Total	1,014,926	1,810,235	2,292,484	3,341,793
Other Operating Expenses				
Dues; Subscriptions	22,926	238,614	193,614	167,034
Electricity	42,394	60,000	60,000	60,000
Fees, Fines & Licenses	12,463	13,484	13,484	13,634
Fuel Oil	14,009	15,000	15,000	15,000
Local Travel-Per Mile Basis	38,621	48,465	50,894	73,567
Meetings, Conferences, Convention	-	5,000	25,000	20,000
Natural Gas	47,472	85,000	85,000	85,000
Non-Local Travel Expenses	3,139	10,000	25,189	20,189
Non-Local Travel Transportation	1,570	-	116,100	116,100
Propane Gas	7,864	15,000	15,000	15,000
Registration Fees	1,464	5,939	8,365	4,475
Telephone-Centrex	811	-	-	-
Other Operating Expenses Total	192,733	496,502	607,646	589,999
Capital Outlay				
Classroom Equipment & Furniture	7,959	-	48,000	49,558
Computers-Instructional	3,208	-	35,000	35,000
Computers-Non-Instructional	3,208	-	1,000	3,000
Capital Outlay Total	\$ 14,375	\$ -	\$ 84,000	\$ 87,558
UNRESTRICTED Expenditures	\$ 18,251,967	\$ 21,819,069	\$ 21,768,756	\$ 27,406,461

RESTRICTED Expenditures by Object / Sub-Object				
Academic Programs	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Salaries & Wages				
2nd Assignment-Instructional	812,304	149,223	256,390	125,391
2nd Assignment-Support	10,421	174,483	174,483	174,483
Certification Personnel Specialist	27,821	-	-	-
Classroom Teacher	204,500	-	-	-
Hourly Instructional	265,736	505,033	1,180,033	880,033
Hourly Interpreter	35,678	53,850	53,850	53,850
Nurse Specialist	4,123	2,000	2,000	-
Other Stipends	1,163,326	1,974,234	2,908,315	1,158,281
Overtime	177	-	-	-
Substitute Teacher	489,073	709,479	1,203,693	505,977
Substitutes-Workshop	-	53,225	53,225	53,225
Support Staff	297	-	-	-
Temporary Classroom Asst	326	-	-	-
Temporary Office Worker	163	-	-	-
Workshop/Staff Development Pay	134,015	189,968	468,549	194,160
Salaries & Wages Total	3,147,960	3,811,495	6,300,538	3,145,400
Employee Benefits				
Employee Tuition-Outside Institution	-	101,028	30,073	30,073
FICA/Medicare	212,613	291,593	458,088	240,634
Insurance Benefits - Active Employees	-	-	2,222	-
Life Ins	-	-	34	-
Retirement/Pension - Teachers	-	-	2,000	-
Workman's Compensation	14,550	76,240	164,662	62,916
Employee Benefits Total	227,163	468,861	657,079	333,623
Contracted Services				
Catering Services	10,229	200,362	52,963	49,163
Indirect Cost Recovery	160,734	388,259	521,448	197,158
Instructional Contracted Services	129,759	155,518	191,293	273,956
Other Contracted Services	138,725	35,000	23,877	7,000
Other Legal Expenses	-	80,000	-	-
Outside Printing	-	500	500	500
Printing In-House	31,289	21,178	23,368	5,732
Professional Contracted Services	1,199,135	208,198	2,451,617	823,221
Rental of Buildings	164,809	200,374	624,453	349,618
Rental of Vehicles	27,327	31,959	31,959	31,959
School Activity Transportation	123,588	93,126	193,722	88,126
Software License	166,619	51,500	45,941	45,362
Technical Contracted Services	-	115,197	115,197	115,197
Tuition-Maryland LEAs	17,200	-	-	-
Contracted Services Total	2,169,414	1,581,171	4,276,338	1,986,992

RESTRICTED Expenditures by Object / Sub-Object				
Academic Programs	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Supplies & Materials				
Awards & Recognition Certificates	-	3,783	3,783	3,783
Classroom Teacher Supplies	279,001	226,225	233,832	225,656
Health Supplies	-	4,350	4,350	-
Non-Catered Misc Food Supplies	15,381	61,996	68,491	59,476
Office Supplies	-	4,914	6,089	4,470
Other Charges	174,491	-	-	-
Other Miscellaneous Supplies	-	51,207	308,917	48,657
Postage & Delivery	40	5,439	5,439	5,439
Staff Development Supplies	90,773	289,308	754,450	438,957
Student Supplies	96,620	-	14,649	-
Supplies & Materials Total	656,306	647,222	1,400,000	786,438
Other Operating Expenses				
Dues; Subscriptions	5,526	7,996	43,471	7,996
Field Trip Expense Non-Transportation	-	5,102	3,000	-
Local Travel-Per Mile Basis	59,497	163,409	101,827	45,986
Non-Local Travel Expenses	105,258	136,718	224,106	105,268
Other Miscellaneous Expense	1,133	3,821	3,821	-
Other Travel Related Expenditures	129,829	4,699	189,000	57,303
Registration Fees	179,278	72,196	201,685	143,749
relocation Expense	-	-	203,415	-
Stipends-AIT/Nonpublic School Teachers	4,638	4,559	5,678	5,350
Tuition-Maryland LEAs	-	28,750	48,750	28,750
Other Operating Expenses Total	485,159	427,250	1,024,753	394,402
Capital Outlay				
Classroom Equipment & Furniture	8,107	-	-	-
Computers-Instructional	140,103	42,883	42,883	42,883
Computers-Non-Instructional	-	140	140	140
Educational Communication Equip	-	900	900	900
Equipment Purchases Under \$500	-	14,010	14,010	14,010
Misc Other Equipment Over \$499	51,856	6,885	7,043	6,035
Capital Outlay Total	200,066	64,818	64,976	63,968
RESTRICTED Expenditures	\$ 6,886,068	\$ 7,000,817	\$ 13,723,684	\$ 6,710,823
TOTAL OPERATING EXPENDITURES	\$ 25,138,035	\$ 28,819,886	\$ 35,492,440	\$ 34,117,284

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
42109	Literacy	2,778,429
42110	Academic Programs Office	5,347,752
42112	Reading/English/Language Arts	4,336,867
42113	Math	4,254,624
42114	Science	822,224
42115	H.B. Owens Science Center	1,274,963
42116	Wm. Schmidt Center	2,205,976
42117	Social Studies	373,547
42118	World Language	440,517
42119	Advanced & Enriched Instruction	3,274,061
42122	Immersion	790,415
42152	Library Media Services	1,739,792
42155	Health Education	228,531
42156	Physical Education	269,385
42410	ESOL	5,980,201
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 34,117,284

Curriculum & Instruction – Early Childhood

MISSION

To provide instructional support and community outreach to school administrators, early childhood educators, parents and community members in order to ensure all students begin kindergarten fully ready to learn as measured by the Kindergarten Readiness Assessment.

SUPPORTING THE STRATEGIC PLAN

Outstanding Student Achievement – Support Early Childhood programs that prepared students to enter kindergarten by demonstrating readiness at the composite level on the Kindergarten Readiness Assessment (KRA).

CORE SERVICES

- To provide learning experiences that will help children develop and maintain the basic skills necessary to be successful in school as assessed by the Kindergarten Readiness Assessment (KRA) which will align with the district's long term goals of increasing the SAT/ACT test scores, Graduation Rate, and meeting the College/Career Readiness targets
- To support families with making everyday moments learning moments so that children develop the necessary skills to be school ready

FINANCIAL PLAN

Salaries & Wages: Salaries support full- and part-time temporary personnel including temporaries and substitutes.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries.

Contracted Services: Instructional, professional, and technical contracted consultants; building rentals; in-house printing.

Supplies & Materials: Classroom teacher, health, food, office and other miscellaneous supplies.

Other Operating Costs: Dues and subscriptions, local travel reimbursement for site visits, non-local travel expenses, and registration fees.

Equipment: Supports classroom and office equipment and furniture.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Early Childhood Programs	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Elementary Classroom Teacher	0.00	0.00	0.00	0.00
Instructional Assistant	3.00	3.00	3.00	3.00
Instructional Specialist	2.00	2.00	2.00	3.00
Instructional Supervisor	2.00	2.00	2.00	2.00
Paraprofessional Educator	0.00	0.00	0.00	0.00
Resource Teacher	6.00	6.00	6.00	5.00
Secretary	3.00	3.00	3.00	3.00
Social Service Worker Assistant	2.00	2.00	2.00	0.00
Support Program Coordinator	1.00	1.00	1.00	1.00
Support Supervisor	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	20.00	20.00	20.00	18.00

RESTRICTED Staffing by Position				
Early Childhood Programs	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	2.00	2.00	2.00	0.00
Clerk	1.00	1.00	1.00	0.00
Financial Assistant	1.00	1.00	1.00	0.00
Healthcare Attendant	1.00	1.00	1.00	0.00
Instructional Program Coordinator	1.00	1.00	1.00	0.00
Instructional Supervisor	1.00	1.00	1.00	0.00
Program Liaison	1.00	1.00	1.00	2.00
Registered Nurse	1.00	1.00	1.00	0.00
Secretary	1.00	1.00	1.00	0.00
Social Service Worker Assistant	5.00	5.00	5.00	0.00
Support Program Coordinator	3.00	3.00	3.00	0.00
RESTRICTED Staffing	18.00	18.00	18.00	2.00
TOTAL OPERATING STAFFING	38.00	38.00	38.00	20.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Early Childhood Programs	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Salaries & Wages				
2nd Assignment-Instructional	114,176	163,560	163,560	113,440
2nd Assignment-Support	16,890	9,000	9,000	18,000
Classroom Teacher	-	-	-	6,740
Hourly Instructional	126,964	74,149	74,149	73,600
Other Admin/Professionals/Specialists	1,074,239	954,345	954,345	1,119,285
Other Teacher	430,098	515,015	515,015	441,508
Overtime	3,486	-	-	-
PGCEA Senior Teacher Differential	992	-	-	-
Secretaries & Clerks	210,575	250,967	250,967	149,274
Substitute Paraprofessional Ed	115	-	-	-
Substitute Teacher	38,442	35,759	35,759	35,759
Teaching Aide	-	-	-	291,890
Temporary Child Care	34,831	-	-	-
Temporary Office Worker	119,837	90,000	90,000	140,000
Unrestricted Unallocated Full-Time	2,118	-	-	-
Workshop/Staff Development Pay	22,667	45,759	45,759	35,000
Salaries & Wages Total	2,195,430	2,138,554	2,138,554	2,424,496
Employee Benefits				
FICA/Medicare	160,433	160,035	160,035	165,925
Insurance Benefits-Active Employees	167,567	165,291	165,291	153,340
Life Insurance	6,367	6,652	6,652	7,590
Retirement/Pension-Employee	59,565	64,172	64,172	50,490
Workman's Compensation	1,118	42,780	42,780	41,603
Employee Benefits Total	395,050	438,930	438,930	418,948
Contracted Services				
Indirect Cost Recovery	(47,723)	-	-	-
Instructional Contracted Services	30,040	218,000	438,000	738,000
Other Contracted Services	2,688	-	-	-
Printing In-House	14,577	21,055	21,055	21,055
Professional Contracted Services	6,247	4,191	4,191	4,191
Rental of Buildings	48,957	60,000	60,000	50,000
Contracted Services Total	54,786	303,246	523,246	813,246
Supplies & Materials				
Classroom Teacher Supplies	971,357	563,932	563,932	580,932
Non-Catered Misc Food Supplies	640,242	448,686	448,686	461,220
Office Supplies	-	-	4,300	4,300
Textbooks	49,565	-	-	-
Supplies & Materials Total	1,661,164	1,012,618	1,016,918	1,046,452

UNRESTRICTED Expenditures by Object / Sub-Object				
Early Childhood Programs	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Other Operating Expenses</u>				
Dues; Subscriptions	-	10,000	10,000	9,944
Local Travel-Per Mile Basis	11,418	13,500	13,500	13,500
Non-Local Travel Expenses	-	15,000	15,000	15,000
Telephone-Centrex	436	-	-	-
Other Operating Expenses Total	11,854	38,500	38,500	38,444
<u>Capital Outlay</u>				
Classroom Equipment & Furniture	64,289	-	64,810	64,810
Office Furniture & Equipment	1,191	-	-	-
Capital Outlay Total	65,480	-	64,810	64,810
UNRESTRICTED Expenditures	\$ 4,383,764	\$ 3,931,848	\$ 4,220,958	\$ 4,806,396

