

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
14201 School Lane, Upper Marlboro, MD 20772 • www.pgcps.org

Board of Education FY 2017 Approved Annual Operating Budget

July 1, 2016 – June 30, 2017

Board of Education

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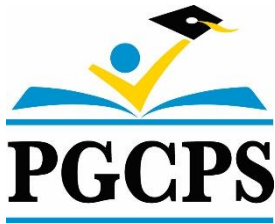
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Prince George's County Board of Education

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July 1, 2016

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Chief Executive Officer

Kevin M. Maxwell, Ph.D.

Telephone: 301-952-6008

To the Citizens of Prince George's County:

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 each of us as we move forward, demanding that every child, in every school, receives rigorous, engaging, high quality educational experiences every day.

We are proud to present to you the Prince George's County Board of Education's Fiscal Year 2017 Annual Operating Budget, as approved by the County Council and adopted by the Board of Education. This budget covers the period from July 1, 2016 through June 30, 2017. Details of expenses are presented according to operational departments as well as mandated state budget categories so that citizens and government officials can understand how our school system plans to use its financial resources.

The operating budget was carefully developed, through much collaborative work with PGCPS staff and the Board of Education. Public input was also instrumental in the development of this final product. We worked tirelessly with County Executive Baker and the County Council, and asked they also support our mission and vision and assist us in providing *your children, our children*, with the best educational experience in a public school setting in the state of Maryland.

Such an ambitious journey does not come without the need for additional financial resources. Our requested budget was ambitious, over \$182 million more than last year's budget. That request asked for the County to increase its funding by \$128 million more than FY 2016. When the County Council adopted its FY 2017 budget, it included an increase in funding for the Board of Education by over \$29 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.

Prince George's County Public Schools

Though this funding is less than requested, we are determined to utilize the funds allocated in moving our school system forward. Increases in student achievement, expansion of early childhood learning and access to rigorous and relevant coursework for all students continue to be high priorities for both the Board of Education and the Chief Executive Officer.

This budget contains funding for many great programs and academic choices for our growing and diverse student population. Among them are:

- The establishment of the Monitoring, Accountability and Compliance Office, as recommended by the Student Safety Task Force, that will assume responsibility for assuring implementation of procedures associated with policies approved by the Board of Education. It will assure fidelity in training, awareness of individual responsibility to report to whom by when, and compliance with System procedures and expectations to support increased employee and volunteer accountability for the prevention of child sexual abuse.
- The two International schools will expand to grade 10 and will provide a supportive learning environment for 400 English language learner students.
- We are continuing the expansion of our World Language programs, including French, Chinese, and Spanish immersion.
- We have expanded the Career Academy Program offerings at our comprehensive high schools, including Aerospace, Information Technology and Environmental Studies.
- Continue our intensive and focused work in increasing Literacy and Numeracy by adding Literacy Coaches and Math Specialists.
- Our focus on early childhood education is supported by the expansion of eight prekindergarten sites from ½ day to full-day programs at: Baden, Barack Obama, Kettering, Kingsford, Rosaryville, Samuel Chase, Seabrook and Arrowhead elementary schools.
- Dedicating funds to institute the district's Parent University Program, designed to increase parental involvement and support in all aspects of their children's education.

Progress toward our goal has been made and small steps are occurring every day, although we all agree that much more needs to be done. This commitment requires an ambitious approach that will serve all students' individualized needs.

Our vision that "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" will develop students endowed with the necessary skills to enter the workforce and/or extend their learning at an institution of higher education. After all, our job is to provide children with the support and the opportunities that are necessary to take them from their different starting places and get them to the same finish line.

All of our children must have the opportunity for a quality education, conducted in a safe and supportive, yet disciplined environment, all accomplished at a cost in keeping with the best principles of sound financial management and responsibility to you, the citizens and taxpayers of Prince George's County.

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 second year in a row, we employed an aggressive approach of realigning resources. Programs were examined for their effectiveness, and 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, amounting to an additional \$12.3 million in resources from over 1,200 account lines. The district is continuing to manage \$35.0 million in salary lapse for FY 2017. These funds, totaling more than \$47.3 million, were shifted to fund technology upgrades, lease payments, charter school enrollment increases, general liability increases, employee benefits, and the negotiated agreements with all bargaining units.

Increases in federal, state and local revenue resulted in the approval of a \$1.92 billion operating budget. State aid revenue increased by \$48.9 million, which included full funding of the Geographical Cost of Education Index (GCEI) and the continued phase in (60%) of the Net Taxable Income (NTI) adjustment. County funds approved to support the operating budget total \$698.3 million, an increase of \$29.0 million. This increase in county funds exceeds the level mandated by state law, also known as Maintenance of Effort (MOE), by \$18.9 million.

Providing the best possible educational experience for every child is a goal that will require the support of the entire educational community. We do, however, acknowledge and have great 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 the budget amount. We hope our mutual concern for the best interests of the students of Prince George's County will prevail as we strive to address identified system needs, strengthen existing programs, and continue to raise student performance to the highest levels. We are committed to providing the resources needed for all children so that they can meet their utmost potential.

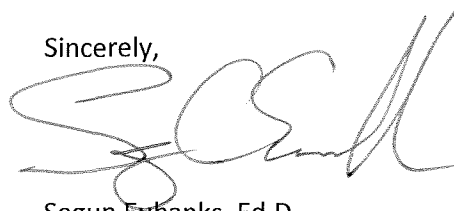
Citizens, Prince George's County

July 1, 2016

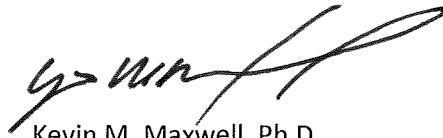
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We present this budget to share with the citizens of Prince George's County. We invite you to examine this document to understand how your tax dollars are being spent on education, and to assist you in becoming active and informed members of the community.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

Sincerely,

A handwritten signature in black ink, appearing to read 'Segun Eubanks', written in a cursive style.

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

A handwritten signature in black ink, appearing to read 'Kevin M. Maxwell', written in a cursive style.

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

SCE:KMM:rhb:jmp

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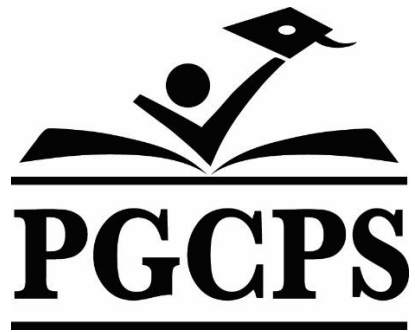
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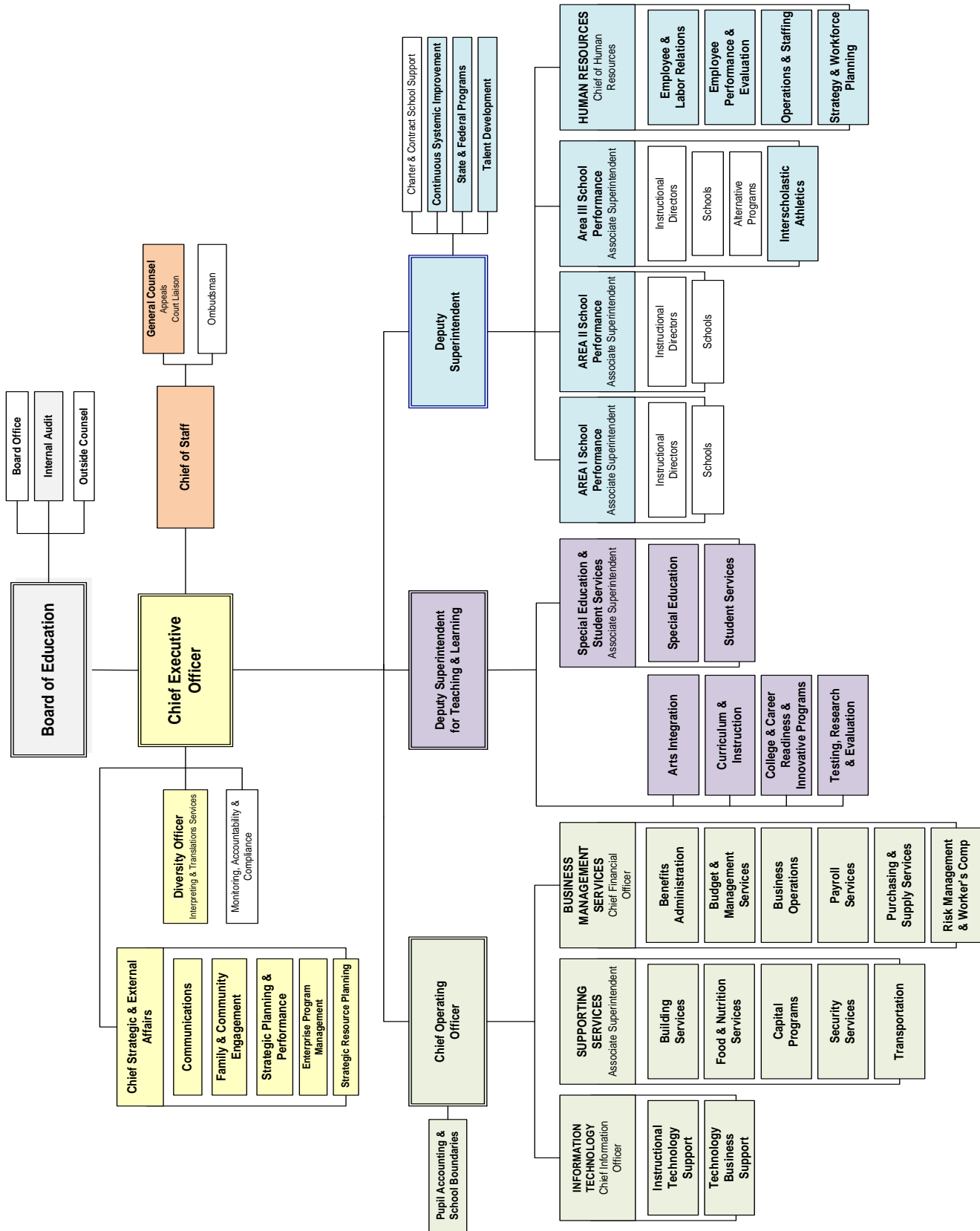


INTRODUCTION

INTRODUCTION

SYSTEMIC ORGANIZATION CHART

INTRODUCTION



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.

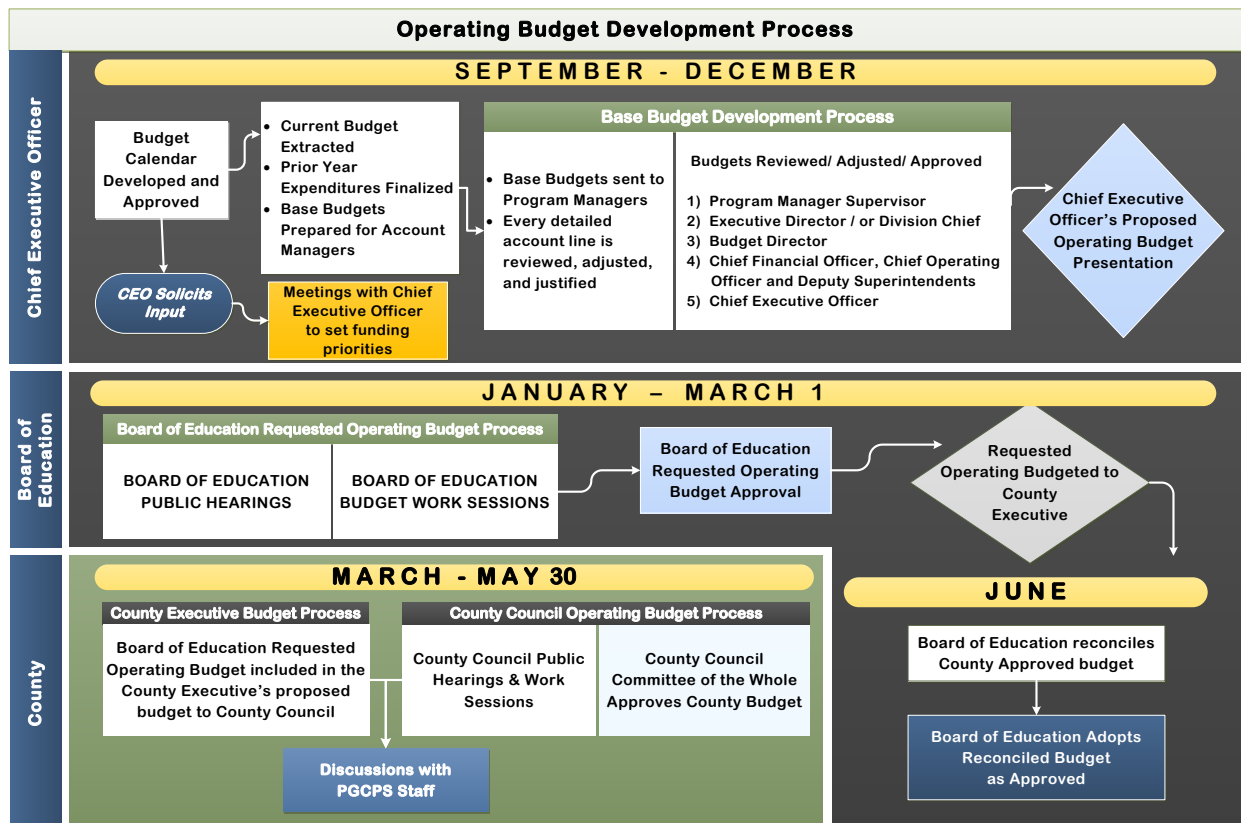
In September/October, the Chief Executive Officer holds community forums to receive public comment on educational priorities and holds several Budget Retreats with cabinet members to discuss short- and long-term priorities for the system and to balance any revenue gap. The Chief Executive Officer then 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 approved 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 budget is subdivided into state mandated categories of expenditures including Administration, Mid-Level Administration, Instructional Salaries, Textbooks and Instructional Supplies, Other Instructional Costs, Special Education, Student Personnel Services, Health Services, Student Transportation Services, Operation of Plant, Maintenance of Plant, Fixed Charges, Food Services, Community Services, and Capital Outlay. The legal level of budgetary control is at the category level. Board of Education may amend the budget by transferring funds within major categories; the County Council must approve transfers among major categories.

The FY 2017 budget book consists of information covering four periods, which are presented as “FY 2015 Actual,” “FY 2016 Approved,” “FY 2016 Revised,” and “FY 2017 Approved.” The “FY 2015 Actual” column represents the fiscal year 2015 actual expenditures as reported in the Comprehensive Annual Financial Report (CAFR) for fiscal year ending June 30, 2015. The “FY 2016 Approved” column represents the Board of Education’s Approved spending on programs for fiscal year 2016. The “FY 2016 Revised” column reflects categorical adjustments made subsequent to July 1 of the current budget year. The “FY 2017 Approved” column represents the Board of Education’s approved spending levels on programs for the 2017 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 the approved program enhancements, restricted grants by category; non-operating staffing and expenditures; on behalf contributions; ten-year histories for revenue, budget, pupil population and school facilities; acknowledgements; and a list of acronyms and a glossary.