RESTRICTED Expenditures by Object / Sub-Object				
Early Childhood Programs	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Salaries & Wages</u>				
2nd Assignment-Instructional	77,636	-	45,538	-
2nd Assignment-Support	49,033	-	-	-
Classroom Teacher	-	-	500,000	-
Hourly Instructional	102,747	45,000	168,766	37,524
Nurse Specialist	10,384	-	3,200	-
Other Admin/Professionals/Specialists	508,404	499,787	69,489	-
Other Stipends	-	6,250	6,250	-
Other Support Staff	50,737	50,447	134,635	114,517
Other Teacher	94,874	95,566	-	-
School Nurses/Aides	125,582	125,583	125,583	-
Secretaries & Clerks	397,125	394,843	384,843	-
Substitute Healthcare Attendant	27,166	-	-	-
Substitute Paraprofessional Ed	7,058	16,000	24,640	16,640
Substitute Teacher	59,938	57,172	84,400	21,400
Teaching Aide	-	-	300,000	-
Substitutes-Workshop	-	11,000	-	-
Technician	55,905	55,583	55,583	-
Temporary Office Worker	52,572	77,407	82,791	-
Workshop/Staff Development Pay	33,403	38,450	23,975	18,975
Salaries & Wages Total	1,652,564	1,473,088	2,009,693	209,056

RESTRICTED Expenditures by Object / Sub-Object				
Early Childhood Programs	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Employee Benefits</u>				
FICA/Medicare	121,742	111,981	155,407	15,997
Insurance Benefits-Active Employees	171,105	157,136	135,913	24,935
Life Insurance	4,728	4,726	6,069	443
Retirement/Pension-Employee	33,414	33,777	71,008	9,544
Retirement/Pension-Teachers	134,961	133,916	159,880	-
Workman's Compensation	6,799	29,347	44,498	4,183
Employee Benefits Total	472,749	470,883	572,775	55,102
<u>Contracted Services</u>				
Catering Services	30,037	3,397	326	-
Indirect Cost Recovery	54,324	15,776	45,378	33,664
Instructional Contracted Services	271,740	61,430	560,032	516,163
M&R Equipment	350	350	350	-
Other Contracted Services	178,809	361,262	132,390	92,589
Printing In-House	12,298	11,109	15,609	-
Professional Contracted Services	104,739	122,683	130,543	238,336
Rental of Buildings	26,525	10,915	43,460	32,016
Rental of Vehicles	2,675	-	2,300	-
School Activity Transportation	26,575	-	-	-
Technical Contracted Services	1,200	1,200	1,200	1,200
Contracted Services Total	709,272	588,122	931,588	913,968
<u>Supplies & Materials</u>				
Classroom Teacher Supplies	127,038	65,325	104,314	83,226
Health Supplies	7,928	11,250	13,818	-
Library Books	500	1,204	1,070	1,000
Non-Catered Misc Food Supplies	5,503	8,500	7,000	-
Office Supplies	7,199	3	9,924	-
Other Miscellaneous Supplies	-	8,588	46,588	38,000
Postage & Delivery	7,221	3	3	-
Textbooks	-	-	1,175	-
Supplies & Materials Total	155,389	94,873	183,892	122,226
<u>Other Operating Expenses</u>				
Field Trip Expense Non-Transportation	1,532	600	1,849	-
Local Travel-Per Mile Basis	4,850	6,454	7,500	-
Non-Local Travel Expenses	2,250	8,215	14,071	14,071
Non-Local Travel Lodging	4,403	2,500	-	-
Non-Local Travel Related Meals	929	1,500	-	-
Non-Local Travel Transportation	2,115	2,500	1,045	-
Other Miscellaneous Expense	99,282	35,007	35,007	-
Registration Fees	28,892	6,000	14,000	-
Other Operating Expenses Total	144,253	62,776	73,472	14,071

RESTRICTED Expenditures by Object / Sub-Object				
Early Childhood Programs	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Capital Outlay				
Classroom Equipment & Furniture	18,992	18,175	19,314	19,314
Computers-Instructional	-	157,974	157,974	-
Misc Other Equipment Over \$499	4,121	-	10,879	-
Capital Outlay Total	23,113	176,149	188,167	19,314
RESTRICTED Expenditures	\$ 3,157,340	\$ 2,865,891	\$ 3,959,587	\$ 1,333,737
TOTAL OPERATING EXPENDITURES	\$ 7,541,104	\$ 6,797,739	\$ 8,180,545	\$ 6,140,133

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
42420	Early Childhood Education	6,007,693
42434	Before and After School	132,440
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 6,140,133

Testing, Research & Evaluation

MISSION

To support all PGPCS stakeholders through effective testing, research, and evaluation services and to provide assistance to schools and offices in utilizing and analyzing data.

SUPPORTING THE STRATEGIC PLAN

- Providing testing and research services with direct support for the SAT/ACT administration and data analysis and reporting
- Supporting schools by providing testing, data, research and evaluation services on college and career readiness indicators to help increase student achievement and to increase graduation rate

CORE SERVICES

- Oversee and monitor national, state, and county assessments, providing resources, professional development, and ongoing support to schools and offices
- Develop fair, reliable, and valid assessments that measure student learning and provide consultations, professional development, and related assessment services including oversight of the online, paper test, and scanning platform used by the district (Performance Matters)
- Provide data quality, report validity, and applied research services to support effective and efficient data and reporting processes and to provide actionable data and information.
- Provide data and analyses that describe student learning to inform decisions as well as produce, send, and receive student data files with outside agencies
- Conduct valid and reliable program evaluations that focus on outcomes and/or processes through the application of established research methods. Conduct research, stakeholder surveys, meta analyses, and literature reviews of pertinent educational issues in accordance with the needs of the system

FINANCIAL PLAN

Salaries & Wages: Salaries support full- and part-time temporary office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries.

Contracted Services: Instructional contracted services with testing vendors, technical consultants, maintenance and repair of equipment, software, and printing services.

Supplies & Materials: Office and testing supplies, and postage as necessary to support schools and the Strategic Plan.

Other Operating Costs: Dues and subscriptions, local travel reimbursement for site visits, and meeting expenses.

Equipment: None

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Testing, Research & Evaluation	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Estimated	Requested
<u>Position</u>				
Administrative Support Specialist	11.00	12.00	12.00	12.00
Administrative Support Technician	6.00	5.00	5.00	5.00
Building Supervisor	1.00	1.00	1.00	1.00
Clerk	3.00	3.00	3.00	3.00
Director	1.00	1.00	1.00	1.00
Executive Director	1.00	1.00	1.00	1.00
Instructional Specialist	1.00	0.00	0.00	1.00
Night Cleaner Lead	1.00	1.00	1.00	0.00
Officer	1.00	0.00	0.00	0.00
Secretary	2.00	3.00	3.00	3.00
Special Projects Officer	0.00	1.00	1.00	1.00
Support Supervisor	4.00	4.00	4.00	4.00
Technical Resource Analyst	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	33.00	33.00	33.00	33.00
TOTAL OPERATING STAFFING	33.00	33.00	33.00	33.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Testing, Research & Evaluation	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Estimated	Requested
<u>Salaries & Wages</u>				
2nd Assignment-Instructional	2,735	-	-	-
Hourly Instructional	1,143	3,402	3,402	-
Other Admin/Professionals/Specialists	2,191,301	2,215,451	2,215,451	2,237,961
Other Support Staff	281,366	280,024	280,024	288,416
Overtime	450	-	-	-
Secretaries & Clerks	353,859	425,231	425,231	452,674
Service Worker	64,713	64,687	64,687	71,995
Substitute Teacher	3,654	-	-	-
Terminal Leave Payout	92,519	-	-	-
Unrestricted Unallocated Full-Time	554	-	-	-
Workshop/Staff Development Pay	7,825	-	-	-
Salaries & Wages Total	3,000,119	2,988,795	2,988,795	3,051,046

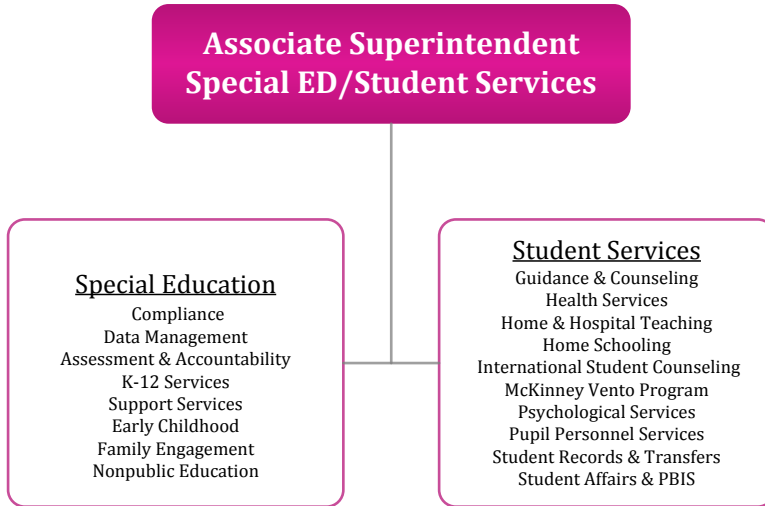
UNRESTRICTED Expenditures by Object / Sub-Object

Testing, Research & Evaluation	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimated	FY 2018 Requested
Employee Benefits				
Employee Retirement	2,000	-	-	-
FICA/Medicare	203,771	212,568	212,568	210,759
Insurance Benefits-Active Employees	326,870	330,745	330,745	350,888
Life Insurance	10,929	11,542	11,542	11,793
Retirement/Pension-Employee	129,237	147,949	147,949	133,124
Workman's Compensation	(1,946)	59,794	59,794	61,109
Employee Benefits Total	670,861	762,598	762,598	767,673
Contracted Services				
Instructional Contracted Services	202,223	441,954	441,954	441,954
M&R Equipment	24,888	2,640	2,640	50,700
Outside Printing	576	1,500	1,500	2,500
Printing In-House	152,198	109,140	109,140	109,140
Software License	14,442	20,200	20,200	203,272
Technical Contracted Services	29,475	38,000	38,000	24,400
Contracted Services Total	423,802	613,434	613,434	831,966
Supplies & Materials				
Office Supplies	43,074	5,000	5,000	9,800
Postage & Delivery	1,865	15,419	15,419	14,919
Testing Supplies & Materials	1,108,213	800,529	800,529	1,053,800
Supplies & Materials Total	1,153,152	820,948	820,948	1,078,519
Other Operating Expenses				
Dues; Subscriptions	299	1,175	1,175	500
Local Travel-Per Mile Basis	2,860	8,630	8,630	4,250
Meetings, Conferences, Convention	9,919	28,500	28,500	18,500
Other Travel Related Expenditures	(69)	-	-	-
Registration Fees	-	3,955	3,955	-
Other Operating Expenses Total	13,009	42,260	42,260	23,250
UNRESTRICTED Expenditures	\$ 5,260,943	\$ 5,228,035	\$ 5,228,035	\$ 5,752,454
TOTAL OPERATING EXPENDITURES	\$ 5,260,943	\$ 5,228,035	\$ 5,228,035	\$ 5,752,454

OPERATING Expenditures by Cost Center

Cost Center Number	Description	FY 2018 Requested
46005	Data Quality Office	159,680
46101	Testing Office	4,802,794
46401	Research & Evaluation Office	789,980
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 5,752,454

Special Education & Student Services



ORGANIZATION SUMMARY

Organization	FY 2018 Approved FTE	FY 2018 Approved Funding
Special Education & Student Services Office	2.00	349,233
Special Education	492.11	113,001,568
Student Services	434.12	43,385,153
TOTAL OPERATING STAFFING & EXPENDITURES	928.23	\$ 156,735,954

Organizations

Associate Superintendent for Special Education & Student Services

MISSION

To provide support and services to ensure all students, including students with disabilities, graduate college, career and community-ready by receiving access to high quality instruction and coordinated student services and/or specialized instruction and related services in a positive school climate.

SUPPORTING THE STRATEGIC PLAN

- Support academic excellence by collaborating with central office and school-based staff and parents to improve attendance, ensure access to literacy across the content areas and increase the graduation rate for all students, including students with disabilities to prepare for college or careers
- Collaborate with central office and school-based staff to facilitate safe and supportive environments by promoting and providing access to health and wellness and a positive school climate

CORE SERVICES

- Provide excellent customer service to parents, school-based and central office staff
- Examine the effectiveness of current special education services to foster the development and implementation of exemplary services for students from birth through age 21
- Analyze the processes and practices related to student records, the transfer process, and health services to comply with county and state laws
- Monitor and analyze academic achievement data across offices and departments to facilitate a seamless and coordinated academic program for all students
- Ensure that all students received access to a high-quality rigorous instructional program

FINANCIAL PLAN

Salaries & Wages: Salaries support full-time office personnel.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries.

Contracted Services: Professional contracted services.

Supplies & Materials: Office supplies.

Other Operating Costs: Registration fees and local travel reimbursement for site visits.

Equipment: Supports computers for office personnel.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Special Education & Student Services Office	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Position</u>				
Administrative Secretary	1.00	1.00	1.00	1.00
Associate Superintendent	1.00	1.00	1.00	1.00
UNRESTRICTED Staffing	2.00	2.00	2.00	2.00
TOTAL OPERATING STAFFING	2.00	2.00	2.00	2.00

UNRESTRICTED Expenditures by Object / Sub-Object				
Special Education & Student Services Office	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Salaries & Wages</u>				
Other Admin/Professionals/Specialists	184,310	182,908	182,908	182,908
Secretaries & Clerks	65,545	64,556	64,556	64,556
Salaries & Wages Total	249,855	247,464	247,464	247,464
<u>Employee Benefits</u>				
Employee Retirement	2,000	-	-	-
FICA/Medicare	18,538	14,213	14,213	14,213
Insurance Benefits-Active Employees	29,939	28,188	28,188	30,249
Life Insurance	971	957	957	957
Retirement/Pension-Employee	15,650	15,603	15,603	15,603
Workman's Compensation	1,017	4,951	4,951	4,951
Employee Benefits Total	68,115	63,912	63,912	65,973
<u>Contracted Services</u>				
Printing In-House	93	-	-	-
Professional Contracted Services	-	29,306	29,306	29,306
Contracted Services Total	93	29,306	29,306	29,306
<u>Supplies & Materials</u>				
Office Supplies	471	1,130	1,130	1,130
Supplies & Materials Total	471	1,130	1,130	1,130
<u>Other Operating Expenses</u>				
Local Travel-Per Mile Basis	2,434	198	198	198
Registration Fees	-	162	162	162
Other Operating Expenses Total	2,434	360	360	360
<u>Capital Outlay</u>				
Computers, Non Instructional	-	-	5,000	5,000
Capital Outlay	-	-	5,000	5,000
UNRESTRICTED Expenditures	\$ 318,534	\$ 341,812	\$ 347,172	\$ 349,233
TOTAL OPERATING EXPENDITURES	\$ 318,534	\$ 341,812	\$ 347,172	\$ 349,233

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
44000	Office of Special Education & Student Services	349,233
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 349,233

Special Education

MISSION

To ensure that students with disabilities graduate college, career and community-ready by providing a continuum of services specialized instruction and related services.

SUPPORTING THE STRATEGIC PLAN

- Support Academic Achievement of students with disabilities by providing leadership that aligns departmental activities with the Strategic Plan
- Support Family and Community Engagement by coordinating and participating in a wide variety of activities that bring schools, families and community stakeholders together for the benefit of students with disabilities

CORE SERVICES

- Ensure children and students with disabilities are provided appropriate education services
- Utilize data to improve results for students with disabilities
- Ensure high-quality professional learning opportunities that align with the Strategic Plan
- Provide supports to families to enable them to engage meaningfully in their child's growth and development
- Participate in community advisory meetings

FINANCIAL PLAN

Salaries & Wages: Salaries support full- and part-time temporary personnel including temporaries and substitutes.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance associated with full- and part-time salaries.

Contracted Services: Instructional, professional and other consulting services, maintenance and repair for equipment and vehicles, software license, lawsuits, legal services, and printing services.

Supplies & Materials: Classroom teacher, student, office, and staff development supplies.

Other Operating Costs: Dues and subscriptions, local travel reimbursement for site visits, non-local travel, registration fees, and non-public tuition.

Equipment: Classroom equipment and furniture, instructional and non-instructional computers, and educational communication equipment.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Special Education	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	1.00	2.00	2.00	2.00
Administrative Support Technician	1.00	1.00	1.00	1.00
Assistant Supervisor	1.00	1.00	1.00	2.00
Audiologist	2.00	2.00	2.00	0.00
Building Supervisor	1.00	1.00	1.00	1.00
Child Care Assistant	37.00	21.00	21.00	1.00
Cleaner	0.50	0.50	0.50	0.50
Clerk	5.00	5.00	5.00	5.00
Coordinating Supervisor	1.00	1.00	1.00	1.00
Elementary Classroom Teacher	81.70	82.70	82.70	82.70
Executive Director	1.00	1.00	1.00	1.00
Guidance Counselor	2.00	2.00	2.00	2.00
Hearing Interpreter	0.00	0.00	0.00	4.00
Instructional Assistant	5.00	5.00	5.00	5.00
Instructional Specialist	37.40	37.40	37.40	34.40
Instructional Supervisor	6.00	6.00	6.00	6.00
Night Cleaner Lead	1.00	1.00	1.00	1.00
Occupational Therapist	32.61	32.61	32.61	32.61
Paraprofessional Educator	10.00	10.00	10.00	12.00
Physical Therapist	27.10	27.10	27.10	27.10
Physical Therapy Assistant	2.00	2.00	2.00	2.00
Program Specialist	7.00	7.00	7.00	7.00
Resource Teacher	36.80	37.80	37.80	39.00
Secondary Classroom Teacher	2.00	2.00	2.00	3.00
Secretary	16.50	16.50	16.50	16.50
Speech Therapist	89.20	91.20	91.20	91.20
Support Supervisor	1.00	1.00	1.00	1.00
Technical Resource Analyst	4.00	4.00	4.00	4.00
Wing Coordinator	1.00	2.00	2.00	2.00
UNRESTRICTED Staffing	412.81	402.81	402.81	387.01

RESTRICTED Staffing by Position

Special Education	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Position</u>				
Administrative Support Technician	1.00	2.00	2.00	2.00
Assistant Supervisor	1.00	1.00	1.00	1.00
Clerk	5.00	5.00	5.00	5.00
Clerk II	0.00	0.00	0.00	1.00
Coordinating Supervisor	4.00	4.00	4.00	4.00
Elementary Classroom Teacher	5.00	5.00	5.00	3.00
Financial Analyst	1.00	1.00	1.00	1.00
Instructional Program Coordinator	2.00	2.00	2.00	2.00
Instructional Specialist	28.00	29.00	29.00	27.00
Instructional Supervisor	1.00	1.00	1.00	1.00
Occupational Therapist	7.00	7.00	7.00	7.00
Physical Therapist	3.30	3.30	3.30	3.30
Program Liaison	1.00	1.00	1.00	1.00
Program Specialist	3.00	3.00	3.00	3.00
Resource Teacher	26.80	26.80	26.80	24.80
School Psychologist	0.00	0.00	0.00	2.00
Secretary	2.00	2.00	2.00	2.00
Social Service Worker	2.00	2.00	2.00	5.00
Speech Therapist	8.00	8.00	8.00	8.00
Supp. Program Coordinator	1.00	1.00	1.00	1.00
Teacher Trainer	1.00	1.00	1.00	1.00
RESTRICTED Staffing	103.10	105.10	105.10	105.10
TOTAL OPERATING STAFFING	515.91	507.91	507.91	492.11

UNRESTRICTED Expenditures by Object / Sub-Object

Special Education	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Salaries & Wages</u>				
2250 ASE/ASFSA Certification Test	2,326	-	-	-
2250 Longevity Stipend	385	-	-	-
2nd Assignment-Instructional	111,460	52,050	69,375	99,375
2nd Assignment-Support	5,262	-	-	-
Classroom Teacher	3,305,525	3,455,286	3,455,286	3,790,801
Hourly Instructional	3,925,903	3,815,000	3,783,896	3,753,895
Other Admin/Professionals/Specialists	6,704,762	6,973,886	6,973,886	6,908,030
Other Aides	90,719	90,719	90,719	112,818
Other Support Staff	45,212	58,130	58,130	59,884
Other Teacher	2,377,401	2,749,933	2,749,933	2,816,155

UNRESTRICTED Expenditures by Object / Sub-Object

Special Education	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Salaries & Wages				
Overtime	774	-	-	-
PGCEA Nat'l Bd Prof Teaching Standards Payr	2,000	-	-	-
PGCEA Senior Teacher Differential	563,500	-	-	-
Secretaries & Clerks	1,064,729	1,105,948	1,105,948	1,158,091
Service Worker	106,382	105,278	105,278	110,436
Substitute Teacher	10,451	14,587	14,587	14,587
Summer Assignment	2,427	-	-	-
Teaching Aide	936,627	772,545	772,545	510,675
Temporary Bus Attendant	1,393	-	-	-
Terminal Leave Payout	241,345	-	-	-
Therapists	12,164,722	12,827,766	12,627,766	12,986,485
Workshop/Staff Development Pay	38,613	52,765	41,796	41,796
Salaries & Wages Total	31,701,918	32,073,893	31,849,145	32,363,028
Employee Benefits				
FICA/Medicare	2,156,840	2,410,596	2,410,596	2,419,568
Insurance Benefits-Active Employees	3,123,704	3,130,291	3,130,291	3,203,280
Life Insurance	102,293	108,816	108,816	110,033
Retirement/Pension-Employee	53,802	70,590	70,590	87,928
Retirement/Pension-Teachers	11,909	-	-	-
Workman's Compensation	157,816	641,650	641,650	645,401
Employee Benefits Total	5,606,364	6,361,943	6,361,943	6,466,210
Contracted Services				
Instructional Contracted Services	891,057	408,445	408,445	408,445
Lawsuits	152,285	75,000	75,000	75,000
M&R Equipment	730	1,500	1,500	1,500
M&R Vehicles	14,785	11,346	11,346	11,346
Other Contracted Services	192,829	274,233	274,233	200,233
Other Vendors-Legal Services	44,667	56,000	56,000	56,000
Printing In-House	26,058	20,000	20,000	20,000
Professional Contracted Services	5,677,150	4,632,716	4,632,716	4,706,716
Software License	2,875	2,500	2,500	2,500
Transport Handicap Nonpublic	-	35,000	35,000	10,000
Tuition Private School-Age 3-21	54,409,584	-	-	-
Tuition-Maryland LEAs	316,370	-	-	-
Contracted Services Total	61,728,390	5,516,740	5,516,740	5,491,740

UNRESTRICTED Expenditures by Object / Sub-Object				
Special Education	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Supplies & Materials</u>				
Classroom Teacher Supplies	457,554	274,004	274,004	274,004
Office Supplies	9,291	4,892	4,892	4,892
Other Charges	3,741	-	-	-
Other Miscellaneous Supplies	-	1,850	1,850	1,850
Postage & Delivery	13	-	-	-
Staff Development Supplies	2,658	200	200	200
Student Supplies	29,457	11,500	11,500	5,500
Supplies & Materials Total	502,714	292,446	292,446	286,446
<u>Other Operating Expenses</u>				
Dues; Subscriptions	23,228	8,000	8,000	8,000
Fees, Fines & Licenses	-	600	600	600
Local Travel-Per Mile Basis	360,381	145,489	170,237	176,237
Non-Local Travel Expenses	452	-	-	-
Tuition Private School-Age 3-21	-	51,112,037	51,112,037	51,112,038
Tuition-Maryland LEAs	-	77,223	77,223	102,223
Other Operating Expenses Total	384,061	51,343,349	51,368,097	51,399,098
<u>Capital Outlay</u>				
Classroom Equipment & Furniture	11,678	-	11,608	11,608
Computers-Instructional	7,538	-	2,500	2,500
Computers - Non Instructional	-	-	1,300	1,300
Educational Communication Equip	61,954	-	56,011	56,011
Capital Outlay Total	81,170	-	71,419	71,419
UNRESTRICTED Expenditures	\$ 100,004,617	\$ 95,588,371	\$ 95,459,790	\$ 96,077,941

RESTRICTED Expenditures by Object / Sub-Object				
Special Education	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Salaries & Wages</u>				
2nd Assignment-Instructional	17,047	-	36,727	6,961
Classroom Teacher	463,294	595,464	471,709	513,239
Coaches	-	1,200	1,200	-
Hourly Instructional	326,494	276,521	30,002	27,600
Other Admin/Professionals/Specialists	3,759,921	4,857,050	4,079,337	4,788,943
Other Support Staff	93,831	128,320	67,777	132,199
Other Teacher	2,215,488	2,446,344	2,429,735	3,022,979
PGCEA Senior Teacher Differential	66,486	-	-	-