FY 2017 BUDGET DEVELOPMENT CALENDAR

Event	Month
Chief Executive Officer solicits public input	October 2015
Chief Executive Officers' Budget Presentation to the Board	December 10, 2015
Board of Education Budget Public Hearings and Budget Work Sessions: January 19, 2016 Budget Work Session – 5:00 PM January 19, 2016 Budget Public Hearing – 7:00 PM January 26, 2016 Budget Work Session – 5:00 PM January 26, 2016 Budget Public Hearing – 7:00 PM February 9, 2016 Budget Work Session – 5:00 PM February 9, 2016 Budget Public Hearing – 7:00 PM	January / February
Board of Education submits Requested Budget to the County Executive	March 1, 2016
County Executive submits Requested Budget to the County Council	March 2016
Maryland State Legislature adopts its final budget including school funded amounts	April 2016
County Council holds two budget hearings	April/May 2016
County Council approves budget for Prince George's County	May 30, 2016
Board of Education reconciles to the County approved budget	June 2016
Board of Education Budget Adoption	June 14, 2016
Fiscal year 2017 budget takes effect	July 1, 2016



Strategic Plan: EXECUTIVE SUMMARY

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

ACADEMIC EXCELLENCE

Emphasize Rigorous Literacy Instruction
 Support Early Learning Readiness
 Establish College/ Career Readiness Benchmarks
 Embrace Data Wise as a Continuous Systemic Improvement Approach
 Extend Specialty Programs

HIGH-PERFORMING WORKFORCE

Optimize Recruitment, Retention, Hiring, and Succession Planning
 Align Staff Development to System Goals

SAFE AND SUPPORTIVE ENVIRONMENT

Promote Health & Wellness
 Ensure Safe Environments
 Improve Discipline Management
 Modernize Facilities & Technology
 Develop and Improve Policies and Procedures

FAMILY AND COMMUNITY ENGAGEMENT

Increase Family Engagement
 Strengthen Business Partnerships

ORGANIZATIONAL EFFECTIVENESS

Improve Communications, Customer Service, and culture in Schools and Offices
 Strengthen Strategic Focus
 Adopt and Embrace a Performance/ Process Excellence Discipline
 Improve Prioritization & Accountability

EMPHASIS ON LITERACY

PERFORMANCE MANAGEMENT SYSTEM OF ACCOUNTABILITY

INTRODUCTION

FOCUS AREAS AND STRATEGIES

FISCAL HIGHLIGHTS

The FY 2017 approved operating budget for Prince George's County Public Schools (PGCPS) totals \$1,923,860,100. This represents an overall increase of \$82,292,375 or 4.5% over the FY 2016 revised budget of \$1,841,567,725.

Factors Affecting the Budget – Expenditures...

MANDATORY COST – Mandatory cost of doing business reflects expenditures that are required by law, support contract commitments, and provide essential health/safety services. These expenditures support costs to cover employer obligations including social security, retirement and unemployment insurance; fund existing employee contracts covering compensation, 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 expenses; and utilities. The total increase in Mandatory Cost of Doing Business for FY 2017 totals \$74,124,888. Mandatory costs include:

EXPENDITURES	FTE Change	Amount Change	Total Budget
FY 2016 Revised Operating Budget	18,873.28		\$ 1,841,567,725
<u>Mandatory/Cost of Doing Business Changes:</u>			
Changes Required to Maintain the Existing Programs:			
Base Adjustments	(11.00)	13,188,992	
Restricted Programs	(4.00)	(10,579,772)	
	<u>(15.00)</u>	<u>2,609,220</u>	
Employer Obligations:			
Health Insurance	-	11,000,000	
Other Post Employment Benefits (OPEB)	-	15,000,000	
Teacher Pension Shift	-	5,000,000	
	<u>-</u>	<u>31,000,000</u>	
Risk Management:			
Risk Management	-	585,000	
General Liability Insurances	-	9,000,000	
	<u>-</u>	<u>9,585,000</u>	
Utilities, Internal Services and Other Essential Support:			
Charter Schools	24.00	6,584,123	
Compensation Commitments	-	22,225,346	
Equipment	-	(7,500,000)	
Lease Purchases	-	7,541,144	
Technology Education - MSDE Requirement	-	374,955	
Technology Infrastructure	-	1,617,600	
Youth Wellness Leadership Pilot Program	-	87,500	
	<u>24.00</u>	<u>\$ 30,930,668</u>	
Total Mandatory/Costs of Doing Business Changes	9.00		\$ 74,124,888

Redirected Resources – Redirected resources reflect reductions from amounts appropriated in FY 2016 for selected programs and services totaling (\$12,370,622). These reductions are redirected to fund mandatory/costs of doing business and fund organizational improvement increases and are shown below:

EXPENDITURES	FTE Change	Amount Change	Total Budget
Redirected Resources			
Board of Education	-	(155,997)	
Chief Executive Officer	-	(391,080)	
Chief Operating Officer	-	(5,033,104)	
Deputy Superintendent	-	(2,336,654)	
Deputy Superintendent for Teaching and Learning	-	(3,120,642)	
Forestville/Skyline Consolidation	-	(1,333,145)	
Total Redirected Resources	-	\$ (12,370,622)	

ORGANIZATION IMPROVEMENTS – 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
Organization Improvements:			
Focus Area 1: Academic Excellence			
Aerospace Engineering & Aviation Tech Program Expansion	1.00	353,999	
Career Academy Program Expansion	3.00	259,439	
Creative Arts Programs Office Expansion	1.00	98,487	
International Schools	14.00	1,996,702	
Junior Achievement Finance Park	-	520,500	
Language Immersion Programs	15.50	1,702,004	
Literacy Plan	7.00	1,452,769	
Math Specialists	8.00	1,275,832	
Pre-K and Kindergarten - Additional Staffing	16.00	1,313,880	
Project Lead the Way (PLTW) - Engineering & Science Academy	-	100,000	
Psychological Services	1.00	101,653	
Special Education - Speech Pathologists	2.00	-	
Varsity Lacrosse	-	614,572	
Focus Area 2: High-Performing Workforce			
Compensation Reserve for Negotiations	-	8,400,000	
Principal Leadership	5.00	890,673	
Focus Area 3: Safe and Supportive Environments			
Nurses	-	236,000	
Student Safety Task Force	2.00	224,936	
Focus Area 4: Family and Community Engagement			
International Business Partnerships	-	21,495	
Parent University	2.00	475,168	

EXPENDITURES	FTE Change	Amount Change	Total Budget
Focus Area 5: Organization Effectiveness			
Data Information Security Software	-	500,000	
Total Organization Improvements	77.50		\$ 20,538,109
Total Change from FY 2016 Revised	86.50		\$ 82,292,375
FY 2017 Board of Education Approved Operating Budget	18,959.78		\$ 1,923,860,100

NOTE: Details of the organizational improvement requests can be found in the Supplemental Information section of this document.

PUPIL POPULATION

	FY 2015 Actual as of 09/30/14	FY 2016 Actual as of 09/30/15	FY 2017 Projected as of 09/30/15	Change From FY 2016 Actual to FY 2017 Projected	
				Number	Percent
Full-Time					
<u>Regular and Special Education Day Programs:</u>					
Kindergarten @ 100%	10,170	10,018	10,041	23	0.2%
Elementary Grades 1 to 6	58,283	59,485	59,485	0	0.0%
Middle School Grades 7 and 8	17,835	18,178	18,178	0	0.0%
High School Grades 9 to 12	35,495	35,393	35,390	(3)	0.0%
Total Regular and Special Education	121,783	123,074	123,094	20	0.0%
<u>Pre-school:</u>					
Pre-school Head Start	1,058	1,003	932	(71)	-6.7%
Prekindergarten	4,407	4,505	4,553	48	1.1%
Montessori	328	357	357	0	0.0%
Total Pre-School	5,793	5,865	5,842	(23)	-0.4%
Total Pre-K to 12 Enrollment	127,576	128,939	128,936	(3)	0.0%
Nonpublic Schools for Disabled	898	737	737	0	0.0%
Total Full-Time Enrollment	128,474	129,676	129,673	(3)	0.0%
Part-Time					
<u>Summer School:</u>					
Regular Instructional Programs	4,907	4,064	4,909	845	17.2%
Disabled Programs	2,827	1,875	2,046	171	6.0%
Total Summer School	7,734	5,939	6,955	1,016	13.1%
Evening High School*	528	668	786	118	22.3%
Home and Hospital Teaching	600	665	646	(19)	-3.2%
Total Part-Time	8,862	7,272	8,387	1,115	12.6%

*Evening High School student enrollment numbers maybe 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 of Prince George's County Public Schools. The Capital budget provides the funds needed for projects scheduled to begin planning 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.

The total approved FY 2017 Capital Improvement Program budget is \$151.8 million. State funding provides \$40.5 million which includes \$39.9 million for our most important systemic renovations projects and \$572,000 for other county projects approved by the State.

The school system completed a facility assessment study in 2008 and updated the study in 2012. This assessment was used to create a long-term school renovation and replacement plan. A prioritized list of capital projects for FY 2017 is provided on the following pages. This list provides an objective and reasonable basis for requesting annual funds over a six-year period. The list also allows staff to develop appropriate and effective methods of project delivery, anticipating the condition of the construction market and the need for suitable sites. In the upcoming planning cycle, additional information is in development to support a more comprehensive planning and prioritization metric.

CIP FY 2017 – FY 2022 FUNDING

FISCAL YEAR	FUNDING SOURCE			TOTAL
	STATE	COUNTY	OTHER	
FY 2017	\$ 39,924,000	\$ 111,893,000	\$ -	\$ 151,817,000
FY 2018	140,415,589	229,198,309	-	369,613,898
FY 2019	187,801,911	245,281,418	-	433,083,329
FY 2020	153,663,636	333,596,362	-	487,259,998
FY 2021	124,795,646	253,052,241	-	377,847,887
FY 2022	157,138,354	247,168,066	-	404,306,420
TOTAL FUNDING	\$ 803,739,136	\$ 1,420,189,396	\$ -	\$ 2,223,928,532

Notes:

1. County funded projects and forward funded projects are included in the above numbers.
2. The fiscal year funding reflected above represents State, County and State reimbursement funds.

Board of Education Approved FY 2017 CIP Funding \$151,817,000



FY 2017 LIST OF CAPITAL IMPROVEMENT PROJECTS

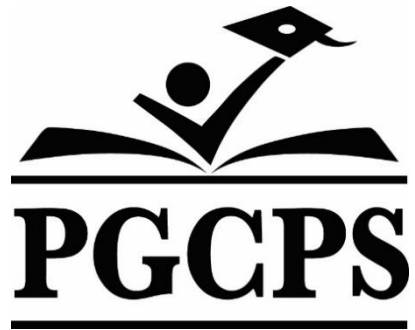
PROJECT	State Share Approved	County Share Approved	Total Approved (CTY & State)
Fairmont Heights HS New Construction - Replacement	-	\$ 42,000,000	\$ 42,000,000
William Wirt MS Renovation/Replacement	-	1,500,000	1,500,000
Glenarden Woods ES Replacement	-	1,936,168	1,936,168
Systemic:	39,924,000	40,745,000	80,669,000
<ul style="list-style-type: none"> • Allenwood ES (Windows) • Annapolis Rd. Academy (Elevator) • Apple Grove ES (Windows) • Baden ES (Doors, Univent and Fan Coil) • Beacon Heights ES (AHUs, Piping, Metal Pan Ceiling, Univents) • Beltsville Academy (Elevator, Univents, Controls, Windows) • Benjamin Tasker MS (Piping and Insulation) • Bowie HS (Piping Fireproofing) • Bradbury Heights ES (Roof) • Buck Lodge MS (Piping and Insulation) • Central HS (Bridge Lighting, Elevator) • Chillum ES (RTUs, Air Handling Units) • Columbia Park ES (Univents) • Cooper Lane ES (Heat Pumps) • Crossland HS (Steam Piping) • District Heights ES (RTUs) • Dodge Park ES (Piping Insulation) • DuVal HS (HVAC, Window System) • D. D. Eisenhower MS (HVAC Controls, Steam Traps, Storefront) • Flintstone ES (Elevator, Piping) • Forest Heights ES (Window Wall) • Francis Fuchs ECC (Piping and Insulation) • Gaywood ES (Univents) • Gladys Spellman ES (Elevator) • Glassmanor ES (Boiler) • Glenridge ES (Elevator, Steam Pipe, Window Wall, Exterior Doors) • Greenbelt ES (Chiller, HVAC Controls) • H Winship Wheatley ECC (Tech Fan Panels) • High Bridge ES (Piping, Insulation, Ceiling and Flooring Systems) • Highland Park ES (Piping, Insulation, Boiler) • Hillcrest Heights ES (Piping Insulation) • Hollywood ES (Boiler, Windows) • James Harrison ES (Tech Fab Panels) • James Madison MS (Elevator) • Judge Sylvania Woods ES (Condensate Piping, Storm Drain) • Judith Hoyer/Cool Springs ES (Elevator) • Kenilworth ES (Steam Traps) • Lamont ES (Univents) • Langley Park ES (Window Wall, Exterior Wall, Fan Coil Units, AHUs) • Largo HS (Steam Piping) • Lewisdale ES (Fan Coil Units) • Longfields ES (Exterior Wall, Doors and Windows) • Marlton ES (Piping Insulation, Controls) • Maya Angelou at Shugart (Windows, Univents, AC Upgrade) • Melwood ES (RTUs, Fire Alarm System, Storefront, Window Walls) • North Forestville ES (Boiler) 			

PROJECT	State Share Approved	County Share Approved	Total Approved (CTY & State)
<ul style="list-style-type: none"> • Oxon Hill ES (AHUs) • Parkdale HS (Elevator) • Patuxent ES (Roof Overhang) • Potomac HS (Elevator) • Princeton ES (Steam Trap, Univents) • Ridgecrest ES (Boiler, Elevator) • Riverdale ES (RTUs) • Rogers Heights ES (Condensate Piping) • Surrattsville HS (Condensate Piping) • Tanglewood SC (Ceiling Tile, HVAC, Piping, Univents) • Woodridge ES (Elevator, Boiler) • Yorktown ES (Storefront, Exterior Doors) 			
Early Childhood Center (ECC) Project: <ul style="list-style-type: none"> • Kenmoor ECC 	-	1,125,000	1,125,000
Modernization Projects: <ul style="list-style-type: none"> • High Schools Modernization Planning (Funded: Suitland HS and New International High School) 	-	3,000,000	3,000,000
Amended Projects: <ul style="list-style-type: none"> • Tulip Grove ES (Renovation) • Eugene Burroughs MS (Renovation) • Fairmont Heights HS (Renovation) • Henry Ferguson (Replacement) • Eleanor Roosevelt (AHU) • University Park ES (Pod) • Largo HS (SSRs & Pods) • Surrattsville HS (Band Room) • Gwynn Park HS (SSR) • DuVal HS (SSR) • Frederick Douglass (SSR) 	-	11,252,830	11,252,830
Other County Projects: <ul style="list-style-type: none"> • A/C Upgrade Projects • Americans with Disabilities Act (ADA) Projects • Asbestos Ceiling Tile Replacement • Buried Fuel Tank Replacement • Central Garage • Central Garage/Transportation Improvements • Chlorofluorocarbons (CFC) Control and A/C Modernization • Fire Alarm, • Fire Hydrants – Code corrections • Kitchen and Food Services • Land Acquisition • Lead Remediation Projects • Major Renovation Projects, • Major Repair Projects, • Parking Lots/Driveways • Playground Equipment • Security Upgrades • State Planning Project • Future QZAB Projects • Future ASP Projects 	572,000	9,351,000	9,923,000
TOTAL	\$40,496,000	\$111,321,830	\$151,817,830

CIP BUDGET DEVELOPMENT CALENDAR

Key dates in the development process for the Fiscal Year 2017 Capital Improvement Program budget are presented below:

Event	Date
First Reader of Requested CIP	August 2015
Public Hearing	September 2015
Board of Education Approval of CIP	September 2015
CIP submitted to County Executive and County Council	October 2015
First submission to the State Interagency Committee	October 2015
PSCP recommends projects to IAC and LEAs are subsequently notified of Designees' recommendations	November 2015
Final submission to the State Interagency Committee	November 2015
Interagency Committee Hearing	December 2015
IAC recommendations submitted to Board of Public Works	December 2015
State Board of Public Works hearing and approval of initial projects	January 2016
County Executive holds public hearing for County Budget	January 2016
IAC recommendations on 90% of the proposed capital budget submitted to Board of Public Works, legislative leaders, and others (per requirement of 2007 capital budget).	January 2016
County Executive submits Requested Budget to the County Council	March 2016
County Executive's second required Budget Hearing	April 2016
Maryland State Legislature adopts its final budget, including school funded amounts	April 2016
County Council holds two budget hearings	April/May 2016
Board of Public Works adopts final budget	May 2016
County Council approves budget for Prince George's County	May 2016
State allocations available	June 1, 2016
Fiscal Year 2017 budget takes effect	July 1, 2016



FINANCIAL PLAN



FINANCIAL PLAN

STATEMENT OF BUDGETING BASIS FOR ALL FUNDS

Basis of Budgeting...