RESTRICTED Expenditures by Object / Sub-Object				
Special Education	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
Salaries & Wages				
Psychological Service Personnel	-	-	-	187,590
Secretaries & Clerks	349,974	350,724	350,722	400,546
Substitute Teacher	1,722	8,287	103,883	94,575
Teaching Aide	28,156	28,157	398,520	29,008
Temporary Custodian	-	-	230	-
Terminal Leave Payout	15,148	-	-	-
Therapists	1,280,273	1,565,810	1,323,738	1,548,017
Workshop/Staff Development Pay	198,542	112,418	335,770	15,750
Salaries & Wages Total	8,816,376	10,370,295	9,629,350	10,767,407
Employee Benefits				
FICA/Medicare	630,423	737,513	746,146	757,235
Insurance Benefits-Active Employees	914,008	1,053,473	762,968	1,100,211
Life Insurance	30,372	38,678	35,256	41,063
Retirement/Pension-Employee	57,264	89,173	769,241	38,754
Retirement/Pension-Teachers	1,028,181	1,532,992	570,522	1,608,785
Workman's Compensation	43,571	208,203	184,232	215,406
Employee Benefits Total	2,703,819	3,660,032	3,068,365	3,761,454
Contracted Services				
Catering Services	13,001	-	1,524	1,500
Instructional Contracted Services	3,734,913	1,795,381	3,989,254	644,009
M&R Equipment	-	-	5,000	5,000
Other Contracted Services	150	135	225	225
Outside Printing	-	-	110	110
Printing In-House	21,282	49,104	32,789	25,000
Professional Contracted Services	2,891,973	3,669,123	3,261,643	1,201,862
Rental of Buildings	64,113	71,486	65,429	-
School Activity Transportation	299	-	-	-
Software License	25,849	20,180	80,200	80,200
Contracted Services Total	6,751,580	5,605,409	7,436,174	1,957,906
Supplies & Materials				
Classroom Teacher Supplies	307,270	49,142	564,803	109,382
Office Supplies	16,252	20,000	15,667	15,667
Other Charges	45,803	-	-	-
Other Miscellaneous Supplies	-	50,682	31,284	28,764
Postage & Delivery	-	10,000	125	125
Staff Development Supplies	81,211	26,171	43,823	24,234
Testing Supplies & Materials	295,239	-	-	-
Supplies & Materials Total	745,775	155,995	655,702	178,172

RESTRICTED Expenditures by Object / Sub-Object				
Special Education	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Other Operating Expenses</u>				
Dues; Subscriptions	11,936	11,748	41,818	40,796
Local Travel-Per Mile Basis	21,017	-	17,719	700
Non-Local Travel Expenses	3,116	2,852	60,693	10,496
Other Miscellaneous Expense	-		5,000	5,000
Registration Fees	19,151	1,840	66,784	47,696
Telephone-Equipment	67,000	-	72,000	72,000
Other Operating Expenses Total	122,220	16,440	264,014	176,688
<u>Capital Outlay</u>				
Computers-Instructional	4,074	3,702	3,702	-
Computers-Non-Instructional	12,715	8,089	2,000	2,000
Misc Other Equipment Over \$499	39,723	40,000	80,277	80,000
Capital Outlay Total	56,512	51,791	85,979	82,000
RESTRICTED Expenditures	\$ 19,196,282	\$ 19,859,962	\$ 21,139,584	\$ 16,923,627
TOTAL OPERATING EXPENDITURES	\$ 119,200,899	\$ 115,448,333	\$ 116,599,374	\$ 113,001,568

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018
		Approved
44201	Director of Special Education	4,207,303
44205	Special Education - Compliance Office	1,387,954
44206	Special Education - Data Management	934,674
44207	Special Education - Assessment & Accountability	4,880,371
44210	Special Education - K- 12 Services	7,147,784
44215	Special Education - Support Services	29,738,379
44220	Special Education - Early Childhood	9,504,968
44225	Special Education - Family Engagement	1,697,422
44230	Special Education - Nonpublic Education	53,502,713
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 113,001,568

Student Services

MISSION

To support school climate enrichment, compliance monitoring of local, state and federal mandates related to student services functions, supports college and career readiness through home and hospital instructional services and health promotion and disease prevention services to support student engagement in the instructional program and academic achievement.

SUPPORTING THE STRATEGIC PLAN

- Supports Safe and Supportive Environments by promoting health and wellness, helping schools address issues of safety and discipline, and working to improve student behaviors.
- Supports Academic Excellence by working with schools to improve student attendance, scheduling students for more rigorous course work, and serving on school committees examining data using the Data Wise protocols.

CORE SERVICES

- Provides exemplary customer services to schools, central office, and parents.
- Ensures that schools have the trained staff (i.e., Professional School Counselors, Psychologists, PPWs, and Nurses), who can meet the social/emotional needs and health and mental health needs of students.
- Examines and revises processes within student records and transfers to ensure program efficiency and effectiveness
- Work with school staff to review disciplinary practices and procedures to ensure a safe and academically productive environment for all students.
- Ensure that all students regardless of their circumstances (i.e., Homeless, Health Impaired, Homeschooled) have access to a comprehensive academic program that prepares the students for college or a career

FINANCIAL PLAN

Salaries & Wages: Salaries for all Full-time and Part-time temporary personnel including temporaries and contracted employees.

Employee Benefits: Payments by the employer for social security taxes, retirement contributions, and group health and life insurance.

Contracted Services: Includes instructional and professional contracted services for unfilled vacancies within schools (i.e., nurses); advertising costs, catering, in-house printing services, student transportation, and maintenance and repair of equipment.

Supplies & Materials: Includes health supplies, student supplies, testing supplies and materials, and staff development supplies.

Other Operating Costs: Funds here provide for local travel costs, registrations for professional conferences.

Equipment: Supports computers and medical, health and office equipment.

OPERATING BUDGET STAFFING & EXPENDITURES

UNRESTRICTED Staffing by Position				
Student Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
Administrative Support Specialist	3.00	3.00	3.00	3.00
Administrative Support Technician	2.00	1.00	1.00	1.00
Assistant Supervisor	1.00	1.00	1.00	1.00
Building Supervisor	0.00	1.00	1.00	1.00
Clerk	5.12	5.12	5.12	5.12
Director	1.00	1.00	1.00	1.00
Elementary Classroom Teacher	0.00	1.00	1.00	0.00
Executive Director	1.00	1.00	1.00	1.00
Guidance Counselor	7.00	7.00	7.00	7.00
Instructional Program Coordinator	0.00	0.00	0.00	1.00
Instructional Assistant	1.00	1.00	1.00	1.00
Instructional Specialist	6.00	6.00	6.00	6.00
Instructional Supervisor	5.00	5.00	5.00	5.00
International Student Specialist	1.00	1.00	1.00	1.00
Licensed Practical Nurse	21.00	21.00	21.00	21.00
Night Cleaner Lead	0.00	1.00	1.00	1.00
Nurse Administrator	2.00	2.00	2.00	2.00
Nurse Specialist	9.00	10.00	10.00	10.00
Outreach Teacher	4.00	4.00	4.00	4.00
Program Manager	1.00	1.00	1.00	1.00
Program Specialist	0.00	0.00	0.00	1.00
Pupil Personnel Worker	50.00	50.00	50.00	50.00
Registered Nurse	198.00	198.00	198.00	199.00
School Psychologist	83.00	84.00	84.00	84.00
Secretary	16.00	16.00	16.00	15.00
Support Program Coordinator	1.00	1.00	1.00	1.00
Support Supervisor	2.00	2.00	2.00	2.00
Vision & Hearing Technician	2.00	2.00	2.00	2.00
UNRESTRICTED Staffing	422.12	426.12	426.12	427.12

RESTRICTED Staffing by Position				
Student Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Position</u>				
School Psychologist	7.00	7.00	8.00	7.00
RESTRICTED Staffing	7.00	7.00	8.00	7.00
TOTAL OPERATING STAFFING	429.12	433.12	434.12	434.12

UNRESTRICTED Expenditures by Object / Sub-Object

Student Services	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
Salaries & Wages				
2nd Assignment-Instructional	194,536	132,377	152,413	148,277
2nd Assignment-Support	17,115	218,524	194,868	193,868
Classroom Teacher	-	65,424	65,424	-
Hourly Instructional	1,116,759	425,793	415,639	435,639
Other Admin/Professionals/Specialists	8,098,127	8,436,689	8,436,689	8,516,699
Other Stipends	-	-	-	9,000
Other Support Staff	79,210	60,970	60,970	62,808
Other Teacher	988,147	1,004,491	1,004,491	982,924
Overtime	17,782	-	-	-
PGCEA Senior Teacher Differential	343,740	-	-	-
Psychological Service Personnel	7,292,625	7,428,661	7,428,661	7,253,978
School Nurses/Aides	11,588,018	13,558,228	13,558,228	13,723,687
Secretaries & Clerks	910,083	1,083,347	1,083,347	1,082,851
Service Worker	37,855	82,203	82,203	74,188
Substitute Nurses	-	20,000	20,000	20,000
Substitute Teacher	16,766	4,000	4,000	4,000
Temporary Office Worker	146,031	120,675	121,021	121,021
Terminal Leave Payout	87,607	-	-	-
Ticket Takers	69,825	-	-	-
Workshop/Staff Development Pay	875	-	-	500
Salaries & Wages Total	31,005,101	32,641,382	32,627,954	32,629,440
Employee Benefits				
Employee Retirement	4,000	-	-	-
FICA/Medicare	2,324,011	2,380,130	2,380,130	2,387,393
Insurance Benefits-Active Employees	3,724,874	3,775,697	3,775,697	3,870,392
Life Insurance	105,881	122,652	122,652	122,361
Retirement/Pension-Employee	195,209	362,862	362,862	330,556
Workman's Compensation	144,440	653,021	653,021	651,690
Employee Benefits Total	6,498,415	7,294,362	7,294,362	7,362,392
Contracted Services				
Advertising & Other Costs	1,000	1,000	1,000	1,000
Catering Services	3,050	1,000	1,000	8,000
Instructional Contracted Services	5,982	5,474	5,474	5,474
M&R Equipment	5,507	3,200	3,200	3,200
Outside Printing	46,700	-	-	-
Printing In-House	120,353	71,971	71,971	71,971
Professional Contracted Services	5,950	-	-	50,000
School Activity Transportation	44,658	40,000	40,000	40,000

UNRESTRICTED Expenditures by Object / Sub-Object

Student Services	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Contracted Services</u>				
Software License	-	6,500	31,500	421,500
Technical Contracted Services	1,116,009	939,501	955,611	1,258,611
Contracted Services Total	1,349,209	1,068,646	1,109,756	1,859,756
<u>Supplies & Materials</u>				
Classroom Teacher Supplies	-	-	-	-
Health Supplies	5,466	30,689	30,689	20,189
Office Supplies	7,185	50,047	49,047	30,126
Other Charges	16,325	-	-	-
Other Miscellaneous Supplies	-	5,950	5,314	4,314
Postage & Delivery	496	7,500	7,500	4,750
Staff Development Supplies	28,073	19,716	19,370	22,770
Student Supplies	16,262	18,248	14,153	14,153
Testing Supplies & Materials	40,526	3,468	3,468	3,468
Supplies & Materials Total	114,333	135,618	129,541	99,770
<u>Other Operating Expenses</u>				
Dues; Subscriptions	566	411	411	1,211
Local Travel-Per Mile Basis	142,614	120,585	120,585	148,335
Non-Local Travel Expenses	101	-	-	-
Registration Fees	4,129	5,845	5,890	3,590
Telephone-Centrex	16	-	-	-
Other Operating Expenses Total	147,426	126,841	126,886	153,136
<u>Capital Outlay</u>				
Computers-Non-Instructional	6,385	-	19,330	19,330
Medical & Health Equipment	17,609	-	27,000	27,000
Office Furniture & Equipment	-	-	1,000	1,000
Capital Outlay Total	23,994	-	47,330	47,330
UNRESTRICTED Expenditures	\$ 39,138,478	\$ 41,266,849	\$ 41,335,829	\$ 42,151,824