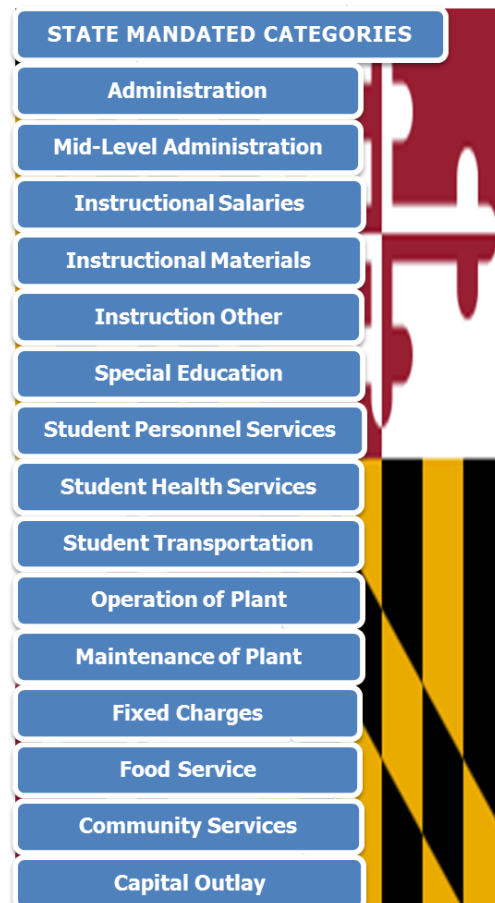
In Accordance with §5-101 of the Education Article of the Annotated Code of Maryland, and with the advice of the Chief Executive Officer, the Board of Education prepares and adopts an annual budget. The general fund is subdivided into state mandated categories. Categories include: administration, mid-level administration, instructional salaries, instructional 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.

FINANCIAL PLAN



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.

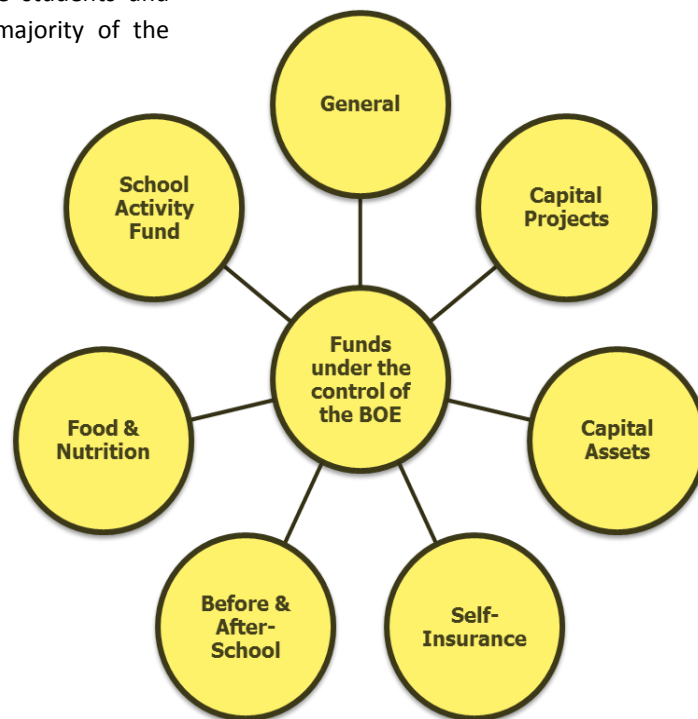
During 1995, the Board entered into a new agreement with a commercial insurance carrier to provide group health, vision, and prescription insurance for Board employees. Employees may also participate with another commercial insurance carrier to obtain dental insurance.

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 and 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 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
REVENUE				
Board Sources	17,159,817	18,192,600	18,192,600	13,383,900
County Sources	631,038,247	669,292,125	669,292,125	698,329,100
Federal Sources	87,583,478	102,894,600	102,894,600	96,520,100
State Sources	1,004,749,820	1,042,688,400	1,042,688,400	1,091,627,000
Fund Balance - Prior Year	28,544,711	-	8,500,000	24,000,000
Total Revenue:	\$ 1,769,076,073	\$ 1,833,067,725	\$ 1,841,567,725	\$ 1,923,860,100

EXPENDITURE**Restricted and Unrestricted:**

Unrestricted Programs	1,662,393,555	1,713,357,153	1,721,857,153	1,814,729,300
Restricted Programs	100,748,559	119,710,572	119,710,572	109,130,800
Total Expenditures	\$ 1,763,142,114	\$ 1,833,067,725	\$ 1,841,567,725	\$ 1,923,860,100

Category:

Administration	58,069,283	50,566,555	51,182,600	55,768,574
Mid-Level Administration	112,382,610	118,767,923	118,688,200	121,039,512
Instructional Salaries	584,580,531	631,350,401	631,775,100	654,369,600
Textbooks and Instructional Materials	17,781,646	17,933,200	17,933,200	17,037,200
Other Instructional Costs	59,491,222	65,031,376	67,232,300	61,806,478
Special Education	266,928,208	269,076,200	270,576,200	269,722,101
Student Personnel Services	22,641,165	16,995,593	17,239,700	19,369,700
Student Health Services	16,602,937	15,645,700	15,645,700	18,203,000
Student Transportation Services	96,530,688	94,147,874	96,783,500	102,087,400
Operation of Plant	119,423,912	120,966,300	121,066,300	126,073,590
Maintenance of Plant	40,830,535	33,567,000	34,119,000	33,217,945
Fixed Charges	362,210,428	393,224,678	393,331,000	438,153,700
Food Service Subsidy	2,842,085	3,037,900	3,237,900	4,110,000
Community Services	2,826,864	2,757,025	2,757,025	2,651,300
Capital Outlay	-	-	-	250,000
Total Expenditures:	\$ 1,763,142,114	\$ 1,833,067,725	\$ 1,841,567,725	\$ 1,923,860,100

Enrollment

K - 12	121,783	122,284	123,074	123,094
Pre-K - 12	127,576	128,055	128,939	128,936

Cost Per Pupil*

K - 12	\$13,632	\$13,883	\$14,151	\$14,877
Pre-K - 12	\$13,248	\$13,498	\$13,756	\$14,470

Schools In Operation**

Elementary	122	123	123	122
Academies	13	13	13	13
Secondary	53	53	53	53
Special Centers	7	7	7	7
Charters	8	10	10	10
Other	2	2	2	5
Total School Facilities:	205	208	208	210

Temporary Buildings

Temporaries	461	520	526	534
Estimated number of students in temporary classrooms	11,525	13,000	13,150	13,350
Percent of students in temporary classrooms	9.0%	10.2%	10.2%	10.4%

*The Per Pupil Cost calculation is based on the State formula which excludes equipment, community services, and outgoing transfers from the 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, Head Start, 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.

- *Federal Revenue for FY 2017 is estimated at \$96,520,100 supporting 5.0% of the Operating budget. This amount is (\$6,374,500) under the FY 2016 Revised funding level which is mainly attributable to the sun-setting of the Race To The Top (RTTT) grants.*

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, 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 fifty 50% of the formula in FY 2016. GCEI is budgeted at 100% in this budget, as this formula was legislated as a mandatory revenue source for FY 2017. Net Taxable Income (NTI) is also considered unrestricted state revenue, and it budgeted at a 60% phase-in rate, up from the 40% rate that was held steady in FY 2016. Restricted grants that are competitive in nature are estimated based on historical trends for similar programs.

- *State Revenue for FY 2017 is estimated at \$1,091,627,000, supporting 56.7% of the Operating budget. This amount is \$48,938,600 over the FY 2016 Revised funding level, which is mainly attributable to an increase in student enrollments and full funding of GCEI.*

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 fee and/or participation changes.

- *Board Revenue for FY 2017 is estimated at \$13,383,900 supporting 0.7% of the Operating budget. The amount is (\$4,808,700) under the FY 2016 Revised funding level, which is mainly due to a reduction in out-of-county tuition and E-rate.*

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 2017 amounts include \$32.3 million estimated for telecommunications tax and \$33.4 million estimated for 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 assessable 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 2017 is \$698,329,100 supporting 36.3% of the Operating budget. This amount is \$29,036,975 above FY 2016 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 2017 totals \$ 24,000,000 supporting 1.3% of the Operating budget. This amount is \$15,500,000 above the FY 2016 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

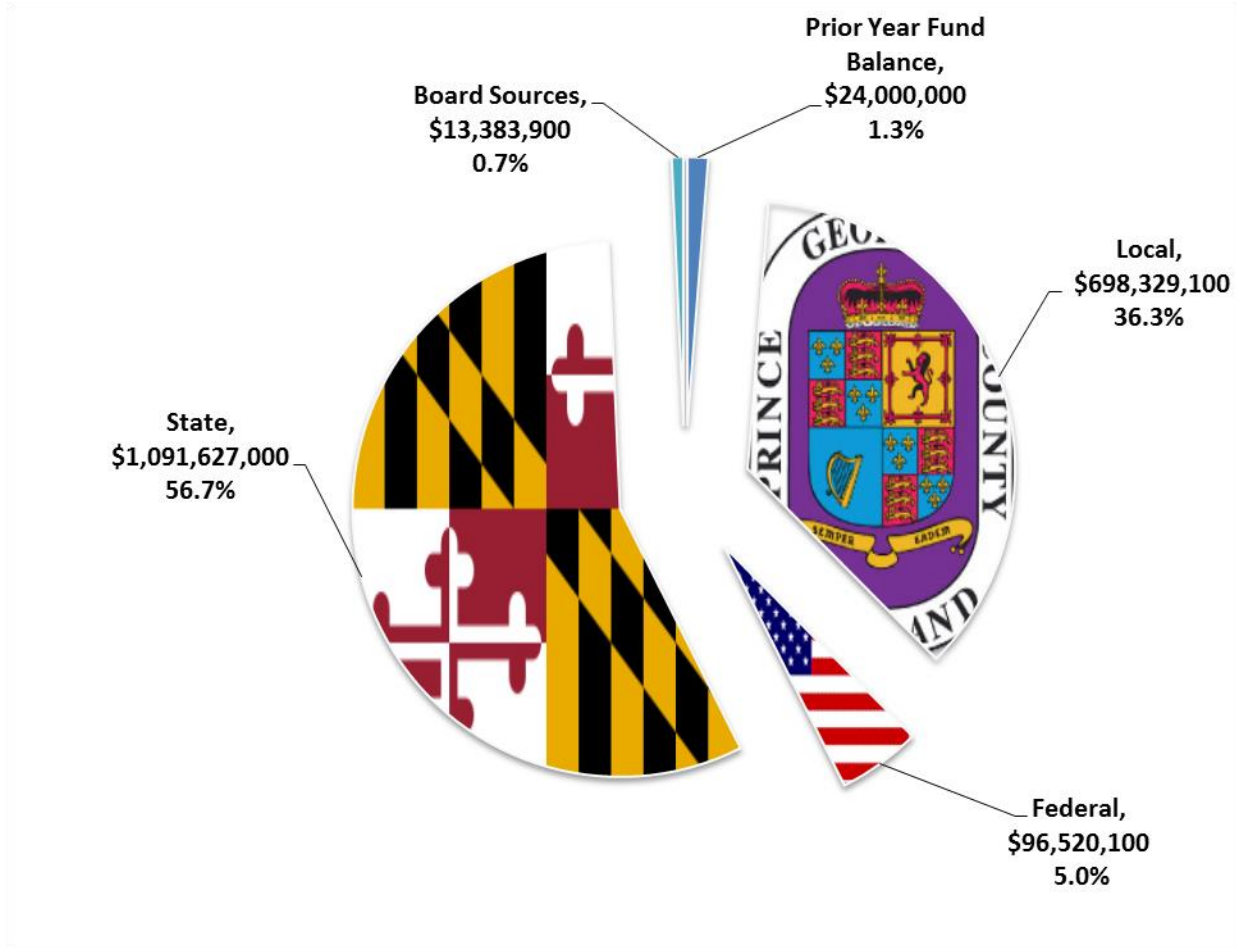
from the previous fiscal year to determine the required local funding level for the next fiscal year. The MOE requirement, when met, ensures that local funds change by at least the rate of enrollment growth from the prior year. The Maintenance of Effort increase required for FY 2017 is \$6,429,019. Local funds may be appropriated above the MOE, will be included in future years’ calculations, unless excluded in certain cases under state law. For FY 2017, the County exceeded the MOE requirement by \$18.9 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	Requested County Contribution	Amount Over Maintenance of Effort
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
2013	\$ 522,586,803	\$ 19,554,579	\$ 66,922,700	\$ 633,069,100	\$ 24,005,018

**FY 2017 REVENUE AS PERCENT OF TOTAL
APPROVED BUDGET \$1,923,860,100**



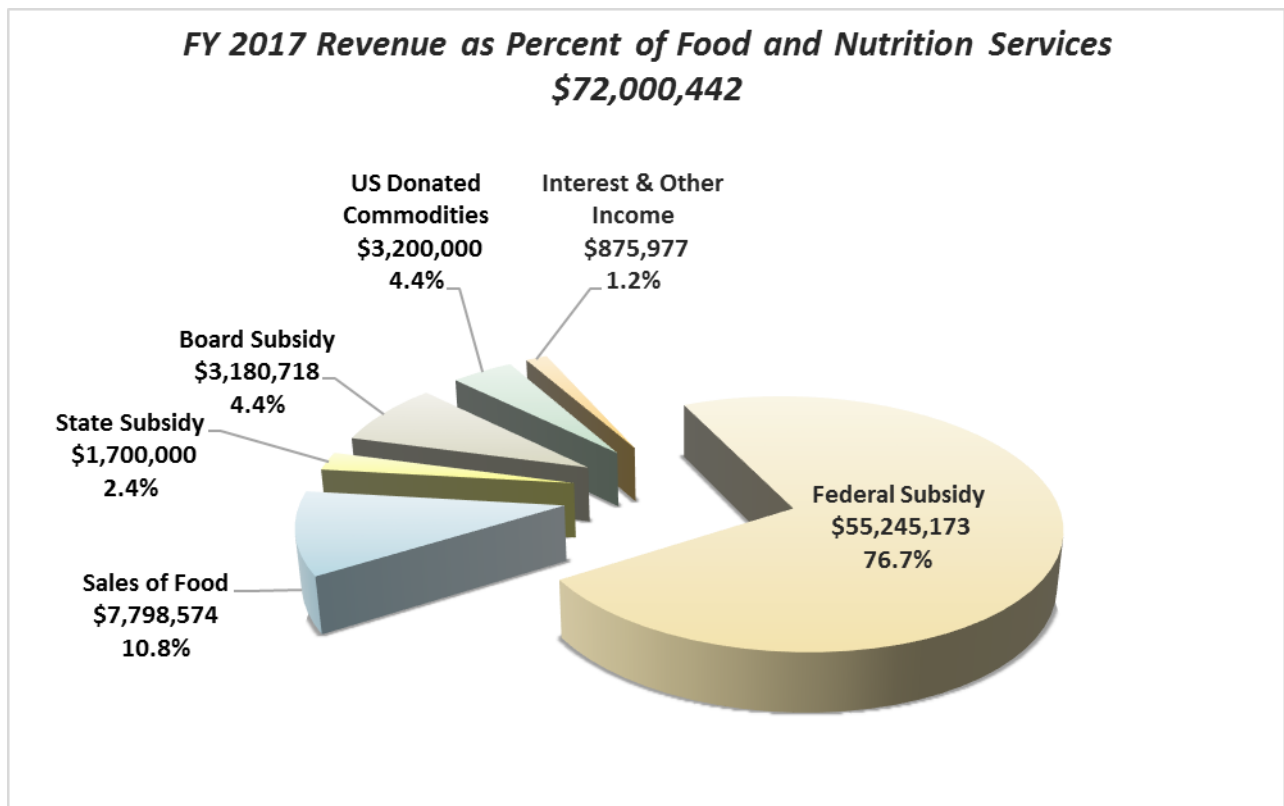
SPECIAL REVENUE FUNDS

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 76.7% and 10.8% of the total budget respectively. Board and State subsidies, donated commodities, and other income make up the remaining 12.4%.

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 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved	from FY 2016 Revised to FY 2017 Approved	from FY 2016 Revised to FY 2017 Approved
Federal Sources:						
Unrestricted:						
Impact Aid	110,520	146,778	146,778	147,100	322	0.2%
Restricted:						
Medicaid Reimbursement	5,628,832	5,200,000	5,200,000	5,200,000	-	0.0%
Federal Restricted Grants	81,844,126	97,547,822	97,547,822	91,173,000	(6,374,822)	-6.5%
Total Restricted:	\$ 87,472,958	\$ 102,747,822	\$ 102,747,822	\$ 96,373,000	\$ (6,374,822)	-6.2%
Total Federal Sources	\$ 87,583,478	\$ 102,894,600	\$ 102,894,600	\$ 96,520,100	\$ (6,374,500)	-6.2%
State Sources:						
Unrestricted:						
Extended Elementary Education	-	-	-	-	-	0.0%
Limited English Proficiency Aid	74,469,456	81,883,000	81,883,000	86,900,405	5,017,405	6.1%
Foundation Program	494,571,479	514,335,100	514,335,100	522,038,416	7,703,316	1.5%
Geographic Cost of Education Index	39,351,160	20,297,800	20,297,800	41,083,951	20,786,151	102.4%
Compensatory Education	254,495,324	281,138,600	281,138,600	282,241,948	1,103,348	0.4%
Guaranteed Tax Base	3,348,211	6,212,300	6,212,300	8,529,659	2,317,359	0.0%
Special Education	41,226,980	42,246,000	42,246,000	43,735,150	1,489,150	3.5%
Nonpublic Placements	24,408,930	22,280,682	22,280,682	23,863,738	1,583,056	7.1%
Transportation Aid	36,283,187	39,146,100	39,146,100	39,757,631	611,531	1.6%
Aging Schools	-	-	-	-	-	0.0%
Supplemental Grant	20,505,652	20,505,700	20,505,700	20,505,652	(48)	0.0%
Net Taxable Income ¹	10,942,626	10,041,700	10,041,700	18,459,850	8,418,150	100.0%
Other State Aid	69,836	-	-	-	-	0.0%
Total Unrestricted:	\$ 999,672,841	\$ 1,038,086,982	\$ 1,038,086,982	\$ 1,087,116,400	\$ 49,029,418	4.7%
Restricted:						
State Restricted Grants	5,076,979	4,601,418	4,601,418	4,510,600	(90,818)	-2.0%
Total Restricted:	\$ 5,076,979	\$ 4,601,418	\$ 4,601,418	\$ 4,510,600	\$ (90,818)	-2.0%
Total State Sources	\$ 1,004,749,820	\$ 1,042,688,400	\$ 1,042,688,400	\$ 1,091,627,000	\$ 48,938,600	4.7%
Board Sources:						
Unrestricted:						
Tuition and Texts						
General	3,522,298	5,118,403	5,118,403	3,508,400	(1,610,003)	-31.5%
Reimbursement for use of Buildings & Vehicles	3,824,692	3,912,670	3,912,670	3,912,700	30	0.0%
Interest Earned	273,382	233,412	233,412	280,000	46,588	20.0%
Miscellaneous	6,744,124	5,442,315	5,442,315	4,717,000	(725,315)	-13.3%
Restricted:						
Board Sources	2,795,321	3,485,800	3,485,800	965,800	(2,520,000)	-72.3%
Total Board Sources	\$ 17,159,817	\$ 18,192,600	\$ 18,192,600	\$ 13,383,900	\$ (4,808,700)	-26.4%
County Sources:						
Unrestricted:						
County Contribution	624,159,627	660,416,593	660,416,593	691,047,700	30,631,107	4.6%
Restricted:						
County Restricted Contribution	6,212,863	8,447,898	8,447,898	6,641,310	(1,806,588)	-21.4%
County Restricted Other Agencies	665,757	427,634	427,634	640,090	212,456	49.7%
Total County Sources	\$ 631,038,247	\$ 669,292,125	\$ 669,292,125	\$ 698,329,100	\$ 29,036,975	4.3%
Prior Year Fund Balance	\$ 28,544,711	\$ -	\$ 8,500,000	\$ 24,000,000	\$ 15,500,000	182.4%
Total Revenue:	\$ 1,769,076,073	\$ 1,833,067,725	\$ 1,841,567,725	\$ 1,923,860,100	\$ 82,292,375	4.5%

¹Senate Bill 0277 - Requires state education aid formulas that are dependent upon local wealth be calculated twice, using wealth figures that are based upon a net taxable income 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 in 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, but is calculated at 60% for FY 2017.

RESTRICTED PROGRAM SUMMARY

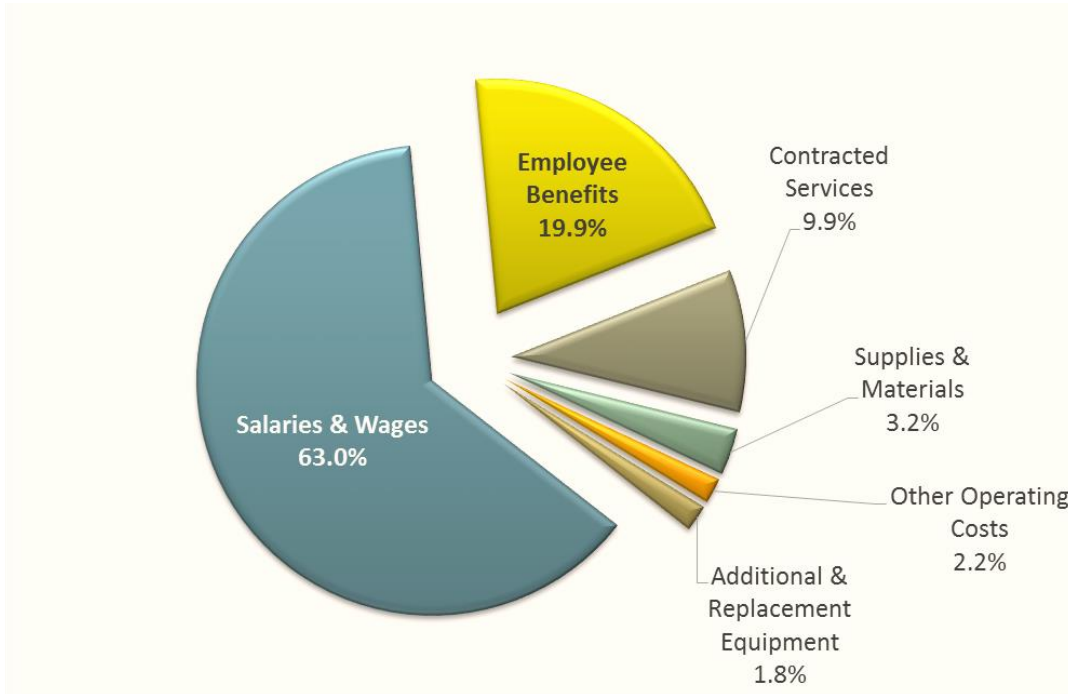
Restricted Program	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved	Change from FY 2016 Revised to FY 2017 Approved	% Change from FY 2016 Revised to FY 2017 Approved
MAJOR FEDERAL AID FORMULA GRANT PROGRAMS:						
TITLE I	23,119,127	30,270,170	30,270,170	36,570,613	6,300,443	20.8%
TITLE II - Eisenhower Teacher Quality	1,070,712	4,835,026	4,835,026	4,768,263	(66,763)	-1.4%
TITLE III - Emergency Immigrant Ed	2,257,321	2,943,972	2,943,972	2,947,027	3,055	0.1%
PERKINS CTE Program	1,243,007	1,208,608	1,208,608	1,338,079	129,471	10.7%
SPECIAL EDUCATION GRANTS - IDEA PART B	23,376,586	24,282,390	24,282,390	25,132,808	850,418	3.5%
Total Major Federal Aid Formula Grant Programs:	\$ 51,066,753	\$ 63,540,166	\$ 63,540,166	\$ 70,756,790	\$ 7,216,624	11.4%
FEDERAL/STATE PROJECT GRANTS:						
Adolescent Single Parenting Program	203,295	198,090	198,090	198,090	-	0.0%
Fine Arts Initiative Grant	57,870	70,367	70,367	70,367	-	0.0%
Head Start	8,440,730	7,892,851	7,892,851	8,027,575	134,724	1.7%
Homeless Education	61,072	90,485	90,485	90,485	-	0.0%
JP Hoyer Early Care & Education Grant	194,039	323,333	323,333	323,333	-	0.0%
JP Hoyer Enhancement Grant	91,959	122,570	122,570	117,504	(5,066)	-4.1%
JROTC	4,956,181	5,529,180	5,529,180	5,129,180	(400,000)	-7.2%
Michael & Susan Dell Foundation	-	-	-	-	-	0.0%
MMSR Staff Development Grant	-	-	-	-	-	0.0%
MSDE - Personnel Assignments	167,199	40,668	40,668	-	(40,668)	-100.0%
Neediest Kids Grant	-	2,500	2,500	2,500	-	0.0%
Other Restricted Programs	22,932,084	32,630,069	32,630,069	10,556,711	(22,073,358)	-67.6%
PG Community Television - COMCAST	98,231	75,000	75,000	75,000	-	0.0%
Race To The Top	1,361,592	-	-	-	-	0.0%
Special Education Grants	8,887,585	6,443,493	6,443,493	11,695,458	5,251,965	81.5%
TITLE I - School Improvement Part A., 1003 (a) Program	1,102,821	1,051,800	1,051,800	1,051,800	-	0.0%
TITLE I - School Improvement 1003 (g) Turnaround Grant	648,645	-	-	1,036,007	1,036,007	0.0%
Wallace Foundation Grant	478,503	1,700,000	1,700,000	-	(1,700,000)	-100.0%
TOTAL Federal/State/Local Project Grant Programs:	\$ 49,681,806	\$ 56,170,406	\$ 56,170,406	\$ 38,374,010	\$ (17,796,396)	-31.7%
GRAND TOTAL GRANT PROGRAMS:	\$ 100,748,559	\$ 119,710,572	\$ 119,710,572	\$ 109,130,800	\$ (10,579,772)	-8.8%

FINANCIAL PLAN

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.

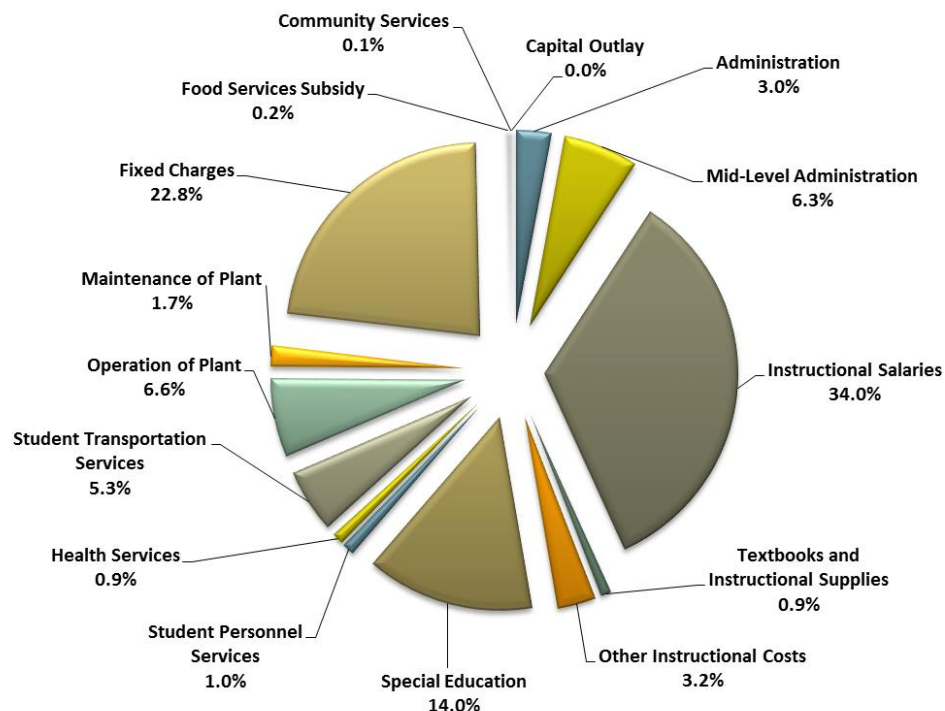
Percent of Total Restricted Expenditures by Object
\$109,130,800



CHANGES IN OPERATING EXPENDITURES BY CATEGORY

Expenditures by Category	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved	Change from FY 2016 Revised to FY 2017 Approved	% Change from Revised to Approved
Administration	58,069,283	50,566,555	51,182,600	55,768,574	4,585,974	9.0%
Mid-Level Administration	112,382,610	118,767,923	118,688,200	121,039,512	2,351,312	2.0%
Instructional Salaries	584,580,531	631,350,401	631,775,100	654,369,600	22,594,500	3.6%
Textbooks and Instructional Materials	17,781,646	17,933,200	17,933,200	17,037,200	(896,000)	-5.0%
Other Instructional Costs	59,491,222	65,031,376	67,232,300	61,806,478	(5,425,822)	-8.1%
Special Education	266,928,208	269,076,200	270,576,200	269,722,101	(854,099)	-0.3%
Student Personnel Services	22,641,165	16,995,593	17,239,700	19,369,700	2,130,000	12.4%
Student Health Services	16,602,937	15,645,700	15,645,700	18,203,000	2,557,300	16.3%
Student Transportation Services	96,530,688	94,147,874	96,783,500	102,087,400	5,303,900	5.5%
Operation of Plant	119,423,912	120,966,300	121,066,300	126,073,590	5,007,290	4.1%
Maintenance of Plant	40,830,535	33,567,000	34,119,000	33,217,945	(901,055)	-2.6%
Fixed Charges	362,210,428	393,224,678	393,331,000	438,153,700	44,822,700	11.4%
Food Service Subsidy	2,842,085	3,037,900	3,237,900	4,110,000	872,100	26.9%
Community Services	2,826,864	2,757,025	2,757,025	2,651,300	(105,725)	-3.8%
Capital Outlay	-	-	-	250,000	250,000	0.0%
Total Expenditures by Category:	\$1,763,142,114	\$1,833,067,725	\$1,841,567,725	\$1,923,860,100	\$ 82,292,375	4.5%

Percent of Total Operating Expenditures by Category
\$1,923,860,100

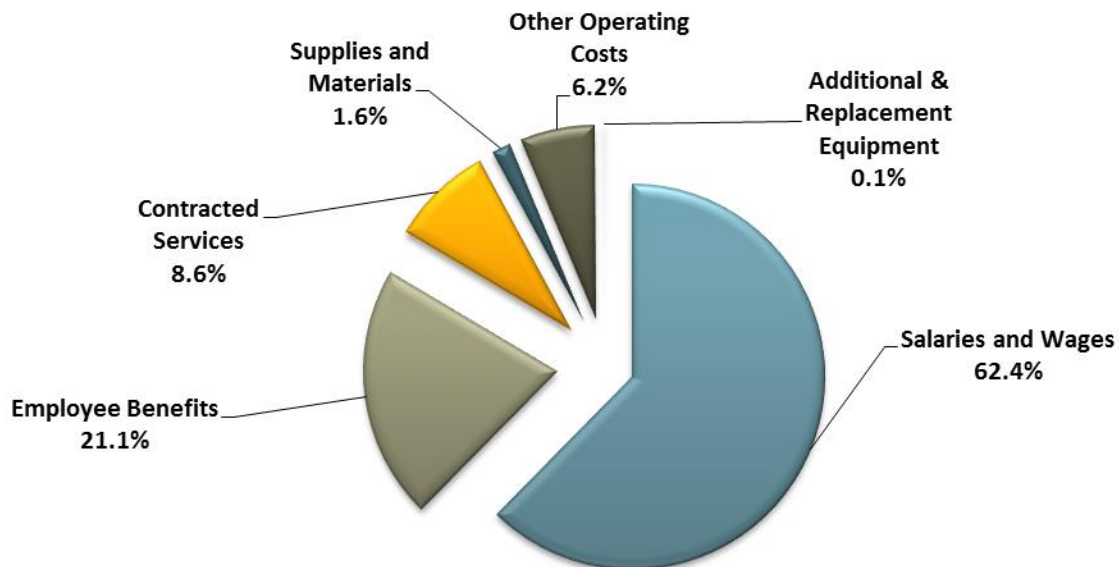


FINANCIAL PLAN

CHANGES IN OPERATING EXPENDITURES BY OBJECT

Expenditures by Object	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved	Change from FY 2016 Revised to FY 2017 Approved	% Change from Revised to Approved
Salaries and Wages	1,106,482,199	1,163,393,137	1,163,905,964	1,199,921,460	36,015,496	3.1%
Employee Benefits	349,007,048	378,554,010	378,660,332	407,137,653	28,477,321	7.5%
Contracted Services	205,767,589	137,435,706	197,383,159	165,355,017	(32,028,142)	-16.2%
Supplies and Materials	34,930,009	32,457,012	32,961,863	30,578,995	(2,382,868)	-7.2%
Other Operating Costs	55,934,561	110,437,792	57,771,339	118,875,150	61,103,811	105.8%
Additional & Replacement Equipment	11,020,708	10,790,068	10,885,068	1,991,825	(8,893,243)	-81.7%
Total Expenditures by Object:	\$1,763,142,114	\$1,833,067,725	\$1,841,567,725	\$1,923,860,100	\$ 82,292,375	4.5%