RESTRICTED Expenditures by Object / Sub-Object

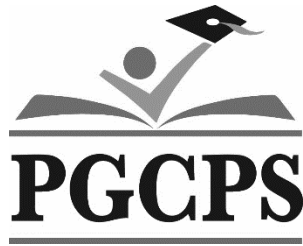
Student Services	FY 2016 Actual	FY 2017 Approved	FY 2017 Revised	FY 2018 Approved
<u>Salaries & Wages</u>				
2nd Assignment-Instructional	30,304	57,400	74,646	57,600
2nd Assignment - Support	-	-	10,272	10,272
PGCEA Senior Teacher Differential	16,120	-	-	-
Psychological Service Personnel	696,980	697,554	655,453	761,422
Salaries & Wages Total	743,404	754,954	740,371	829,294

RESTRICTED Expenditures by Object / Sub-Object				
Student Services	FY 2016	FY 2017	FY 2017	FY 2018
	Actual	Approved	Revised	Approved
<u>Employee Benefits</u>				
FICA/Medicare	54,899	54,429	58,150	60,707
Insurance Benefits-Active Employees	77,047	73,748	59,500	85,345
Life Insurance	2,523	2,697	2,530	2,943
Retirement/Pension-Teachers	87,177	86,827	103,496	97,388
Workman's Compensation	3,898	15,102	15,181	16,590
Employee Benefits Total	225,544	232,803	238,857	262,973
<u>Contracted Services</u>				
Catering Services	2,315	-	423	-
Indirect Cost Recovery	2,169	612	4,108	2,349
Other Contracted Services	-	-	2,500	-
Printing In-House	-	-	1,025	-
Software License	-	-	700	-
Contracted Services Total	4,484	612	8,756	2,349
<u>Supplies & Materials</u>				
Other Charges	45,594	-	-	-
Other Miscellaneous Supplies	-	24,490	22,060	12,510
Student Supplies	910	-	4,643	-
Testing Supplies & Materials	118,832	30,000	125,000	125,000
Supplies & Materials Total	165,336	54,490	151,703	137,510
<u>Other Operating Expenses</u>				
Local Travel-Per Mile Basis	-	-	1,203	1,203
Non-Local Travel Expenses	3,319	-	7,416	-
Non-Local Travel Lodging	-	680	-	-
Non-Local Travel Related Meals	-	288	-	-
Non-Local Travel Transportation	-	1,000	-	-
Other Travel Related Expenditures	60	-	1,328	-
Registration Fees	1,795	475	-	-
Other Operating Expenses Total	5,174	2,443	9,947	1,203
RESTRICTED Expenditures	\$ 1,143,942	\$ 1,045,302	\$ 1,149,634	\$ 1,233,329
TOTAL OPERATING EXPENDITURES	\$ 40,282,420	\$ 42,312,151	\$ 42,485,463	\$ 43,385,153

OPERATING Expenditures by Cost Center		
Cost Center Number	Description	FY 2018 Approved
42160	Home Schooling	496,753
42438	McKinney Vento Program (formerly Homeless Education)	399,368
44001	Home & Hospital Teaching	841,211
44002	Student Services	2,055,309
44110	Pupil Personnel Services	5,667,060
44120	International Student Counseling	1,000,420
44130	Psychological Services	10,784,093
44140	Health Services	20,011,052
44150	Student Engagement	379,960
44161	Student Records & Transfers	996,919
44311	Guidance & Counseling Services	753,008
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 43,385,153

SUPPLEMENTAL INFORMATION

Supplemental Information



FY 2018 PROGRAM ENHANCEMENTS SUMMARY

Board of Education FY 2018 APPROVED Program Enhancements					
DEPARTMENT	PROGRAM ENHANCEMENT DESCRIPTION	FTE	Position Costs	Discretionary Funds	Total Cost
Curriculum & Instruction	Academic Programs	35.00	\$ 3,090,937	\$ 1,374,394	\$ 4,465,331
	This request supports the grade expansion of existing immersion programs: Spanish (11 new classrooms / 275 additional students); French (two new classrooms / 50 additional students); and Chinese (two new classrooms / 50 additional students). This enhancement also reflects the proposed Year 3 (of the 4-year) budget for both of the International High Schools (Largo and Langley Park).				
Interscholastic Athletics	Athletic Trainers	0.00	\$ -	\$ 509,250	\$ 509,250
	This request allows us to increase the number of certified contractual athletic trainers at games and competitions. Currently, we do not provide certified athletic trainers at many sporting events. A certified athletic trainer for each high school will prepare athletes for practice, evaluate injuries, design and implement treatment and monitor rehab programs. Athletic trainers will provide oversight and compliance with COMAR mandates; such as, baseline concussion testing, educating students and their parents of the signs and symptoms of Sudden Cardiac Arrest, Heat Stroke and Heat Illness.				
HR Strategy & Workforce Development	Background Checks	2.00	\$ 232,824	\$ 317,176	\$ 550,000
	Prince George's County Public Schools (PGCPS) entered into a Memorandum of Agreement (MOA) with the Prince George's County Department of Social Services to conduct Child Protective Services (CPS) background clearances for the school system. The agreement covers the period July 1, 2015 through June 30, 2018 with two possible option years. The purpose of the MOA is to ensure a comprehensive approach for background checks that is inclusive of child abuse and neglect findings for potential employees, volunteers and vendors. The other request is to support fingerprinting cost for FARMs families that choose to volunteer at their child's school. The purpose of the funding request is to ensure a comprehensive approach for background checks for anyone coming in contact with students.				
Building Services	Building Services	0.00	\$ -	\$ 1,844,142	\$ 1,844,142
	To adjust supply and contracted services budgets to fund anticipated needs in accordance with historical usage.				
Charter School Office	Charter Schools	45.50	\$ 3,277,442	\$ 822,558	\$ 4,100,000
	This request is to support the grade expansion of existing charter schools programs (estimated additional 473 students enrolled in fiscal year 2018 over fiscal year 2017).				
Diversity Officer / Interpreting & Translation	Diversity Specialist & Supports	1.00	\$ 107,583	\$ 181,985	\$ 289,568
	Funds needed to support existing contracts for translations due to increased usage: CTS Language Link -- a telephonic interpretation for drop-in or unplanned meetings with parents; TRANSACT -- the only school-based translation support offered. TRANSACT it is an online library of most commonly used forms for important school meetings; FLUENCY-- scheduling database that enables us to schedule over 12,000 interpretation requests/year; WORDFAST -- software that creates translation memory to increase productivity while decreasing costs. Funds will also support interpreters (oral) and translators (written) for language access for mandatory parent meetings (i.e., special education, student services, parent/teacher conferences, administrative meetings, etc.) and systemic communications.				
Risk Management	General Liability Insurance	0.00	\$ -	\$ 98,000	\$ 98,000
	Funds cyber-liability and master medical malpractice insurance policies.				
Student Services	Guidance Software - Naviance	0.00	\$ -	\$ 200,000	\$ 200,000
	Naviance is a college and career readiness platform that helps connect academic achievement to post secondary goals. The purchase of this software will allow parents and students to help explore careers, create plans and develop skills and knowledge necessary to accomplish their post high school goals. Naviance provides one place for students to identify their strengths and align their interests to long-term college and career goals, plus all the tools schools and district administrators need to monitor progress and track student outcomes.				
Food & Nutrition Services	Healthy Start Breakfast	0.00	\$ -	\$ 200,000	\$ 200,000
	The Community Eligibility Provision (CEP) allows the district to serve breakfast to all students in schools located in low-income areas regardless of household income. This funding will allow Food & Nutrition Services to expand the program and to cover the associated costs such as hourly wages.				

Board of Education FY 2018 APPROVED Program Enhancements					
DEPARTMENT	PROGRAM ENHANCEMENT DESCRIPTION	FTE	Position Costs	Discretionary Funds	Total Cost
Testing, Research & Evaluation	Internal Student Data Dashboard Software	0.00	\$ -	\$ 180,000	\$ 180,000
	Restores funding for the student data dashboard software. Funding was cut during FY 2017 budget cycle.				
General Counsel	Legal Fees	0.00	\$ -	\$ 700,000	\$ 700,000
	Increase budget based on anticipated legal expenses.				
Curriculum & Instruction	Literacy & Numeracy Supports	12.00	\$ 1,171,538	\$ -	\$ 1,171,538
	Funds 4.00 Literacy Coach positions to support teacher instruction and 8.00 Math Specialist positions to work with targeted student groups. Both are needed to increase literacy and numeracy across the lower grade levels. Locations will be identified based on recent assessment results and school need.				
Talent Development	Mentor and PAR Teachers	4.00	\$ 456,700	\$ 5,300	\$ 462,000
	Funds 2.00 Mentor Teacher positions allowing PGPCS to get closer to meeting COMAR regulations (13A.07.01) recommended maximum ratio of 15:1 (mentees/mentors). Mentor teachers provide coaching, demonstration lessons, shared lesson planning and professional development sessions for teachers with a focus on Framework for Teaching; and 2.00 Consulting Teacher positions for the Peer Assistance and Review (PAR) program would positively impact teacher retention ensuring continual progress towards a High-Performing Workforce. PAR uses expert teachers to provide regular, consistent support to struggling new teachers to ensure their future success in the classroom. The two additional positions will increase program capacity by a minimum of 20 teachers experiencing difficulty with professional practice, bringing the total of eligible first, second and third year teachers to 180.				
High Schools	Middle College - Teacher Prep Academy	4.00	\$ 314,115	\$ 245,975	\$ 560,090
	Funding to open an additional Middle College pathway for grades 9-12 at Prince George's Community College (PGCC) that will focus and prepare students to become Teachers. Upon completion of the four-year program, students will be qualified to receive their Associate of Arts in Teaching degree at PGCC in addition to meeting the freshman/sophomore bachelor degree requirements for elementary education at our three university partner institutions.				
College & Career Readiness & Innovative Programs	PTECH High Schools	2.00	\$ 188,920	\$ 725,211	\$ 914,131
	The P-TECH education model, co-developed by IBM, is an innovative, nationally recognized approach that blends high school, college, and work experience in one. P-TECH graduates can earn both a high school diploma, industry certification, and a post-secondary associates degree. Students will benefit from career experience and mentorship in the workplace and are first in line for skilled jobs upon graduation through partnerships.				
Curriculum & Instruction - Early Childhood	Prekindergarten Expansion	83.00	\$ 5,262,745	\$ 327,472	\$ 5,590,217
	This request is to support the expansion of PRE-K to include existing Early Start programs.				
Curriculum & Instruction	Program Exam Fees (AP/IB/PSAT)	0.00	\$ -	\$ 843,900	\$ 843,900
	This request is to fund the discretionary budget used to pay for exams associated with the systems specialty programs including funds to offset student costs of AP exams.				
Student Services	Restorative Practices	1.00	\$ 94,994	\$ 34,667	\$ 129,661
	This request is to fund the identification of schools for a pilot program. Trainers will provide a 4-day training to selected staff at pilot schools and then begin to use restorative practices on a small scale in schools. Trainers will provide support and monitor results of the small-scale implementation. This will assist in gathering preliminary data to use as we fully pilot restorative practices in 2018-2019. Workshops will be provided by PGCEA to continue to bring awareness of the restorative practices framework to other educators in the county. Over the summer, training will be provided to additional staff from pilot schools that will begin implementation of restorative practices 2017-2018.				
Curriculum & Instruction	STEM - Classroom Supports	0.00	\$ -	\$ 139,326	\$ 139,326
	Student supplies for STEM competitions, teacher Professional Development and student transportation.				