Percent of Total Operating Expenditures by Object
\$1,923,860,100



CHANGES IN OPERATING EXPENDITURES BY ORGANIZATION

OPERATING	FY 2016 Revised		FY 2017 Approved		Change from FY 2016 Revised to FY 2017 Approved	
	Total	Restricted	Total	Restricted	Total	Restricted
Board of Education	2,414,073	-	2,299,339	-	(114,734)	-
Internal Audit	1,811,526	-	1,818,567	-	7,041	-
Total Board of Education	\$ 4,225,599	\$ -	\$ 4,117,906	\$ -	\$ (107,693)	\$ -
Chief Executive Officer	705,426	-	1,135,759	-	430,333	-
Diversity Officer	686,667	-	941,673	-	255,006	-
Total Chief Executive Officer	\$ 1,392,093	\$ -	\$ 2,077,432	\$ -	\$ 685,339	\$ -
Chief, Strategic & External Affairs	713,010	-	682,505	-	(30,505)	-
Communications	2,748,507	92,935	2,672,160	94,648	(76,347)	1,713
Family & Community Engagement	579,875	-	1,044,552	-	464,677	-
Strategy, Planning & Performance	307,374	-	309,359	-	1,985	-
Enterprise Program Management	1,191,990	-	1,167,948	-	(24,042)	-
Strategic Resource Planning	523,122	-	527,485	-	4,363	-
Total Strategic & External Affairs	\$ 6,063,878	\$ 92,935	\$ 6,404,009	\$ 94,648	\$ 340,131	\$ 1,713
Chief of Staff	884,732	-	874,548	-	(10,184)	-
General Counsel	2,257,533	-	2,105,067	-	(152,466)	-
Total Chief of Staff	\$ 3,142,265	\$ -	\$ 2,979,615	\$ -	\$ (162,650)	\$ -
Chief Operating Officer	417,889	-	396,958	-	(20,931)	-
Pupil Accounting & School Boundaries	1,511,826	-	1,498,198	-	(13,628)	-
Total Chief Operating Officer	\$ 1,929,715	\$ -	\$ 1,895,156	\$ -	\$ (34,559)	\$ -
Chief Financial Officer	1,185,291	-	1,140,030	-	(45,261)	-
Benefits Administration*	577,389	-	308,018	-	(269,371)	-
Budget & Management Services	1,736,926	-	1,785,801	-	48,875	-
Business Operations	11,831,182	1,443,807	6,094,740	1,460,416	(5,736,442)	16,609
Payroll Services	2,260,295	-	2,403,289	-	142,994	-
Purchasing & Supply	6,355,691	-	6,375,795	-	20,104	-
Risk Management & Workers Comp*	5,283,677	-	14,341,892	-	9,058,215	-
Other Fixed Charges	76,821,137	-	108,423,342	-	31,602,205	-
Total Chief Financial Officer	\$ 106,051,588	\$ 1,443,807	\$ 140,872,907	\$ 1,460,416	\$ 34,821,319	\$ 16,609
Chief Information Officer	6,626,284	-	7,552,709	-	926,425	-
Enterprise Systems	2,817,542	-	2,723,577	-	(93,965)	-
Printing Services*	6,366,473	-	5,988,560	-	(377,913)	-
Technology Applications	6,407,365	-	6,133,767	-	(273,598)	-
Technology Operations	8,567,621	-	9,299,071	-	731,450	-
Technology Support Services	7,807,890	-	8,356,697	-	548,807	-
Technology Training	4,957,968	-	5,045,857	-	87,889	-
Total Chief Information Officer	\$ 43,551,143	\$ -	\$ 45,100,238	\$ -	\$ 1,549,095	\$ -
Associate Superintendent for Supporting Services	361,006	-	270,593	-	(90,413)	-
Building Services	63,885,046	-	61,183,635	-	(2,701,411)	-
Capital Programs*	-	-	-	-	-	-
Food & Nutrition Services*	-	-	-	-	-	-
Security Services	12,663,258	-	13,150,408	-	487,150	-
Transportation & Central Garage	108,020,381	-	114,632,984	-	6,612,603	-
Total Supporting Services	\$ 184,929,691	\$ -	\$ 189,237,620	\$ -	\$ 4,307,929	\$ -
Deputy Superintendent	1,338,732	-	1,179,545	-	(159,187)	-
Continuous Systemic Improvement	1,749,654	-	1,763,063	-	13,409	-
State and Federal Programs	990,057	468,578	996,437	563,399	6,380	94,821
Title I Office	14,613,336	14,613,336	9,745,307	9,745,307	(4,868,029)	(4,868,029)
Talent Development	8,736,363	1,893,691	8,932,754	1,217,714	196,391	(675,977)
Total Deputy Superintendent	\$ 27,428,142	\$ 16,975,605	\$ 22,617,106	\$ 11,526,420	\$ (4,811,036)	\$ (5,449,185)

*Organizations with a Non-operating component. See Supplemental Information section for details.

FINANCIAL PLAN

OPERATING	FY 2016 Revised		FY 2017 Approved		Change from FY 2016 Revised to FY 2017 Approved	
	Total	Restricted	Total	Restricted	Total	Restricted
School-Based Resources	1,179,485,052	62,525,558	1,223,249,241	62,553,895	43,764,189	28,337
Total School-Based Resources	\$ 1,179,485,052	\$ 62,525,558	\$ 1,223,249,241	\$ 62,553,895	\$ 43,764,189	\$ 28,337
Area Associate Superintendents	28,848,085	161,297	31,156,441	235,032	2,308,356	73,735
Interscholastic Athletics	5,046,989	-	5,659,770	-	612,781	-
Total Area Superintendents	\$ 33,895,074	\$ 161,297	\$ 36,816,211	\$ 235,032	\$ 2,921,137	73,735
Chief Human Resources	688,615	-	531,914	-	(156,701)	-
Employee & Labor Relations	1,827,880	-	2,103,256	-	275,376	-
Employee Performance & Evaluation	5,342,925	-	4,949,686	-	(393,239)	-
HR Operations & Staffing	7,384,516	-	7,961,308	-	576,792	-
HR Strategy & Workforce Planning	4,383,462	1,761,033	2,728,378	581,362	(1,655,084)	(1,179,671)
Total Human Resources	\$ 19,627,398	\$ 1,761,033	\$ 18,274,542	\$ 581,362	\$ (1,352,856)	\$ (1,179,671)
Deputy Superintendent - Teaching & Learning	1,079,771	-	832,218	-	(247,553)	-
Arts Integration	3,359,257	102,095	3,247,411	67,336	(111,846)	(34,759)
College & Career Readiness & Innovative Programs	12,925,220	4,167,735	9,355,845	1,769,719	(3,569,375)	(2,398,016)
Curriculum & Instruction, Office	15,964,827	70,000	17,834,327	70,000	1,869,500	-
Academic Programs I	17,489,433	7,094,672	15,785,413	4,053,790	(1,704,020)	(3,040,882)
Academic Programs II	11,753,073	3,749,993	13,034,473	2,947,027	1,281,400	(802,966)
Early Childhood Programs	7,570,231	3,287,522	6,797,739	2,865,891	(772,492)	(421,631)
Testing, Research & Evaluation	5,302,049	-	5,228,035	-	(74,014)	-
Total Deputy, Teaching & Learning	\$ 75,443,861	\$ 18,472,017	\$ 72,115,461	\$ 11,773,763	\$ (3,328,400)	\$ (6,698,254)
Associate Superintendent for Special Ed & Student Services	354,502	-	342,172	-	(12,330)	-
Special Education	113,150,486	17,309,001	115,448,333	19,859,962	2,297,847	2,550,961
Student Services	40,897,238	969,319	42,312,151	1,045,302	1,414,913	75,983
Total Special Ed & Student Services	\$ 154,402,226	\$ 18,278,320	\$ 158,102,656	\$ 20,905,264	\$ 3,700,430	\$ 2,626,944
Total Operating Budget Appropriation	\$ 1,841,567,725	\$ 119,710,572	\$ 1,923,860,100	\$ 109,130,800	\$ 82,292,375	\$ (10,579,772)

*Organizations with a Non-operating component. See Supplemental Information section for details.

**SUMMARY OF OPERATING STAFFING BY CATEGORY
FY 2016 REVISED TO FY 2017 APPROVED**

CATEGORY	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved	Change from FY 2016 Revised to FY 2017 Approved	% Change from FY 2016 Revised to FY 2017 Approved
General Programs						
Administration	464.80	470.00	466.00	471.00	5.00	1.1%
Mid-Level Administration	1,207.10	1,219.60	1,220.60	1,245.10	24.50	2.0%
Instruction	8,034.62	8,286.72	8,264.72	8,305.52	40.80	0.5%
Special Education	3,001.71	3,030.21	3,064.01	3,084.01	20.00	0.7%
Student Personnel Services	234.12	242.62	268.62	280.12	11.50	4.3%
Health Services	239.00	238.00	238.00	236.00	-2.00	-0.8%
Student Transportation	1,468.77	1,467.77	1,467.77	1,467.77	0.00	0.0%
Operation of Plant	1,399.63	1,425.13	1,426.13	1,422.13	-4.00	-0.3%
Maintenance of Plant	306.00	287.00	286.00	286.00	0.00	0.0%
Community Services	0.00	0.00	1.00	1.00	0.00	0.0%
Total General Programs	16,355.75	16,667.05	16,702.85	16,798.65	95.80	0.6%
Restricted Projects						
Administration	8.00	11.00	4.00	4.00	0.00	0.0%
Mid-Level Administration	49.00	54.00	56.00	48.00	-8.00	-14.3%
Instruction	406.64	456.64	463.64	490.64	27.00	5.8%
Special Education	344.70	336.70	300.90	294.90	-6.00	-2.0%
Student Personnel Services	3.00	7.00	4.00	3.00	-1.00	-25.0%
Health Services	2.00	2.00	2.00	2.00	0.00	0.0%
Maintenance of Plant	1.00	1.00	1.00	1.00	0.00	0.0%
Community Services	1.00	1.00	1.00	1.00	0.00	0.0%
Total Restricted Projects	815.34	869.34	832.54	844.54	12.00	1.5%
Operating Full-Time Positions	17,171.09	17,536.39	17,535.39	17,643.19	107.80	0.6%

FINANCIAL PLAN

***SUMMARY OF OPERATING STAFFING BY ORGANIZATION
FY 2016 REVISED TO FY 2017 APPROVED***

Organization	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved	Change from FY 2016 Revised to FY 2017 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	7.00	3.00	3.00	6.00	3.00
Chief of School Health Policy	239.00	238.00	0.00	0.00	0.00
Diversity Officer	0.00	10.00	10.00	10.00	0.00
Chief, Strategic & External Affairs	0.00	4.00	4.00	4.00	0.00
Communications	20.00	20.00	20.00	20.00	0.00
Family & Community Engagement	5.00	5.00	5.00	7.00	2.00
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 of Staff	4.00	6.00	6.00	6.00	0.00
General Counsel	10.80	16.00	15.00	15.00	0.00
Chief Operating Officer	2.00	2.00	2.00	2.00	0.00
Pupil Accounting & School Boundaries	11.00	11.00	11.00	11.00	0.00
Chief Financial Officer	6.00	5.00	5.00	4.00	-1.00
Benefits Administration*	2.00	7.00	3.00	3.00	0.00
Budget & Management Services	13.00	13.00	13.00	14.00	1.00
Business Operations	53.00	52.00	52.00	52.00	0.00
Payroll Services	34.00	22.00	26.00	26.00	0.00
Purchasing & Supply Services	66.00	66.00	66.00	66.00	0.00
Risk Management & Worker's Compensation*	7.00	8.00	8.00	8.00	0.00
Other Fixed Charges	0.00	0.00	0.00	0.00	0.00
Chief Information Officer	4.00	4.00	4.00	4.00	0.00
Enterprise Systems Office	12.00	12.00	12.00	11.00	-1.00
Printing Services*	1.00	1.00	1.00	1.00	0.00
Technology Applications	31.00	30.00	30.00	29.00	-1.00
Technology Operations	17.00	17.00	17.00	17.00	0.00
Technology Support Services	87.00	87.00	87.00	89.00	2.00
Technology Training	35.50	35.50	35.50	35.50	0.00
Associate Superintendent for Supporting Services	2.00	2.00	2.00	2.00	0.00
Building Services	369.00	353.00	350.00	350.00	0.00
Capital Programs*	0.00	0.00	0.00	0.00	0.00
Food and Nutrition Services*	0.00	0.00	0.00	0.00	0.00
Security Services	211.00	224.00	224.00	224.00	0.00
Transportation & Central Garage Services	1,468.77	1,467.77	1,467.77	1,467.77	0.00

*Organizations with a Non-operating component. See Supplemental Information section for details.

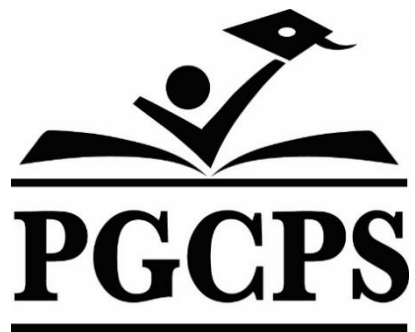
Organization	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Requested	Change from FY 2016 Revised to FY 2017 Approved
Deputy Superintendent	6.00	6.00	6.00	6.00	0.00
Continuous Systemic Improvement	12.00	12.00	12.00	12.00	0.00
State & Federal Programs	26.00	38.00	37.00	30.00	-7.00
Talent Development	54.50	54.50	54.50	54.50	0.00
Area Associate Superintendents	199.50	219.50	220.50	235.50	15.00
Interscholastic Athletics	3.00	3.00	3.00	3.00	0.00
School-Based Positions**	12,949.89	13,309.99	13,309.99	13,392.79	82.80
Chief Administrator for Human Resources	4.00	4.00	4.00	3.00	-1.00
Employee Performance and Evaluation	27.00	29.00	32.00	33.00	1.00
Employee & Labor Relations	9.00	9.00	9.00	12.00	3.00
HR Operations & Staffing	43.00	43.00	43.00	46.00	3.00
HR Strategy & Workforce Planning	29.00	31.00	31.00	26.00	-5.00
Deputy Superintendent for Teaching & Learning	5.00	5.00	5.00	5.00	0.00
Arts Integration	21.00	16.00	17.00	18.00	1.00
College, Career Readiness & Innovation Programs	0.00	40.00	40.00	39.00	-1.00
Curriculum & Instruction, Office	55.00	41.00	47.00	41.00	-6.00
Academic Programs I	80.50	63.50	63.50	71.50	8.00
Academic Programs II	0.00	56.60	56.60	69.60	13.00
Career Academy Programs	23.00	0.00	0.00	0.00	0.00
College and Career Ready	5.00	0.00	0.00	0.00	0.00
Early Childhood Programs	19.00	38.00	38.00	38.00	0.00
ESOL	45.60	0.00	0.00	0.00	0.00
Secondary School Reform	13.00	0.00	0.00	0.00	0.00
Testing, Research & Evaluation	33.00	33.00	33.00	33.00	0.00
Associate Superintendent, Special Ed & Student Services	0.00	2.00	2.00	2.00	0.00
Special Education	651.91	617.91	515.91	507.91	-8.00
Student Services	0.00	96.12	429.12	433.12	4.00
Chief Administrator for Student Services	6.00	0.00	0.00	0.00	0.00
Pupil Personnel Services	60.00	0.00	0.00	0.00	0.00
Student Engagement & School Support	25.12	0.00	0.00	0.00	0.00
Grand Total Staffing	17,171.09	17,536.39	17,535.39	17,643.19	107.80

*Organizations with a Non-operating component. See Supplemental Information section for details.