Board of Education FY 2018 APPROVED Program Enhancements					
DEPARTMENT	PROGRAM ENHANCEMENT DESCRIPTION	FTE	Position Costs	Discretionary Funds	Total Cost
Security Services	Security Assistants	5.00	\$ 344,923	\$ -	\$ 344,923
	Funds security assistants for the two international schools and Dora Kennedy French Immersion.				
Student Services	Student Safety Task Force Recommendations	0.00	\$ -	\$ 50,000	\$ 50,000
	Funding supports the implementation of a systemic student safety training module.				
Human Resources	Summer Youth Employment Program	0.00	\$ -	\$ 153,267	\$ 153,267
	Chief Executive Officer's Summer Program Enhancement/Youth Jobs Program - funds 16 College Students and 26 High School Students. Program is run through the Human Resources Department.				
Information Technology	Technology-Business & Student Support	0.00	\$ -	\$ 376,000	\$ 376,000
	This funding request is to maintain the existing software maintenance agreements for both the student information system and business management (finance) system. Software support increases have outpaced available resources.				
Transportation	Transportation Staffing & Call Center	20.00	\$ 1,130,801	\$ -	\$ 1,130,801
	This request includes the addition of 15.0 Bus Drivers and 5.0 FTE to staff the call center. This will provide the adequate number of staff to cover driver shortages due to absenteeism and additional staff to cover the transportation call center, which receives over 1,000 calls per day.				
Technology Operations	Website Accessibility Compliance (ADA)	0.00	\$ -	\$ 150,000	\$ 150,000
	The systems website is not fully ADA compliant. Current resources are being used to determine the extent of non-compliance, however it is unknown the future cost to meet and maintain compliance.				
Curriculum & Instruction	World Languages	11.50	\$ 950,476	\$ 1,824	\$ 952,300
	Supports the existing world language programs unsupported in fiscal year 2017.				
Program Enhancements Grand Total		226.00	\$ 16,623,998	\$ 9,480,447	\$ 26,104,445

RESTRICTED GRANTS BY CATEGORY

Restricted Grants By Category	FY 2018 Approved	Grant Objective/Description
<u>CAREER & TECHNICAL EDUCATION</u>		
Adolescent Single Parenting Program	\$ 175,000	Provides direct services to at-risk adolescent single parents to remain in school.
Perkins CTE Program	\$ 1,224,079	Provides the direction and funding to support continuous improvement in Career and Technical Education.
JROTC	\$ 5,604,659	Funding that enhances the leadership responsibilities and opportunities for student cadets with representation of four major branches of the military service.
Total - Career & Technical Education	\$ 7,003,738	
<u>COMPENSATORY EDUCATION</u>		
Homeless Education	\$ 90,485	This program allocates formula grant funds to ensure homeless children and youth have equal access to the same free, appropriate public education as other children. The funds are also designated to ensure that students enroll in, attend, and achieve success in school, as well as heighten the awareness of specific problems of homeless children and youth.
Title I	\$ 36,570,613	This program supports schools to improve the teaching and learning of children who are failing, or most at risk of failing, and are identified as living in high concentrated areas of poverty, as determined by approved student applications for free or reduced price lunch meals.
TITLE I - School Improvement; Part A, 1003(a) Program	\$ 1,051,800	Funding classified under Title I Basic, Part A, designed to improve and enhance the instructional component of children failing to meet challenging state academic requirements.
Total - Compensatory Education	\$ 37,712,898	
<u>LINGUISTICALLY & CULTURAL DIVERSE PROGRAM</u>		
Title III - Emergency Immigrant Education	\$ 3,065,465	Funding to ensure that Limited English Proficient (LEP) students and immigrant students attain English proficiency and meet the same challenging state academic content and achievement standards coupled with providing immigrant students with enhanced instructional opportunities.
Total - Linguistically & Cultural Diverse	\$ 3,065,465	
<u>PROGRAM IMPROVEMENT GRANTS</u>		
Fine Arts Initiative	\$ 70,367	Funds designated to implement innovative programs in dance/drama, instrumental music, visual art and vocal/general music.
JP Hoyer Early Care & Education	\$ 323,333	Funds designated to support the Judy Hoyer Family Learning Center partnerships with PGCPs for the purpose of a full year early childhood readiness program.
JP Hoyer Early Enhancement	\$ 117,504	Funding to support school readiness through a full-day, and year round Prekindergarten Program.
Total - Program Improvement	\$ 511,204	

Restricted Grants By Category	FY 2018 Approved	Grant Objective/Description
<u>SPECIAL EDUCATION</u>		
Special Education	\$ 36,828,266	Funding designed to assist educational agencies in reforming and improving their systems for providing educational, early intervention, and transitional services to students with disabilities. Services for families and students with disabilities include funding, regulated by the Individuals with Disabilities Act, IDEA (Parts B, C and D) for infants and toddlers, and students in kindergarten through Grade 12.
Total - Special Education	\$ 36,828,266	
<u>STAFF DEVELOPMENT</u>		
Title II, A - Eisenhower Teacher Quality	\$ 4,768,263	This program provides formula funding to support the increase of student academic achievement through strategies such as staff development which improves teacher and principal quality, that ultimately increases the number of highly qualified teachers in the classroom in core subject areas such as math, reading, social studies, and science.
Total - Staff Development	\$ 4,768,263	
<u>OTHER RESTRICTED PROGRAMS</u>		
PG Community Television - COMCAST	\$ 75,000	Funding from the cable television franchise agreement to support local educational access of cable television programming and production.
Neediest Kids	\$ 2,500	Funding to support the cost for basic essential needs for targeted students that range from clothing to eyeglasses and on a limited basis, sponsoring artistic, literary, academic and athletic activities.
Other Restricted Programs	\$ 10,452,416	Reserves budgeted for other anticipated continuation grants, future grants, grant carryover and donated grants by outside foundations and business organizations.
Total - Other Restricted Programs	\$ 10,529,916	
GRAND TOTAL GRANTS	\$ 100,419,750	

NON-OPERATING FUNDS

Description: Non-operating funds are used to record revenues and expenses of a specific operation. The activities of these funds are not captured in the Operating Budget of the school system. Many of these non-operating funds generate outside sourced revenue to sustain their operations. Several funds charge back their services to the general fund, where their activities are treated as expenses to the department utilizing the services.

Prince George's County Public Schools considers the following funds as non-operating:

BEFORE & AFTER SCHOOL – A special revenue fund that provides school age children extended learning opportunities in a safe, accessible and affordable school-based program. Revenue is generated from fees charged to parents and is self-sustaining, requiring no funding from the Operating Budget of the school system.

BENEFITS ADMINISTRATION – The costs of administering health insurance and other benefits to employees are captured here. Outside health care consulting fees and a portion of the PGCPs Benefits Office staffing are charged here.

BOWIE REGIONAL ARTS VISION ASSOCIATION (BRAVA) – Housed at the Bowie Center for the Performing Arts. The revenue, including subsidies from PGCPs and the City of Bowie, and operating expenses of the Center are captured in this fund.

CAPITAL PROGRAMS – Capital Projects are assessed an administrative overhead fee, which is used to offset the operations of the Capital Programs office. Included here are staffing, benefits and discretionary costs.

CENTRAL GARAGE – All the activities of maintaining all vehicles owned by PGCPs, including buses and maintenance vehicles are captured in this account.

FOOD & NUTRITION SERVICES – Special revenue fund which captures all the revenue and expenses of the food services operations in our schools. All food and supply costs, equipment, employee wages and benefits are included here.

PRINTING SERVICES – Internal printing and publishing of school system printed materials, including report cards, school system calendars, parental information and curriculum materials are collected here, with the departments being charged back to their respective operating accounts, the cost of these printed materials.

PURCHASING & SUPPLY SERVICES – All warehousing activities are captured in this account, with actual charges expensed against the respective departments operating fund accounts.

RISK MANAGEMENT FUND – All property, general liability, workers compensation and vehicular insurances are captured in this fund.

**FY 2018 NON-OPERATING
STAFFING & EXPENDITURES BY FUND**

NON-OPERATING EXPENDITURES & STAFFING BY FUND

FUND	FY 2016 Actual		FY 2017 Revised		FY 2018 Approved	
	FTE	Total	FTE	Total	FTE	Total
Before and After School	171.19	\$ 7,116,266	147.89	\$ 8,097,000	137.30	\$ 7,111,125
Benefits Administration	7.00	1,021,466	7.00	1,277,683	7.00	1,283,538
BRAVA	3.00	668,216	3.00	490,000	3.00	490,000
Capital Programs	33.00	6,094,811	34.00	7,838,679	34.00	7,818,730
Central Garage	163.00	27,237,239	163.00	26,891,616	163.00	27,769,033
Food & Nutrition Services	946.70	74,811,130	947.70	72,000,442	948.70	74,981,601
Printing Services	13.00	1,795,845	13.00	1,717,446	13.00	1,691,793
Purchasing & Supply Services	0.00	1,917,145	0.00	4,955,895	0.00	4,955,895
Risk Management Fund	0.00	734,460	0.00	703,802	0.00	703,802
Total Non-Operating Budget	1,336.89	\$ 121,396,578	1,315.59	\$ 123,972,563	1,306.00	\$ 126,805,517

**NON-OPERATING STAFFING BY POSITION TYPE
FY 2017 REVISED TO FY 2018 APPROVED**

POSITION TYPE	FY 2016	FY 2017	FY 2017	FY 2018	Change	% Change
	Actual	Approved	Revised	Approved	FY 2017 Revised to FY 2018 Approved	FY 2017 Revised to FY 2018 Approved
Director, Coordinator, Supervisor, Specialist	3.00	3.00	3.00	3.00	0.00	0.0%
Secretary and Clerk	34.50	34.50	34.50	34.50	0.00	0.0%
Aide - Paraprofessional	169.19	145.89	145.89	135.30	-10.59	-7.3%
Other Professional Staff	38.00	39.00	39.00	39.00	0.00	0.0%
Other Staff	1,092.20	1,093.20	1,093.20	1,094.20	1.00	0.1%
Total Non-Operating Positions	1,336.89	1,315.59	1,315.59	1,306.00	-9.59	-0.7%

ON BEHALF CONTRIBUTIONS
(Contributions from other government agencies)

	FY 2015 Actual	FY 2016 Actual	FY 2017 Approved	FY 2017 Estimate	FY 2018 Approved
County Funding:					
Child Protective Services ¹	-	-	250,000	250,000	583,100
Debt Service	58,367,700	64,973,306	63,700,600	63,700,600	62,632,000
School Crossing Guards	1,454,353	1,827,000	1,748,000	1,748,000	1,827,000
School Health Services	427,500	427,500	427,500	427,500	427,500
School Resource Officers	2,012,929	2,019,135	2,058,318	2,784,000	2,429,900
Transforming Neighborhood Schools ²	-	-	747,000	747,000	747,000
Subtotal - County	62,262,482	69,246,941	68,931,418	69,657,100	68,646,500
State Funding:					
Retirement Contribution ³	94,696,788	99,337,099	92,517,198	99,337,099	103,977,410
Total	156,959,270	168,584,040	161,448,616	168,994,199	172,623,910

¹ The County will provide additional funding to the Department of Social Services' to support Child Protective Services.

² County expansion of the Transforming Neighborhood Schools Initiative (TNI). The Department of Social Services' budget will be expanded to include nine additional Transforming Neighborhoods Schools.

³ Contribution reflects the implementation of Section 18 of Senate Bill 1301 (Yr: 2012) which passes part of the retirement contribution to the local school system. The pass-through portion is budgeted in the Employee Benefits section of this document.

TEN-YEAR HISTORY – REVENUE

<i>REVENUE SOURCE</i>	FY 2008 Estimated ¹	FY 2009 Estimated ²	FY 2010 Estimated ³	FY 2011 Estimated ⁴	FY 2012 Approved
Board Sources	19,989,200	17,100,848	12,590,591	9,831,658	11,047,515
County Sources	591,673,435	593,117,075	606,643,528	590,116,794	609,775,821
Federal Sources	424,900	424,900	424,900	126,927	49,346
Fund Balance	69,030,599	28,900,000	30,228,055	6,596,871	-
Restricted	105,851,173	109,089,090	192,094,040	228,521,324	121,309,843
State Sources	898,668,592	915,292,238	857,923,150	801,248,343	872,176,075
TOTAL	\$ 1,685,637,899	\$ 1,663,924,151	\$ 1,699,904,264	\$ 1,636,441,917	\$ 1,614,358,600

<i>REVENUE SOURCE</i>	FY 2013 Approved	FY 2014 Approved	FY 2015 Approved	FY 2016 Estimated ⁵	FY 2017 Revised ⁶
Board Sources	14,748,789	11,561,500	14,922,400	14,706,800	12,418,100
County Sources	623,989,733	614,833,924	618,100,026	660,416,593	692,166,700
Federal Sources	136,693	136,693	136,678	146,778	147,100
Fund Balance	-	-	43,012,200	8,500,000	31,500,000
Restricted	122,571,081	122,068,512	122,953,814	119,710,572	1,087,116,400
State Sources	902,995,704	939,207,184	996,125,182	1,038,086,982	109,130,800
TOTAL	\$ 1,664,442,000	\$ 1,687,807,813	\$ 1,795,250,300	\$ 1,841,567,725	\$ 1,932,479,100

¹Includes \$30,426,299 supplemental appropriation requested on November 15, 2007.