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

***SUMMARY OF OPERATING STAFFING BY POSITION TYPE
FY 2016 REVISED TO FY 2017 APPROVED***

POSITION TYPE	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved	Change from FY 2016 Revised to FY 2017 Approved	% Change from FY 2016 Revised to FY 2017 Approved
Superintendent, Chief, Administrator, Area Assistant Superintendent	16.00	17.00	16.00	16.00	0.00	0.0%
Director, Coordinator, Supervisor, Specialist	455.50	457.50	454.50	462.50	8.00	1.8%
Principal	215.00	214.00	214.50	215.50	1.00	0.5%
Assistant Principal	261.00	273.00	272.00	287.00	15.00	5.5%
Teacher	8,907.30	9,202.40	9,195.90	9,293.50	97.60	1.1%
Therapist	169.21	169.21	169.21	171.21	2.00	1.2%
Guidance Counselor	350.50	352.50	351.50	352.50	1.00	0.3%
Librarian	134.00	130.50	131.00	129.00	-2.00	-1.5%
Psychologist	92.00	92.00	90.00	91.00	1.00	1.1%
Pupil Personnel Worker, School Social Worker	57.00	58.00	57.00	56.00	-1.00	-1.8%
Nurse	231.00	231.00	231.00	232.00	1.00	0.4%
Other Professional Staff	279.80	286.00	288.00	279.00	-9.00	-3.1%
Secretary and Clerk	819.12	813.62	816.12	823.62	7.50	0.9%
Bus Driver	1,437.77	1,437.77	1,437.77	1,437.77	0.00	0.0%
Aide - Paraprofessional	1,952.26	1,999.76	2,007.76	1,995.46	-12.30	-0.6%
Other Staff	1,793.63	1,802.13	1,803.13	1,801.13	-2.00	-0.1%
Operating Full-Time Positions	17,171.09	17,536.39	17,535.39	17,643.19	107.80	0.6%





SCHOOL-BASED
RESOURCES

SCHOOL-BASED RESOURCES

STUDENT-BASED BUDGETING OVERVIEW

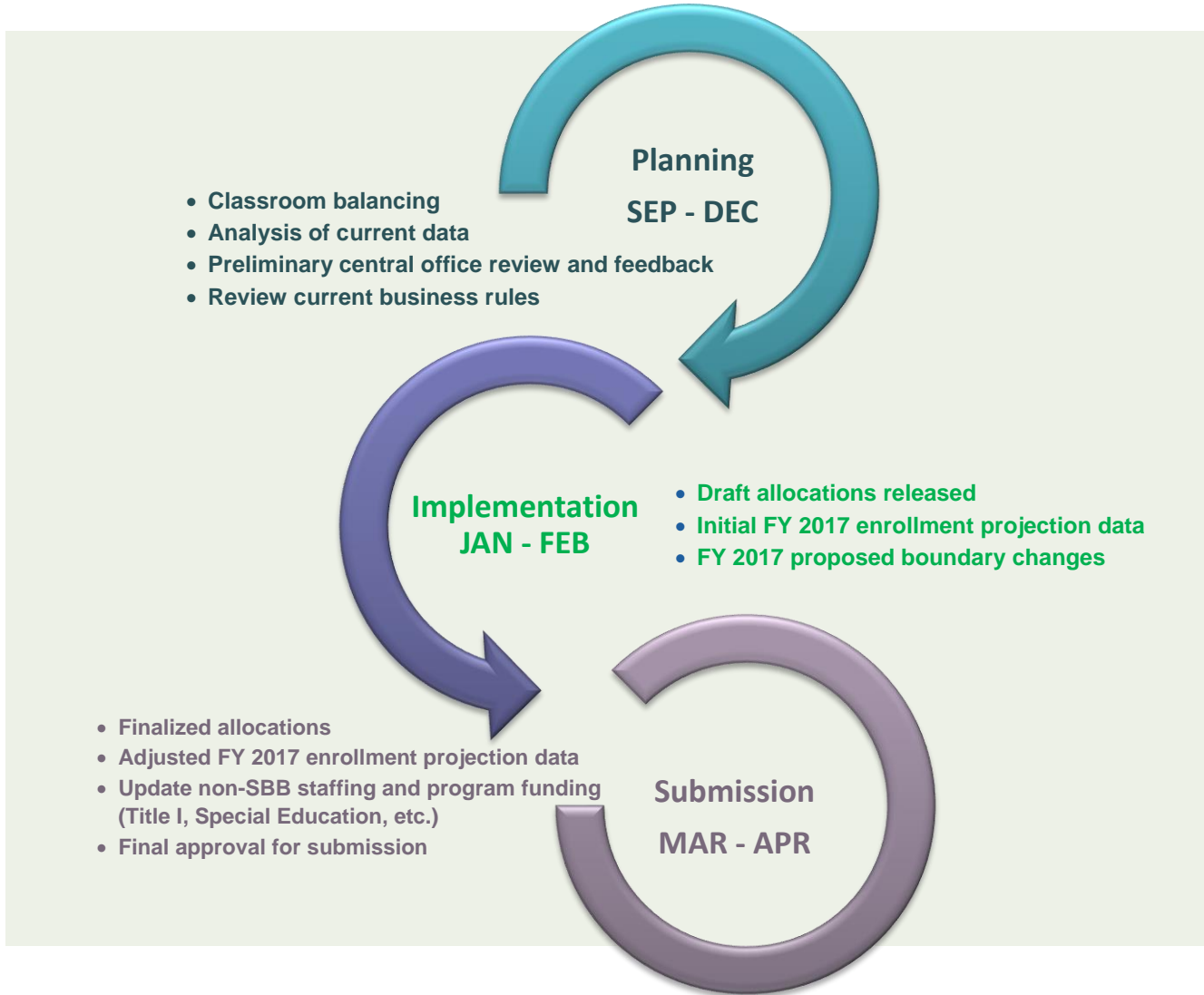
Prior to the 2012-2013 school year, Prince George's County, like many school systems, had traditionally given dollars to schools based on student/teacher ratios. Funding for supplies and materials was also allocated on a formula based on student enrollment. Every student and every school are not the 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 2017 STUDENT-BASED BUDGETING TIMELINE



Schools **NOT** using SBB 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 2017 APPROVED 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 students:

Table 1: SBB Summary of Weights

Category	Description	Estimated # of Students	Dollars Per Student	Estimated Cost
Base Funding	Variable Base Funding	117,715	\$ 3,000-3,140	\$ 311,697,346
Grade Level	Kindergarten & Grade 1	19,295	\$ 200	3,290,797
Performance: Elementary & K-8 Schools	Identified as below grade level	63,656	\$ 1,276 - 3,592	125,057,097
Performance: Middle & High Schools	Early Warning Indicator - 9th grade promotion, On-time graduation, Retention			
English Language Learner (ELL)	Based on proficiency test	21,118	\$ 0 - 2,596	26,967,584
SBB Funds Allocated to Schools				\$ 467,012,824
Reserve for Classroom Balancing				\$ 3,987,176
Total SBB Allocation				\$ 471,000,000

Table 2: Sample SBB Budget Model

FY 2017 SBB Budget Model							
School: XXXX ¹				Total FY17 Enrollment: 1,234 ²			
FY17 SBB Formula							
	School-Level Student Weights	X	FY17 Foundation \$ (\$3,000)	X	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	500 ⁵	= \$	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 FY17 SBB Dollars:						\$	5,298,000 ⁷
FY17 PP SBB Dollars:						\$	4,293
Final SBB Dollars (Compared to FY 2016) ⁸							
FY16 PP SBB Dollars	FY17 PP SBB Dollars		PP Difference FY16 and FY17		Total FY17 SBB Dollars		
\$4,000	\$4,293		7.33%		\$5,298,000		

- ¹ School Name
- ² Projected FY 2017 School Enrollment
- ³ These are the school's weights for each weight category.
- ⁴ The foundation amount is used to calculate the school's 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 70 students who receive an ESOL weight).
- ⁶ Total gross dollar amount for each school's weight category.
- ⁷ The "Total FY 2017 SBB Dollars" and "FY 2017 PP Dollars" are the school's total gross dollar amount and the per-pupil dollar amount.
- ⁸ Comparison information for the school's FY 2016 SBB dollars and FY 2017 SBB dollars. "PP Difference FY 2016 and FY 2017" refers to the percentage point difference between a school's per-pupil dollar amount in FY 2016 and a school's per-pupil dollar amount in FY 2017 (e.g., in this example, \$4,293 is a 7.33% increase over the school's FY 2016 per-pupil of \$4,000).

Total FY 2017 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 2017 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.

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.

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.


POSITION STATUS
FY 2017 APPROVED UNLOCKED, LOCKED & LOCKED+


Position	Status	Comments
Academic Dean	Locked	Unlocked in Turnaround schools only
Art Teacher (Elementary Only)	Locked+	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 (Elementary Only)	Locked+	Locked+ in ES and K-8, Unlocked in MS and HS
Prekindergarten Positions	Locked	Classroom teachers, paraprofessionals
Principal	Locked	
Professional School Counselor	Locked+	Locked+ in ES & K8, Unlocked in MS and HS
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	


Position	Status	Comments
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 (Elementary Only)	Locked+	Locked + in ES and K-8, Unlocked in MS and HS





FY 2017 APPROVED LOCKED PROGRAM RESOURCES

Program		Description	FY 2017 Approved FTE	FY 2017 Approved Funding
Advanced Placement		The Advanced Placement (AP) program allows students to pursue college-level studies while still in high school. AP courses are designed to help students prepare to pass the 33 AP course examinations that are administered and also to be prepared for the rigorous study of college-level courses. Students will also have the opportunity to earn credit for the aligned college-level courses and possibly earn advanced placement in some classes.	54.00	\$ 5,022,795
Aeronautics		High school students engage in a project-based curriculum designed to challenge and engage students in careers in Engineering, Aerospace, and Aviation. High School students will graduate with a strong background in STEM with a particular focus in Engineering, Aerospace, and Aviation. Students will also have the opportunity to earn industry certifications and dual enrollment credits.	5.00	\$ 505,908
AVID		AVID (Advancement Via Individual Determination) is designed to close the achievement gap by preparing students for college and career opportunities. AVID develops learning, study and academic behavioral skills that are essential to success in rigorous coursework. In the AVID Elective class, students receive support and instruction to prepare them for college from a trained AVID Elective teacher. AVID impacts students school wide as academic strategies like writing to learn, inquiry, collaboration, organizational skills, and critical reading are taught in all classes by teachers who have been trained to use AVID strategies in their specific content areas.	24.00	\$ 2,012,233
Biotechnology Program		The Biotechnology program is a four-year college preparatory program for students in molecular biology, biochemistry, and technical career training that includes scanning electron microscopy.	4.00	\$ 463,305
Career Academy Programs		Career Academies offers students the opportunity to participate in 12 specialized technical skills programs at nine high schools. Career Academies provide students with both academic and technical skills to pursue a variety of options after graduation to include apprenticeship programs, degree programs at two- and four-year colleges, private career schools, as well as industry-sponsored education and training.	55.00	\$ 5,216,679
Charter Schools		Charter schools are an alternative means within the existing public school system to provide innovative learning opportunities and creative educational approaches to improve the education of students.	376.20	\$ 55,090,467

 Program	Description	FY 2017 Approved FTE	FY 2017 Approved Funding
Chinese Immersion	The Chinese Immersion program is a partial program where up to 40% of the content subjects are taught in Chinese. The materials taught in Chinese will be reinforced in English. Students will be exposed to the Asian lifestyle in order to better understand the perspectives and products of this culture.	11.00	\$ 806,887
Creative & Performing Arts Specialty Program	Middle school programs that provide offerings in the visual arts, music, dance, theatre, and drama to support students talented in the arts.	35.00	\$ 3,248,442
Hearing Impaired	Provides instructional support and services to eligible students with hearing disabilities, birth through age 21. The staff works collaboratively with school personnel to provide program planning, accommodations, modifications and curriculum adaptations, including small group instruction, for students who are deaf and hard of hearing in the least restrictive environment	28.00	\$ 1,448,781
Early Childhood Special Education	This Preschool Special Education Program provides services to children ages three and four who are demonstrating developmental delays. Services are provided in the least restrictive setting, implementing a Trans-disciplinary approach to service delivery. Settings for preschool services include Head Start classrooms, Pre-K classrooms, community preschools, and early childhood centers. Intervention is based on the child's identified strengths and needs. The program focuses on developmentally appropriate practices, utilizing a trans-disciplinary approach. The program strives to deliver services in the least restrictive setting which may include the home setting, community programs or school settings. Parent education is an integral part of the program with many opportunities for parent engagement and participation	202.20	\$ 18,143,356
French Immersion Specialty Programs	The French Immersion program is a full immersion program as all academic subjects are taught through French in grades kindergarten through eighth grade. At the elementary level, students are immersed totally in French by their bilingual teachers as they learn Math, Science, Social Studies and Language Arts. In high school, students have two courses in grades 9 through 12 with a focus on literature and the francophone world.	17.00	\$ 1,571,368
Guidance Services – SPED	Professional school counselors assist and encourage special education students in special education separate schools and non-public placements to understand themselves and others and to assume responsibility for their own direction. Counselors assist special education students as they develop effective social and emotional skills, provide information and options to parents and students in making effective educational decisions and student career planning.	9.00	\$ 851,859

Program 	Description	FY 2017 Approved FTE	FY 2017 Approved Funding
Head Start	Head Start is a federally funded program that supports pre-school age children from low-income families determined eligible according to federal income poverty guidelines. Eligible children include those turning three years old by September 1 of the school year for which they are applying; and four- and five-year old children not age-eligible for kindergarten. This program provides an integrated system of quality services to meet the needs of children and their families promoting school readiness. Self-sufficiency is encouraged and growth and development supported through family and community partnerships.	133.00	\$ 7,965,474
Homeland Security	Homeland Security Science integrates government, academia, and private sector training and educational initiatives to help students understand how the United States and its interests worldwide are protected against threats to public safety. Classroom experience and capstone exercises will allow students to demonstrate knowledge and proficiencies for positions with various agencies associated with Homeland Security.	6.00	\$ 422,057
In-School Suspension Monitors	In-School Suspension Monitors provide supervision of students serving in-school suspension. Monitors work with individual and groups of students to reinforce instructions previously initiated by the teacher.	61.00	\$ 2,555,026
International Baccalaureate (IB)	Academically challenging and balanced courses of study that prepares students for success in middle school, high school, college and life beyond. These programs develop inquiring, knowledgeable, and caring young people to help create a better and more peaceful world through intercultural understanding and respect.	43.50	\$ 4,122,367
IT High School	The IT High School program provides students with concentrated coursework in networking, computer science, database, geo-spatial technology, and interactive media production in preparation for post-secondary training and/or a career path in the information technology field. As the students move through the program, they will be able to obtain certifications that will immediately impact their ability to gain employment and compete for admission to top-tier colleges and universities.	6.00	\$ 326,389
Junior ROTC	Academy of Military Science (AMS) is a unique blend of academic preparation of cadets for college and the work force, while providing students an applicable understanding of the fundamental concepts of citizenship, leadership, service, teamwork, self-discipline and self-reliance through participation in the Junior Reserved Officers Training Corps (JROTC).	47.00	\$ 4,883,932
Montessori Specialty Programs	The Montessori method of education offered Pre-K-8, is a technique that promotes self-directed activity, on the part of the child and clinical observation on the part of the teacher to stress the importance of adapting the child's learning environment to his or her development level and the role of	45.00	\$ 3,241,413

 Program	Description	FY 2017 Approved FTE	FY 2017 Approved Funding
	physical activity in the child's absorbing abstract concepts and learning practical skills.		
Operating Services	Funding for custodial staffing that is allocated to the schools. The Custodial Staffing plan is based upon a point system, whereas; items such as square footage, enrollment, fixtures, boilers, community usage and types of classrooms are assigned a point value. Each 100 points indicates and justifies the need for one full-time custodian. Each point is equivalent to approximately five minutes of workload. The sum of all points is used to determine the total number of custodians and supervisors required.	954.13	\$ 90,218,084
Prekindergarten	An income-eligible academic program made available to four year old students.	282.00	\$ 18,746,298
Priority Schools	Funding to support creative and innovative academic interventions to improve the student academic performance in targeted persistently low performing Title I eligible middle schools.	29.00	\$ 3,105,535
School Library Media	The school library media program provides instruction, service and resources to assist students and teachers in becoming critical thinkers in the pursuit and use of ideas and information.	111.00	\$ 10,784,457
Secondary School Reform	Career Academies offers students the opportunity to participate in 12 specialized programs of study while offering 42 distinct pathways within our 22 high schools. Career Academies provide students with both academic and technical skills to pursue a variety of options after graduation to include apprenticeship programs, degree programs at two- and four-year colleges, private career schools, as well as industry-sponsored education and training.	84.50	\$ 6,355,348
Science and Technology Program	The Science and Technology Program is a highly challenging four year curriculum which provides college level academic experiences in science, math, and technology. The program is offered at three centers - Eleanor Roosevelt High School in northern Prince George's County, Oxon Hill High School in southern Prince George's County, and Charles Herbert Flowers High School in central Prince George's County.	13.00	\$ 1,778,263
Spanish Immersion	The Spanish Immersion Program includes three models: a STEM content emphasis where courses are taught in the Spanish language, a full immersion model where all academic subjects are taught in Spanish, and a 50/50 Dual model giving equal emphasis to English and non-English speakers through instruction in both English and Spanish. These programs assist English students in learning a second language. The Dual 50/50 model provides cross cultural understanding for both native and non-native speakers.	31.00	\$ 2,529,118