²Includes County and Board revenue reductions of \$15,579,877 as of October 2008.

³Includes additional County revenue of \$6,000,000 as of June 2010.

⁴Includes \$5,350,898 supplemental appropriation requested on November 22, 2010 and (\$2,435,522) supplemental appropriation requested on May 19, 2011.

⁵Includes \$8,500,000 supplemental appropriation requested on October 20, 2015.

⁶Includes \$7,500,000 supplemental appropriation requested on October 6, 2016.

TEN-YEAR HISTORY – BUDGET

EXPENDITURES BY CATEGORY	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual
Administration	\$ 60,927,992	\$ 53,199,155	\$ 52,286,305	\$ 60,639,062	\$ 54,673,080
Mid-Level Administration	126,719,385	122,112,094	114,936,248	105,286,434	101,786,525
Instructional Salaries	597,799,567	601,358,432	594,584,336	559,751,135	507,781,009
Textbooks and Instructional Supplies	39,280,836	20,468,399	20,738,795	20,325,748	16,977,974
Other Instructional Costs	54,642,661	49,476,303	44,672,142	56,115,430	52,667,390
Special Education	233,904,499	238,639,608	242,549,753	228,626,344	233,056,616
Student Personnel Services	21,927,691	22,959,343	17,727,360	9,980,748	11,304,338
Health Services	14,904,314	15,071,420	15,345,143	14,527,477	14,347,895
Student Transportation Services	98,940,310	94,647,632	96,537,959	96,091,697	97,359,875
Operation Plant Services	122,724,638	128,192,292	114,550,728	107,668,079	111,960,138
Maintenance of Plant	40,338,321	33,498,179	34,292,941	33,184,265	33,553,779
Fixed Charges	259,749,039	276,029,820	309,326,759	312,283,920	316,542,299
Food Services Subsidy	10,995,038	6,736,059	-	-	20,213,981
Community Services	2,770,447	2,862,392	2,225,690	2,375,333	1,688,717
Capital Outlay	926,656	646,776	2,211,675	281,002	-
TOTAL	\$ 1,686,551,394	\$ 1,665,897,904	\$ 1,661,985,834	\$ 1,607,136,674	\$ 1,573,913,616

EXPENDITURES BY OBJECT	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual
Salaries and Wages	\$ 1,104,759,140	\$ 1,113,255,416	\$ 1,096,054,942	\$ 1,034,848,148	\$ 979,587,782
Fringe Benefits	241,926,503	262,773,327	280,280,862	292,045,573	295,794,174
Contracted Services	194,291,375	189,993,757	190,501,569	184,341,361	206,839,153
Supplies and Materials	59,442,646	34,075,957	35,750,839	36,271,153	35,103,905
Other Operating Costs	67,196,042	61,193,695	53,972,900	52,620,300	52,151,010
Additional & Replacement Equipment	18,935,688	4,605,752	5,424,722	7,010,139	4,437,592
TOTAL	\$ 1,686,551,394	\$ 1,665,897,904	\$ 1,661,985,834	\$ 1,607,136,674	\$ 1,573,913,616

EXPENDITURES BY CATEGORY	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Revised
Administration	\$ 56,255,427	\$ 51,031,707	\$ 58,069,283	\$ 54,212,037	\$ 55,867,700
Mid-Level Administration	101,212,421	104,563,406	112,382,610	116,894,987	121,375,600
Instructional Salaries	513,359,721	540,067,681	584,580,531	617,610,995	654,369,600
Textbooks and Instructional Supplies	22,697,821	25,350,725	17,781,646	17,893,997	17,209,200
Other Instructional Costs	83,022,200	52,265,143	59,491,222	66,235,837	66,095,900
Special Education	237,091,273	253,285,424	266,928,208	269,630,496	269,802,000
Student Personnel Services	11,655,447	15,821,035	22,641,165	18,590,103	19,384,200
Health Services	13,443,993	14,263,541	16,602,937	17,089,316	18,231,000
Student Transportation Services	111,673,524	91,222,586	96,530,688	99,387,361	102,711,900
Operation of Plant	111,244,187	117,900,430	119,423,912	115,722,429	126,140,900
Maintenance of Plant	47,784,353	41,288,117	40,830,535	41,221,695	36,126,100
Fixed Charges	340,113,583	348,876,380	362,210,428	376,873,763	438,153,700
Food Services Subsidy	400,000	1,997,667	2,826,864	1,187,900	4,110,000
Community Services	1,909,041	2,197,606	2,842,085	2,736,376	2,651,300
Capital Outlay	-	-	-	-	250,000
TOTAL	\$ 1,651,862,991	\$ 1,660,131,448	\$ 1,763,142,114	\$ 1,815,287,292	\$ 1,932,479,100

EXPENDITURES BY OBJECT	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Revised
Salaries and Wages	\$ 979,902,871	\$ 1,030,591,468	\$ 1,106,482,199	\$ 1,153,367,030	\$ 1,199,040,889
Fringe Benefits	326,233,154	334,197,961	349,007,048	360,129,852	407,137,653
Contracted Services	231,790,223	184,861,854	205,767,589	206,472,973	167,669,925
Supplies and Materials	41,690,358	44,525,749	34,930,009	34,774,333	33,040,541
Other Operating Costs	49,187,992	56,226,827	55,934,561	51,321,306	118,300,544
Additional & Replacement Equipment	23,058,393	9,727,589	11,020,708	9,221,798	7,289,548
TOTAL	\$ 1,651,862,991	\$ 1,660,131,448	\$ 1,763,142,114	\$ 1,815,287,292	\$ 1,932,479,100

TEN-YEAR HISTORY – PUPIL POPULATION

	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
FULL TIME										
Regular and Special Ed Day Programs:										
Kindergarten @ 100%	8,819	8,819	8,836	9,276	9,568	10,013	10,260	10,170	10,018	9,897
Elementary Grades 1 to 6	53,117	53,115	53,274	53,633	54,206	54,958	56,568	58,283	59,485	60,661
Secondary Grades 7 to 12	61,192	61,178	60,097	57,340	54,564	53,199	52,667	53,330	53,571	54,486
Total Regular and Special Ed	123,128	123,112	122,207	120,249	118,338	118,170	119,495	121,783	123,074	125,044
OTHER PROGRAMS										
Pre-school Head Start	1,047	1,244	741	778	822	932	1,052	1,058	1,003	0
Prekindergarten	3,979	5,193	4,840	5,380	4,379	4,253	4,289	4,407	4,505	5,421
Montessori	252	203	189	266	294	386	300	328	357	351
Special Education*	1,363	-	-	-	-	-	-	-	-	-
Nonpublic Schools -Students with Disabilitie	1,150	962	995	840	800	799	693	898	737	838
Total Other Programs	7,791	7,602	6,765	7,264	6,295	6,370	6,334	6,691	6,602	6,610
PART-TIME										
Summer School:										
Regular Elementary and Secondary	4,545	2,023	2,225	2,400	3,000	3,500	3,701	4,907	4,064	3,586
Extended School Year for Students with Disabilities	2,502	2,435	2,358	2,535	2,550	2,638	2,217	2,827	1,875	2,099
Part-time Subtotal - Summer School	7,047	4,458	4,583	4,935	5,550	6,138	5,918	7,734	5,939	5,685
Evening High School	1,754	2,000	1,071	1,504	1,005	1,200	704	528	668	310
Home and Hospital Teaching	800	600	630	550	587	587	623	600	665	612
Total Part-Time	9,601	7,058	6,284	6,989	7,142	7,925	7,245	8,862	7,272	6,607
Total Number of Students	140,520	137,772	135,256	134,502	131,775	132,465	133,074	137,336	136,948	138,261
COST PER PUPIL										
Cost Per Pupil K-12	\$12,766	\$12,799	\$13,205	\$12,918	\$13,365	\$13,142	\$13,124	\$13,632	\$13,927	\$14,645
Cost Per Pupil Pre-K-12	\$12,244	\$12,371	\$12,811	\$12,349	\$12,973	\$12,753	\$12,752	\$13,248	\$13,547	\$14,262

TEN-YEAR HISTORY – SCHOOL FACILITIES

SCHOOL FACILITIES IN USE	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual
Grades K-3	-	-	-	-	1	1	1	-	-	-
Grades K-4	-	-	-	-	1	-	-	-	-	-
Grades K-5	23	23	4	3	10	13	13	15	16	15
Grades K-6	109	109	5	4	17	15	15	10	5	4
Grades K-7	-	-	-	3	1	-	-	1	-	1
Grades K-8	3	4	4	4	8	9	10	8	10	10
Grades PreK-5	-	-	23	29	22	31	31	39	44	45
Grades PreK-6	-	-	94	89	75	63	63	59	56	55
Grades PreK-7	-	-	-	-	-	-	-	1	-	-
Grades PreK-8	-	-	7	7	6	6	6	7	8	7
Grades 2-5	-	-	-	-	-	2	2	2	2	2
Grades 6-7	-	-	-	-	1	-	-	1	-	-
Grades 6-8	13	13	12	17	15	20	20	21	22	21
Grades 6-9	-	-	-	-	-	-	-	-	1	1
Grades 6-10	-	-	-	-	1	1	1	2	1	1
Grades 6-11	-	-	-	-	-	-	-	-	1	-
Grades 6-12	-	-	-	-	-	-	-	-	-	1
Grades 7-8	14	14	13	9	9	5	5	4	3	3
Grades 9-10	-	-	-	2	-	2	1	1	1	1
Grades 9-11	-	-	-	-	1	-	1	-	-	-
Grades 9-12	25	25	24	22	23	23	24	25	26	24
Grades 10-12	-	-	-	-	-	1	1	2	-	2
Grades 11-12	-	-	-	2	1	1	2	1	2	2
Special Education Centers	9	9	8	7	7	7	7	7	8	8
Subtotal	196	197	194	198	199	200	203	206	206	203
H. B. Owens Science Center	1	1	1	1	1	1	1	1	1	1
International Schools	-	-	-	-	-	-	-	-	2	2
William Schmidt Outdoor Ed Center	1	1	1	1	1	1	1	1	1	1
E. A. Poe Alternative ES*	-	-	1	-	-	-	-	-	-	-
Annapolis Road Academy*	-	-	-	-	-	-	-	-	-	-
Green Valley Academy*	1	1	1	-	-	-	-	-	-	-
Judith P. Hoyer Early Childhood Center*	1	1	1	-	-	-	-	-	-	-
TOTAL	200	201	199	200	201	202	205	208	210	207

* Included in the facility count above with students enrolled.

Supplemental Information

ACKNOWLEDGEMENTS

The development of the Board of Education FY 2018 approved budget was accomplished through the dedicated efforts of countless staff members and individuals from the Prince George's County public schools community. Their efforts were invaluable. With a focus on the priorities established in Prince George's County Public Schools' Strategic Plan, the budget plan seeks to provide a quality education for all students.

While many school system staffs were involved in the development and adoption of this budget, the staff of Budget and Management Services deserves special recognition for their work. They spent many long hours working to develop, present and finalize this budget. Their dedication to quality and commitment to their responsibilities are appreciated.