Program 	Description	FY 2017 Approved FTE	FY 2017 Approved Funding
Special Education Instructional and Related Services	Special Education Instructional and Related Services offers a continuum of services designed to meet the needs of students with disabilities in the least restrictive environment. These programs include psychological services, dual language assessment, audiology, motor, occupational therapy, and speech and language services.	2,670.30	\$ 171,055,704
STEM Middle School	Middle school students engage in a project-based curriculum designed to challenge and engage students in STEM thinking and processes, inclusive of Computer Science, and computational thinking. Support is provided to ensure multidisciplinary and trans-disciplinary learning opportunities that help to build capacities in math, science, engineering, technology as well as problem solving, critical thinking, innovation and literacy.	8.00	\$ 794,376
Talented and Gifted (TAG) Program	The Talented and Gifted Program provides advanced, enriched, educational experiences to meet the unique and specialized needs of highly able, gifted students by providing a comprehensive support system, including professional development, to assist the administrators, teachers, and staff in best practice strategies to serve all advanced learners.	31.00	\$ 2,950,776
Title I	This program supports the required set-aside reservation for Title I schools in improvement that must use ten percent (10 %) of their school allocation for school staff development.	286.00	\$ 26,384,065
Visual & Performing Arts Specialty Program	The Visual and Performing Arts program is offered at the high school level for students gifted in music, art, dance, drama, and theater.	34.50	\$ 4,077,945
Vision Services	Provides services on an itinerant basis to students, birth through 21, who are blind or have a visual impairment. The Vision Program staff includes Teachers of the Visually Impaired (TVI) and Orientation and Mobility Instructors (O&M). These educators travel to the students' assigned school or natural settings and provide services relating to the vision loss of the student. TVI and O&M providers work collaboratively with the family, school staff, and eye medical professionals through consultation to provide support and resources.	12.80	\$ 683,559

FY 2017 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 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 Oxon Hill 1.00 Samuel Ogle 1.00 Stephen Decatur 1.00 Thomas Johnson 1.00 Thurgood Marshall 1.00 Walker Mill	1.00 Bladensburg 1.00 Central 1.00 High Point 1.00 Largo 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	2.00 Duval
Aeronautics Assistant Principal	N/A	N/A	N/A	2.00 Duval
Biotechnology Coordinator	N/A	N/A	N/A	1.00 Fairmont Heights 1.00 Largo
Biotechnology Teacher / Science Teacher	N/A	N/A	N/A	1.00 Fairmont Heights 1.00 Largo

SCHOOL-BASED RESOURCES

POSITION	ELEMENTARY FORMULA	K - 8 FORMULA	MIDDLE SCHOOL FORMULA	HIGH SCHOOL FORMULA
Biomedical Coordinator	N/A	N/A	N/A	1.00 Bladensburg
Biomedical Teacher	N/A	N/A	N/A	1.00 Bladensburg
Career and Technical Education Assistant Principal	N/A	N/A	N/A	Regional Technical Academies: 1.00 Bladensburg 1.00 Crossland 1.00 Gwynn Park 1.00 Laurel 1.00 Suitland
Career and Technical Education Coordinator	N/A	N/A	N/A	1.00 Bladensburg
Career and Technical Education Teacher	N/A	N/A	N/A	48.00 allocated to Designated schools: Bladensburg Bowie Charles Flowers Croom Crossland Henry A. Wise Gwynn Park Laurel Oxon Hill Potomac Suitland
Chinese Immersion Coordinator	1.00 Paint Branch	N/A	N/A	N/A
Chinese Immersion Teacher	9.00 Paint Branch	N/A	1.00 Greenbelt	N/A
Colours Coordinator	1.00 Paint Branch	N/A	N/A	N/A
Creative and Performing Arts Coordinator	1.00 Edward Felegy	1.00 Benj. Foulois 1.00 Thomas Pullen	1.00 Hyattsville	N/A
Creative and 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	5.50 Maya Angelou 5.50 Dora Kennedy	N/A	3.50 Central

POSITION	ELEMENTARY FORMULA	K - 8 FORMULA	MIDDLE SCHOOL FORMULA	HIGH SCHOOL FORMULA
Homeland Security	N/A	N/A	N/A	1.00 High Point 1.00 Parkdale 1.00 Potomac 1.00 Suitland
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	1.00 Melwood (Primary Years Program)	1.00 Maya Angelou (Primary Years Program)	1.00 James Madison 1.00 Dwight Eisenhower (Middle Years Program)	1.00 Central 1.00 Crossland 2.00 Fred. Douglass 1.00 Laurel 1.00 Parkdale 1.00 Suitland
International Baccalaureate Media Specialist	0.50 Melwood	N/A	0.50 Dwight Eisenhower 0.50 James Madison	N/A
International Baccalaureate Guidance 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
International Baccalaureate 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
IT High School Coordinator	N/A	N/A	N/A	1.00 Duval
IT High School Teacher	N/A	N/A	N/A	1.00 Croom 1.00 DuVal 1.00 Fairmont Heights 1.00 Gwynn Park 1.00 Tall Oaks
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

POSITION	ELEMENTARY FORMULA	K - 8 FORMULA	MIDDLE SCHOOL FORMULA	HIGH SCHOOL FORMULA
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 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 and Vocal Music Teachers	Projected Enrollment: 1–299 allocated 0.50 teacher PE/VM 300–499 allocated 1.00 PE/VM 500–699 allocated 1.50 PE/VM 700-800 allocated 2.00 PE/VM 801-900 allocated 2.50 PE/VM >900 allocated 3.00 PE/VM	Projected Enrollment: 1–299 allocated 0.50 teacher PE/VM 300–499 allocated 1.00 PE/VM 500–699 allocated 1.50 PE/VM 700-800 allocated 2.00 PE/VM 801-900 allocated 2.5 OPE/VM >900 allocated 3.00 PE/VM	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
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
Project Lead the Way Teacher	N/A	N/A	N/A	2.50 Charles Flowers 1.50 DuVal 1.50 Northwestern 1.00 Suitland
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

POSITION	ELEMENTARY FORMULA	K - 8 FORMULA	MIDDLE SCHOOL FORMULA	HIGH SCHOOL FORMULA
Science and Technology Coordinator	N/A	N/A	N/A	1.00 Charles Flowers 1.00 E. Roosevelt 1.00 Oxon Hill
Science and Technology Guidance Counselor	N/A	N/A	N/A	1.00 Charles Flowers 1.00 E. Roosevelt 1.00 Oxon Hill
Science and Technology Computer Apps Teacher	N/A	N/A	N/A	1.00 Charles Flowers 1.00 E. Roosevelt 1.00 Oxon Hill
Science and Technology Internship Coordinator	N/A	N/A	N/A	0.50 Charles Flowers 0.50 Oxon Hill
Secondary School Reform Teacher	N/A	N/A	1.00 James Madison 1.00 Thurgood Marshall	70.50 authorized for distribution
Secondary School Reform IT Coordinator	N/A	N/A	N/A	1.00 Fairmont Heights 1.00 Gwynn Park
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	2.00 Capitol Heights 7.00 Cesar Chavez 8.50 Overlook 8.50 Phyllis E Williams	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 Woods 1.00 Heather Hills 1.00 Highland Park 1.00 Longfields 1.00 Mattaponi 1.00 Valley View	4.0 Accokeek Academy	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 designed: 1.00 Capitol Heights 1.00 Glenarden Woods 1.00 Heather Hills 1.00 Highland Park 1.00 Longfields 3.00 Mattaponi 1.00 Valley View	4.0 Accokeek Academy	Foreign Language Teacher per school designed: 3.00 Kenmoor 1.00 Greenbelt 3.00 Walker Mill	N/A
Visual and Performing Arts Coordinator	N/A	N/A	N/A	1.00 Northwestern 1.00 Suitland
Visual and Performing Arts Guidance Counselor	N/A	N/A	N/A	0.50 Suitland
Visual and Performing Arts Teacher	N/A	N/A	N/A	11.00 Northwestern 20.00 Suitland

**FY 2017 ALTERNATIVE HIGH SCHOOL
STAFFING ALLOCATIONS**

SCHOOL-BASED RESOURCES

School	FTE	Position
<i>Annapolis Road Academy</i>	1.00	Behavior Intervention Specialist
	14.00	Classroom Teachers
	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
<i>Croom High School</i>	1.00	Behavior Intervention Specialist
	12.00	Classroom Teachers
	0.50	H.S.A.-Bridge Classroom Teacher
	1.00	In-School Suspension Room Monitor
	1.00	IT High School Classroom Teacher
	1.00	Media Specialist
	1.00	Paraprofessional Educator
	1.00	Principal
	1.00	Professional School Counselor
	1.00	Resource Teacher
	1.00	School Secretary II
	0.50	School Secretary I
1.00	Testing Coordinator	
<i>Green Valley Academy</i>	1.00	Behavior Intervention Specialist
	18.00	Classroom Teachers
	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	3Resource Teacher
	2.00	School Secretary II
	1.00	Substance Abuse Counselor
	1.00	Testing Coordinator

School	FTE	Position
<i>Tall Oaks High School</i>	1.00	Behavior Intervention Specialist
	13.00	Classroom Teachers
	0.50	H.S.A.-Bridge Classroom Teacher
	1.00	In-School Suspension Room Monitor
	1.00	IT High School Classroom Teacher
	1.00	Resource Teacher
	1.00	School Secretary II
	1.00	School Secretary I
	1.00	Paraprofessional Educator
	1.00	Principal
	1.00	Professional School Counselor

Alternative high schools provide a cadre of interventions to assist Prince George's County public school students who have not found academic success in the traditional school setting and are seeking to overcome the challenges to learning, achieve high academic levels and ultimately graduate.



FY 2017 SPECIALTY SCHOOL LOCATIONS

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

Program	Elementary School Locations	K - 8 Locations	Middle School Locations	High School Locations
Academy of Health Sciences	N/A	N/A	N/A	Prince Georges Community College
Aeronautics	N/A	N/A	N/A	DuVal
Creative and Performing Arts	N/A	Benjamin Foulois Thomas Pullen	Hyattsville	N/A
International Baccalaureate	N/A	N/A	N/A	Central Crossland Frederick Douglass Laurel Parkdale Suitland
International School	N/A	N/A	N/A	Largo Annapolis Road Academy
Language Immersion	Spanish: Cesar Chavez Overlook Phyllis E Williams	French: Maya Angelou Dora Kennedy	N/A	Central
Montessori	N/A	John Hanson Robert Goddard Judith P Hoyer	N/A	N/A
Science and Technology	N/A	N/A	N/A	Charles Flowers Eleanor Roosevelt Oxon Hill
Talented & Gifted (TAG)	Capitol Heights Glenarden Woods Heather Hills Highland Park Longfields Mattaponi Valley View	Accokeek Academy	Kenmoor Walker Mill Greenbelt	N/A
Visual and Performing Arts	N/A	N/A	N/A	Northwestern Suitland

SCHOOL-BASED RESOURCES

FY 2017 OPERATING BUDGET - SCHOOL-BASED RESOURCES STAFFING & EXPENDITURES

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
SCHOOL-BASED RESOURCES	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	2.00	1.00	1.00	0.00
Administrative Support Technician	1.00	1.00	1.00	3.00
Assistant Building Supervisor	44.00	44.00	44.00	44.00
Assistant Principal	258.00	267.00	266.00	283.00
Auditorium Technician	12.00	12.00	12.00	12.00
Building Supervisor	187.00	187.00	187.00	187.00
Child Care Assistant	378.82	411.82	413.82	429.82
Cleaner	489.13	494.63	494.63	493.63
Custodial Equipment Mechanic	1.00	1.00	1.00	1.00
Custodial Equipment Operator	51.00	51.00	51.00	51.00
Director	1.00	2.00	2.00	0.00
Elementary Classroom Teacher	4,002.00	4,181.20	4,120.30	4,180.50
Financial Assistant	6.50	6.50	6.50	5.00
Guidance Counselor	331.50	329.50	328.50	328.50
Hearing Interpreter	4.00	4.00	4.00	4.00
In-School Suspension Monitor	57.00	57.00	57.00	57.00
Instructional Program Coordinator	58.50	58.50	58.50	61.50
Instructional Assistant	7.00	7.00	7.00	5.00
Instructional Media Aide	9.50	12.50	11.50	10.50
Instructional Specialist	2.00	2.00	3.00	3.00
Media Specialist	131.00	127.50	128.00	126.00
Mentor Teacher	10.00	11.00	13.00	10.00
Night Cleaner Lead	171.00	170.00	170.00	169.00
Other Classroom Teacher	1.00	0.00	0.00	0.00
Paraprofessional Educator	1,067.30	1,079.30	1,116.30	1,092.50
Principal	198.00	197.00	197.00	197.00
Program Liaison	88.00	95.50	94.50	107.00
Program Specialist	2.00	2.00	2.00	3.00
Reading Specialist	89.50	89.50	89.00	90.00
Resident Principal	4.00	4.00	4.00	4.00
Resource Teacher	890.00	945.00	939.50	957.50
School Support Secretary	0.00	0.00	0.00	1.00
Secondary Classroom Teacher	3,137.20	3,143.10	3,185.50	3,141.90
Secretary	535.50	536.00	536.50	541.50

SCHOOL-BASED RESOURCES

UNRESTRICTED STAFFING BY POSITION				
SCHOOL-BASED RESOURCES	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Security Assistant	9.00	12.00	12.00	9.00
Social Service Worker	4.00	3.00	2.00	2.00
Support Supervisor	0.00	0.00	1.00	0.00
Teacher Trainer	14.00	26.50	28.50	44.00
Testing Coordinator	57.00	58.50	60.50	56.50
Wing Coordinator	26.00	27.00	27.00	27.00
Unrestricted Staffing	12,337.45	12,657.55	12,676.05	12,738.35

RESTRICTED STAFFING BY POSITION				
SCHOOL-BASED RESOURCES	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
<i>Positions</i>				
Assistant Principal	1.00	2.00	2.00	1.00
Child Care Assistant	4.64	4.64	4.64	4.64
Elementary Classroom Teacher	214.80	220.80	207.80	217.80
Instructional Specialist	2.00	2.00	0.00	0.00
Mentor Teacher	2.00	2.00	2.00	2.00
Paraprofessional Educator	221.00	237.00	212.00	217.00
Program Liaison	1.00	1.00	2.00	1.00
Resource Teacher	95.00	111.00	112.00	111.00
ROTC Instructor	53.00	53.00	53.00	47.00
Secondary Classroom Teacher	19.00	21.00	37.00	52.00
Secretary	1.00	1.00	1.00	1.00
Support Supervisor	1.00	1.00	0.00	0.00
Restricted Staffing	615.44	656.44	633.44	654.44
TOTAL OPERATING STAFFING	12,952.89	13,313.99	13,309.49	13,392.79

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
SCHOOL-BASED RESOURCES	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	1,033,396	1,667,490	1,664,990	1,473,004
2nd Assignment - Support	327,586	530,001	542,451	665,843
Assistant/Vice-Principal/Admin Assistant	26,690,648	27,514,936	27,514,936	29,173,502
Cert Personnel Specialist	573,295	-	-	-
Classroom Teacher	466,104,641	485,302,509	485,302,509	510,483,103
Coaches	3,631,861	695,503	695,503	695,503
Dedicated Aide	8,579,986	5,703,492	5,703,492	5,803,492
Discretionary Instructional	102	-	-	-
Extracurricular Advisors	5,374,501	4,651,338	4,651,338	4,741,338
Grievance Settlements	65,327	-	-	-
Hourly Instructional	772,812	7,491,382	7,330,058	6,748,716
Hourly Interpreter	(729)	-	-	-
Laborers, Unskilled	12,777	-	-	-
Librarian/Media Specialist	9,109,793	9,640,503	9,640,503	10,088,672
Lunch/Recess Monitor	555	-	-	-
Other Admin/Professionals/Specialists	1,518,146	1,785,297	1,785,297	1,075,214
Other Support Staff	5,111,316	5,474,539	5,718,646	7,346,760
Other Teacher	104,798,502	112,150,308	112,575,006	120,954,579
Overtime	1,948,289	1,551,637	1,551,637	1,460,688
PGCEA Nat'l Bd Prof Teaching Standards	4,102	-	-	-
PGCEA Other Stipends	228	-	-	-
PGCEA Senior Teacher Differential	3,532,793	-	-	-
PGCEA Sp Ed Step 1 Pay Differential	10,494	-	-	-
Principal	25,281,455	24,493,769	24,493,769	24,839,405
Secretaries & Clerks	23,856,743	24,781,865	24,781,865	25,856,338
Service Worker	33,001,943	34,034,530	34,034,530	34,349,567
Skilled Crafts	3,131,822	3,175,241	3,175,241	3,325,875
Substitute Nurses	-	90,000	-	90,000
Substitute Paraprofessional Educator	355,276	99,919	99,919	94,454
Substitute School Secretary	33,423	-	-	-
Substitute Teacher	18,564,953	15,299,845	15,293,695	14,393,971
Substitutes - Workshop	4,330	24,621	24,621	23,138
Support Staff	-	658	658	658
Teaching Aide	40,841,850	42,513,187	42,513,188	44,328,405
Technician	410,947	437,257	437,257	340,179
Temp Bus Attendant	687	-	-	-
Temp Child Care	2,623	73	73	-
Temp Classroom Assistant	(23)	35,106	35,106	35,106
Temp Custodian	83,433	-	-	-

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

SCHOOL-BASED RESOURCES	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Temp Office Worker	56,481	23,386	23,386	62,133
Terminal Leave Payout	1,256,478	-	-	-
Therapists	100,775	60,465	60,465	101,783
Ticket Takers	-	-	90,000	-
Unit III Longevity Stipend	102	-	-	-
Unrestricted Unallocated Full-Time	574,709	37,723,861	37,635,861	30,023,980
Workshop / Staff Development Pay	364,726	544,143	544,143	529,835
Salaries & Wages Total	787,123,154	847,496,861	847,920,143	879,105,241
Employee Benefits				
Employee Tuition-Outside Institution	-	36,020	36,020	-
FICA / Medicare	57,295,602	60,358,304	60,301,636	65,787,893
Insurance Benefits - Active Employees	101,537,633	105,166,702	105,271,252	111,277,643
Life Insurance	2,616,042	3,016,417	3,016,417	3,132,081
Retirement/Pension - Employee	4,045,263	4,609,527	4,629,420	4,470,643
Retirement/Pension - Teachers	197,545	128,348	128,348	-
Workman's Compensation	3,728,353	18,380,020	18,377,085	16,906,571
Employee Benefits Total	169,420,438	191,695,338	191,760,178	201,574,831
Contracted Services				
Catering Services	198,344	295,587	295,587	294,653
Food Service - Catering	6,503	20,005	20,005	27,680
Instructional Contracted Services	32,906	2,260,927	2,260,927	2,866,347
Lease/Purchases - Non-Energy	-	(5,000,000)	-	-
M&R Equipment	2,975	5,245	5,245	14,095
Other Contracted Services	14,506	23,000	23,000	108,500
Other Legal Expenses	-	-	-	125,000
Outside Printing	14,040	19,100	19,100	25,846
Printing In-House	64,732	112,841	112,841	114,075
Professional Contracted Services	17,890,718	21,245,501	21,242,501	25,325,919
Refuse Disposal	1,920	-	-	-
Rental of Buildings	289,265	571,421	571,421	571,421
Rental of Vehicles	114,419	170,278	170,278	186,450
School Activity Transportation	2,372,236	2,815,322	2,815,322	2,807,639
Software License	215,897	534,573	534,573	546,285
Technical Contracted Services	15,050	963,010	862,010	1,516,484
Tuition Private School - Age 3-21	-	-	2,000,000	-
Contracted Services Total	21,233,511	24,036,810	30,932,810	34,530,394

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

SCHOOL-BASED RESOURCES	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Supplies & Materials				
Awards & Recognition Certificates	86,778	304,877	304,877	313,483
Classroom Teacher Supplies	3,861,349	4,903,501	4,897,001	4,439,909
Custodial Supplies	112,818	314,633	314,633	321,472
Health Supplies	50,737	78,788	78,788	80,077
Library Books	47,698	127,575	127,575	137,475
Maintenance Supplies	-	-	-	36
Non-Catered Misc. Food Supplies	1,669	172,015	172,015	153,594
Office Supplies	458,768	609,062	606,762	542,591
Other Library Media	-	-	-	750
Other Misc. Supplies	215,643	424,837	431,988	423,115
Postage & Delivery	106,076	125,519	125,519	128,826
Staff Development Supplies	56,825	104,066	108,566	91,702
Student Supplies	422,778	738,975	740,975	750,267
Textbooks	63,629	182,115	182,115	155,841
Supplies & Materials Total	5,484,768	8,085,963	8,090,814	7,539,138
Other Operating Expenses				
Dues; Subscriptions	31,485	110,049	110,049	131,077
Electricity	8,398,050	10,452,000	10,452,000	10,449,750
Field Trip Expense Non-Transportation	51,579	106,960	106,960	97,903
Fuel Oil	3,502,695	4,258,000	4,258,000	4,257,550
Local Travel - Per Mile Basis	20,826	74,149	74,149	62,361
Meetings, Conferences, Conventions	3,777	3,300	3,300	-
Natural Gas	16,645,365	15,243,458	15,243,458	15,220,505
Non-Local Travel Expenses	98,666	53,100	53,100	53,100
Non-Local Travel Transportation	23,120	51,477	51,477	64,000
Other Miscellaneous Expense	67,884	1,016	1,016	35,361
Other Travel Related Expenditures		427,866	427,866	428,047
Propane Gas	37,483	141,061	141,061	141,061
Registration Fees	73,652	109,505	109,505	150,787
Telephone -Centrex	2,746,143	1,629,740	1,629,740	1,629,740
Tuition Private School - Age 3-21		500,000		2,000,000
Water & Sewage	3,894,796	3,253,250	3,253,250	3,224,500
Other Operating Expenses Total	35,595,521	36,414,931	35,914,931	37,945,742

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

SCHOOL-BASED RESOURCES	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Capital Outlay				
Classroom Equipment & Furniture	76,364	281,511	279,511	-
Computers - Instructional	654,873	1,026,634	1,000,617	-
Computers - Non-Instructional	53,887	48,895	48,895	-
Educational Communication Equipment	199,376	250,534	250,534	-
Equipment Purchases Under \$500	60,880	532,661	534,661	-
Misc. Other Equip Over \$499		36,200	36,200	-
Office Furniture & Equipment	53,257	133,145	133,145	-
Security Alarm Systems	34,160	57,055	57,055	-
Capital Outlay Total	1,132,797	2,366,635	2,340,618	-
Unrestricted Expenditures	\$1,019,990,189	\$1,110,096,538	\$1,116,959,494	\$ 1,160,695,346

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

SCHOOL-BASED RESOURCES	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	1,184,744	933,747	933,747	1,137,047
2nd Assignment - Support	138,144	140,440	140,440	120,172
Assistant/Vice-Principal/Admin Assistant	74,064	172,982	172,982	82,659
Classroom Teacher	11,447,271	13,660,746	13,660,746	16,505,982
Coaches	5,813	-	-	-
Dedicated Aide	653	-	-	-
Extracurricular Advisors	142,915	-	-	-
Grants Unallocated Full-Time	-	3,053,024	3,053,024	3,823,143
Hourly Instructional	139,448	-	-	-
Other	-	2,539,123	2,539,123	239,319
Other Admin/Professionals/Specialists	132,895	98,698	98,698	-
Other Stipends	4,416	-	-	721
Other Support Staff	44,657	62,077	62,077	63,702
Other Teacher	10,098,429	12,457,895	12,457,895	12,443,674
Overtime	4,923	-	-	-
PGCEA Senior Teacher Differential	70,447	-	-	-
Secretaries & Clerks	45,208	45,164	45,164	46,062
Substitute Paraprofessional Ed	9,219	-	-	-
Substitute Teacher	547,410	437,780	437,780	500,024
Substitutes - Workshop	29,632	253,455	253,455	180,371
Summer Assignment	350,018	326,292	326,292	422,062
Teaching Aide	5,869,062	6,872,347	6,872,347	7,240,299
Temp Child Care	110,108	-	-	-
Temp Office Worker	34,233	-	-	-
Terminal Leave Payout	2,688	-	-	-
Therapists	35,057	34,772	34,772	37,258
Ticket Takers	79	-	-	-

SCHOOL-BASED RESOURCES

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

SCHOOL-BASED RESOURCES	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Unrestricted Unallocated Full-Time	13,590	-	-	-
Workshop / Staff Development Pay	418,506	731,702	731,702	832,354
Salaries & Wages Total	30,953,629	41,820,244	41,820,244	43,674,849
Employee Benefits				
FICA / Medicare	2,121,355	3,270,194	3,270,194	3,053,709
Insurance Benefits - Active Employees	3,814,616	4,861,595	4,861,595	5,513,299
Life Insurance	97,625	135,261	135,261	141,518
Retirement/Pension - Employee	24,393	183,814	183,814	154,847
Retirement/Pension - Teachers	3,872,464	5,155,344	5,155,344	5,606,821
Workman's Compensation	134,581	974,073	974,073	804,469
Employee Benefits Total	10,065,034	14,580,281	14,580,281	15,274,663
Contracted Services				
Catering Services	3,239	-	-	1,000
Indirect Cost Recovery	-	1,593	1,593	3,186
Instructional Contracted Services	87,489	128,000	128,000	154,885
M&R Equipment	43,324	-	-	-
Other Contracted Services	84,811	1,841,248	1,841,248	(405,529)
Outside Printing	2,497	2,500	2,500	2,500
Professional Contracted Services	14,163	-	-	-
Rental of Buildings	3,500	-	-	-
Rental of Vehicles	55,334	34,600	34,600	15,300
School Activity Transportation	215,936	258,542	258,542	274,189
Software License	395,729	435,189	435,189	348,704
Technical Contracted Services	2,695	-	-	1,800
Contracted Services Total	908,717	2,701,672	2,701,672	396,035
Supplies & Materials				
Awards & Recognition Certificates	34,961	944	944	1,444
Classroom Teacher Supplies	571,237	489,204	489,204	390,854
Non-Catered Misc. Food Supplies	514	-	-	2,720
Office Supplies	2,981	51	51	224
Other Charges	222,624	-	-	-
Other Library Media	9,980	1,000	1,000	1,000
Other Misc. Supplies	-	459,540	459,540	496,421
Postage & Delivery	300	300	300	300
Staff Development Supplies	32,658	55,877	55,877	51,005
Student Supplies	213,117	208,971	208,971	167,766
Supplies & Materials Total	1,088,372	1,215,887	1,215,887	1,111,734

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

SCHOOL-BASED RESOURCES	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Dues; Subscriptions	72,163	80,071	80,071	68,034
Field Trip Expense Non-Transportation	14,075	23,281	23,281	15,457
Local Travel - Per Mile Basis	-	-	-	-
Non-Local Travel Expenses	78,404	25,000	25,000	34,768
Non-Local Travel Lodging	7,216	3,136	3,136	4,263
Non-Local Travel Related Meals	1,060	900	900	900
Non-Local Travel Transportation	6,929	720	720	1,684
Other Miscellaneous Expense	8,654	1,380,699	1,380,699	797,810
Other Travel Related Expenditures	416	180	180	696
Registration Fees	42,239	9,050	9,050	10,147
Stipends - AIT/Non-Pub School Teachers	9,311	10,000	10,000	19,000
Other Operating Expenses Total	240,467	1,533,037	1,533,037	952,759
Capital Outlay				
Athletic Equipment	7,238	-	-	-
Classroom Equipment & Furniture	1,964	5,000	5,000	8,667
Computers - Instructional	527,868	280,550	280,550	473,396
Educational Communication Equipment	46,036	39,617	39,617	81,133
Equipment Purchases Under \$500	1,609	500	500	500
Misc. Other Equip Over \$499	11,336	348,770	348,770	580,159
Office Furniture & Equipment	4,822	-	-	-
Capital Outlay Total	600,873	674,437	674,437	1,143,855
Restricted Expenditures	43,857,092	62,525,558	62,525,558	62,553,895

TOTAL OPERATING EXPENDITURES	\$1,063,847,281	\$1,172,622,096	\$1,179,485,052	\$ 1,223,249,241
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TOTAL EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
00000-09999	All Schools	\$ 1,223,249,241
TOTAL EXPENDITURES BY COST CENTER		\$ 1,223,249,241

SCHOOL-BASED RESOURCES

FY 2017 APPROVED CHARTER SCHOOL PER PUPIL ALLOCATION FORMULA

Total Approved Operating Budget	\$ 1,923,860,100
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Total Approved Budget Minus:

Restricted Budget	(109,130,800)
Charter School Allocation	(55,309,112)
Less Fund Balance Usage	(24,000,000)

Total Unrestricted Budget	\$ 1,735,420,188
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Deductions:

Special Education - FTE and Related Costs	(245,963,279)
Special Education - Fixed Charges	(42,125,644)
Lease Purchase	(40,804,273)
Transportation - FTE and Related Costs	(87,964,946)
Transportation - Fixed Charges	(19,222,334)

Total Deductions:	(435,501,593)
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Total Budget after Adjustments	\$ 1,299,918,595
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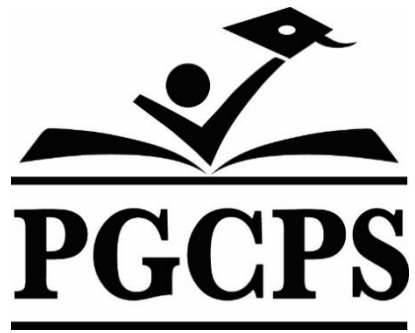
PGCPS Estimated Enrollment (based on enrollment recorded 9/30/15)	128,939
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Per Pupil Amount <i>(Total budget allocation after deductions divided by the estimated enrollment)</i>	\$ 10,082
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Minus 2% Administration Adjustment (Backed out Admin)	\$ (269.18)
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Per Pupil Allocation (excluding transportation)	\$ 9,812
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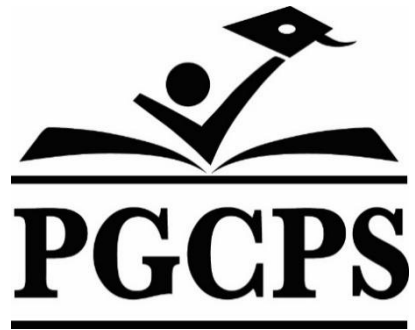
Prior Year Approved PPC	\$ 9,428
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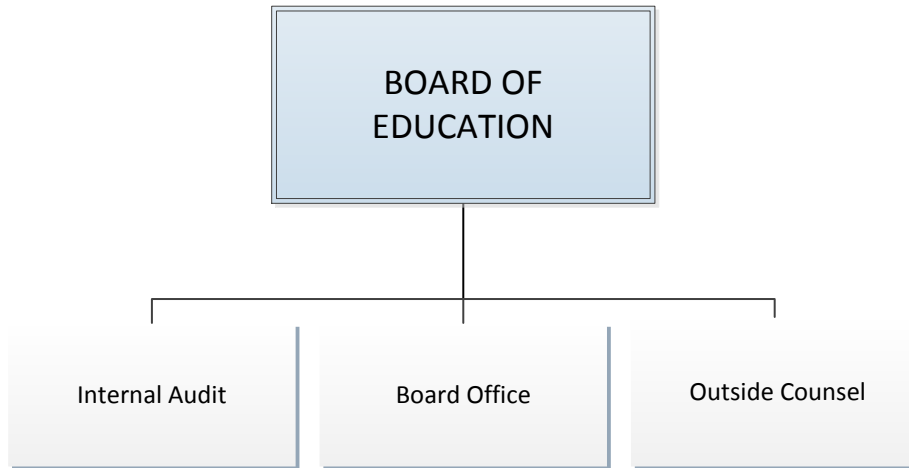


ORGANIZATIONS



ORGANIZATION OVERVIEW & ANALYSIS





ORGANIZATION SUMMARY

Organization	FY 2017 