Budget and Management Services Staff

Mark Andrews, Senior Budget Analyst
Lisa Atchison, Budget Analyst
Darlene Bond, Senior Budget Analyst
Dana Estep, Senior Budget Analyst
Darlene Houze, Budget Analyst
Eugene Overton, Budget Analyst
Clarence Parker, Budget Analyst
Nickisha Shell, Budget Analyst
Danyelle Washington, Budget Analyst
Ifeoma Smith, Supervising Budget Analyst
Caren Thorne, Budget Administrative Specialist
John Pfister, Director



Raymond H. Brown
Chief Financial Officer



Kevin M. Maxwell, Ph.D.
Chief Executive Officer

ACRONYMS

ALT-MSA – Alternate Maryland School Assessment	PARCC – Partnership for Assessment of Readiness for
AP – Advanced Placement	PGCPS – Prince George’s County Public Schools
ASPP – Adolescent Single Parenting Program	QZAB – Qualified Zone Academy Bonds
ASCD - Association of Supervision and Curriculum Development	SDP – School Development Program
ATOD – Alcohol, Tobacco and Other Drugs	SBB – Student-Based Budgeting
AVID – Advancement Via Individual Determination	SDP – School Development Program
BOE – Board of Education of Prince George’s County	SPMT – School Planning and Management Team
CAFR – Comprehensive Annual Financial Report	STEP - Sharing Technology with Educators Program
CAP – Career Academy Programs	TIC - Technology Integration Course
CEO – Chief Executive Officer	TNI – Transforming Neighborhood Schools Initiative
CIP – Capital Improvement Program	WAN – Wide Area Network
COMAR – Code of Maryland Regulations	
CPD – Continuing Professional Development	
CPS – Child Protective Services	
DHMH – Department of Health and Mental Hygiene	
DWIP – Data Wise Improvement Process	
EFMP – Educational Facilities Master Plan	
ELL – English Language Learners	
ESOL – English for Speakers of Other Languages	
ESY – Extended School Year	
FARMS – Free and Reduced Meals	
FTE – Full-Time Equivalent	
FY – Fiscal Year	
GAAP – Generally Accepted Accounting Practices	
GCEI – Geographic Cost of Education Index	
GFOA – Government Finance Officers Association	
HSA – High School Assessment	
IAC –Interagency Committee on School Construction (state of Maryland)	
IB – International Baccalaureate	
IDEA – Individuals with Disabilities Education Act	
IEP – Individualized Education Program	
JROTC – Junior Reserve Officer Training Corps	
LAN – Local Area Network	
LEA – Local Education Agency	
LEP – Limited English Proficient	
MEEC – Maryland Education Enterprise Consortium	
MMSR – Maryland Model for School Readiness	
MOE – Maintenance of Effort	
MSDE – Maryland State Department of Education	
NSF – National Science Foundation	
NTI – Net Taxable Income	
OIM – Oracle Identity Management	

GLOSSARY

ASL Interpreters	A service that provides professional sign language interpreters.
Actual	The amount spent in the prior fiscal year.
Additional and Replacement Equipment	Athletic equipment, cafeteria equipment, computers, office furniture and equipment, and security alarm systems.
Administration (Function 201)	State mandated category. Activities associated with the regulation, direction and control of the school system, such as the superintendent, deputy superintendent, other professional staff, and secretaries and clerks. Some offices included in this category are the Board Office, Business Management Services, Internal Audit, Information Technology and Human Resources. This is a state mandated category.
Appropriation	Authority to spend money within a specified dollar limit for an approved program during a fiscal year. The County Council appropriates funds to Prince George's County Public Schools according to state categories.
Advancement via Individual Determination	An in-school college readiness system designed to increase student learning and performance. Its mission is to prepare students academically for four-year college eligibility. The core component of the program is the AVID Elective Course where students, grades 6-12, receive guidance, academic support from college tutors, organizational and study skills, and participate in activities that foster success in rigorous course work.
Balanced Budget	A balanced budget is a budget where expenditures are equal to revenue.
Before and After-School Fund	A special revenue fund used for financial transactions related to providing school age child care services before and after school hours.
Board Sources	Non-government sources including tuition (e.g., non-resident students), fees (e.g., reimbursements for community building use), interest earnings on cash investments, and other miscellaneous revenues (e.g., sales of assets).
Budget	A plan of financial operation including an estimate of proposed expenditures for a given period of time.
CTS LanguageLink	Provides multilingual interpretation and translation services.
Capital Expenditures/Improvements	Repair or maintenance of facilities and grounds, including boiler repair, air conditioning units, carpet replacement, and the resurfacing of roads, parking lots, and play areas.
Capital Improvement Program	A multi-year plan for the provision of the school system's capital facility and infrastructure needs.
Capital Outlay (Function 215)	Activities associated with the cost of directing and managing the acquisition, construction, renovations of land, buildings, and equipment. This is a state mandated category.
Capital Projects Fund	A fund used for the purchase, construction, renovation, and maintenance of school buildings.

Career Academy Programs	Enables students to acquire the academic, technical, and life skills to make a successful transition from high school to postsecondary education and/or career opportunities. It is an integral component of Prince George's County Public School's Strategic Plan that every student graduates college and career ready.
Category	Also known as State Category or Function. State law requires all county school districts to appropriate and record expenditures for education in accordance with standardized state budget categories. These categories are generally based on broad functional classifications such as Administration, Instruction, Maintenance and Special Education.
Code of Maryland Regulations (COMAR)	A compilation of Maryland State agency regulations.
Common Core State Standards	A set of high-quality academic expectations in English/language arts (ELA) and mathematics that define both the knowledge and skills all students should master by the end of each grade level to be on track for success in college and careers. They were created through a state-led initiative and have been adopted by more than 40 states, including Maryland, which is revising its Curriculum to align with the Common Core State Standards (CCSS).
Community Services (Function 214)	A state mandated category that includes activities that are provided by the school system for the community other than for public school activities.
Contracted Services	Contracted services include rental of buildings, advertising, contracted services, catering, and printing.
County	Refers to Prince George's County government.
Employee Benefits	Payments by the employer for social security taxes, retirement contributions, and group health and life insurance.
Expenditure Recovery	Costs or expenditures for self-supporting programs incurred during the normal course of business that are reimbursed by program areas that use the services (i.e. Transportation, In-House Printing).
Federal Sources	Revenue from any agency of the Federal Government that originates as a Federal program either directly from the Federal Government (e.g., Impact Aid and Head Start) or through the state of Maryland (e.g., Title I and IDEA-Part B grants).
Fiscal Year (FY)	Reference to a 12-month budget/accounting year which extends from July-June.
Fixed Charges (Function 212)	FICA, Health, Life and Unemployment Insurances, Retirement, and Worker's Compensation. This is a state mandated category.
Food Services Subsidy (Function 213)	Activities associated with the Food Services Program and contains additional funds necessary to support the operation of the program. This is a state mandated category.
Food and Nutrition Services Fund	A special revenue fund used for financial transactions relating to the school breakfast, school lunch, and child and adult nutrition care programs.
Full-Time Equivalent (FTE)	A method of equating less than full-time employees in permanent positions to a full time basis.

Fund Balance	Unliquidated surplus of funds, the actual from the previous fiscal year and the estimated from the current fiscal year, whether accrued from revenues or expenditures.
General Fund	Also known as the “Current Expense Fund:” accounts for all financial transactions in support of the educational process which are not recorded in other funds. Maryland law requires that this fund operate under a legally adopted annual budget.
Health Services (Function 208)	Activities and personnel that provide physical and mental health activities which are not instructional and which provide students with appropriate medical, dental, and nursing services. This is a state mandated category.
Instructional Salaries & Wages (Function 203)	Activities directly related to the teaching of students, the interaction between teacher and students, and the well-being of students (i.e., teachers, media specialists, guidance counselors, school psychologists, mentor teachers, paraprofessional educators and reading specialists). This is a state mandated category.
Internal Services Fund	A fund used to account for the financing of goods or services provided by one department or agency to another department or agency of the governmental unit on a cost-reimbursement basis.
International Baccalaureate (IB)	An academically challenging and balanced course of study, that prepares students for success in college and life beyond. The mission of the program is to develop inquiring, knowledgeable, and caring young people who help to create a better, more peaceful world through intercultural understanding and respect.
LinkedIn	A business- and employment-oriented social networking service that operates via websites and mobile apps.
Local Sources	Revenue received out of funds from the appropriating body (County Council) for school purposes including a County contribution and designated revenues such as the Telecommunications Tax and Energy Tax.
Maintenance of Effort	State law requires each County to at least provide local funds for the next fiscal year at the same per pupil level as the current fiscal year.
Maintenance of Plant (Function 211)	Activities and personnel associated with keeping the grounds, buildings and fixed equipment in their original condition of completeness or efficiency through repair, scheduled and preventive maintenance or replacement of property. Includes personnel such as equipment operators, journeymen, and trades helpers. This is a state mandated category.
Maryland Model for School Readiness (MMSR)	A program was established by the Maryland State Department of Education in public schools in 1997 to respond to National Education Goal #1, which states that “all children should start school ready to learn.” It is based on a model designed to support local school systems in efforts to enhance school readiness among children.

Mid-Level Administration (Function 202)	Administration and supervision of district-wide and school-level instructional programs and activities. Includes personnel such as principals, vice principals, directors, coordinators, supervisors, specialists, secretaries and clerks, and programs such as Adult Ed, JROTC, Alternative Programs, Community-Based Classrooms, Evening High and Summer School, Career Ed, Business Ed, Family and Consumer Sciences, Technical Academies, Tech Ed, Vocational Support Services and Experimental Learning. This is a state mandated category.
Object	Identifies the purpose of expenditure (e.g., Salaries & Wages, Fringe Benefits) required under LEA reporting requirements.
On Behalf Contributions	When a local education agency (LEA) receives goods or services from another organization paid on behalf of the LEA, especially when the function enhances or complements the educational goals of the system.
Operating Budget	A comprehensive fiscal plan for financing the operating programs for a single fiscal year.
Operation of Plant (Function 210)	Activities and personnel associated with keeping the physical building clean and ready for daily use. Personnel such as custodians and security professionals are included in this category. This is a state mandated category.
Other Instructional Costs (Function 205)	Rental of buildings, advertising, contracted services, catering, printing, local travel, registration fees, office furniture and equipment, and computers.
Other Operating Expenditures	A category of recurring expenses other than salaries and capital equipment costs that covers expenditures necessary to maintain facilities, collect revenues, provide services, and otherwise carry out departmental goals. Typical line items in this category are printing, travel, vehicle maintenance, and self-insurance.
PARCC	Assessments that measure whether students are meeting new, higher academic standards and are mastering the knowledge and skills they need to progress in their K-12 education and beyond
PGCPS Strategic Plan	A long-range action plan to guide the system in preparing students for successful citizenry in the 21st century. The plan reflects the mission of the school system and addresses the system's priority goals.
Public Sector Budgeting	A module that provides the business side of the organization with tools to more easily manage finances.
Restricted	Grant appropriations that are usually federal or state and require, as a condition of receiving the funds that the Board of Education comply with conditions imposed by the grantor.
Revolving Fund	Used to account for the financing of certain self-supporting services provided by the Board of Education (i.e., Printing, Central Garage).
Salaries and Wages	Salaries for all Full-time and Part-time personnel including temporaries and substitutes.
School Activity Fund	Each individual school maintains a school activity fund to account for cash resources of various clubs, organizations, and annual Board allotments.
School Information System (SIS)	Manages student data, including grades, attendance records, and schedules.

Self-Insurance Fund	A proprietary fund where revenues are recorded when earned and expenses are recorded when liabilities are incurred.
Special Education (Function 206)	Provides educational services to disabled students; and funds personnel such as special education teachers, paraprofessional educators, instructional specialists, therapists, hearing interpreters, and programs such as Compliance, K-12 Services, Early Childhood Programs, and Nonpublic Education.
State Sources	Revenue from any agency of the state of Maryland that originates within the State, whether restricted in use or not (e.g., State share of the Foundation Program, State Compensatory Education, Student Transportation Aid, Limited English Proficiency, and Students with Disabilities [e.g., Nonpublic Placements]).
Sharing Technology with Educators Program (STEP)	An initiative that supports student achievement and assists administrators and school-based teams by integrating technology into instruction.
Student-Based Budgeting (SBB)	Allocates funding directly to schools based on the number of students enrolled and the specific needs of those students such as English language learners or students in particular grade levels.
Student Personnel Services (Function 207)	Activities designed to improve student attendance at school and prevent or solve student problems in the home, school and community. Personnel such as pupil personnel workers, specialists, and secretaries and clerks; and programs such as the Appeals Office, Guidance Services, Family and Community Outreach, Interscholastic Athletics, Business Partnerships, Student Affairs/ Safe and Drug Free Schools are included in this category.
Student Transportation Services (Function 209)	Activities that involve the transporting of pupils to and from school activities either between home and school or on trips for curricular, co-curricular, and extra-curricular activities. Personnel such as bus drivers and bus aides; and activities concerned with the conveyance of students between home, school, and school activities are included in this category.
Supplies and Materials	Textbooks, library books, office supplies, awards, postage, testing supplies and materials.
Tax Reform Initiative by Marylanders (TRIM)	Limits the tax rate applied to the assessable real property base to \$2.40 per \$100 of assessed value.
Textbooks and Instructional Supplies (Function 204)	Funds textbooks, instructional materials, library books, classroom teacher supplies, and awards/recognition.
TransACT™	Provides instant access to a library of forms, notices and letters to help communicate with parents who do not speak English.
Unrestricted	Appropriations comprising the majority of the total budget that can be used for any legal purpose desired by the Board of Education.
WordFast	Software designed to help translators save time, money and effort by storing translations in a translation memory database and retrieving that translated content automatically for future projects.

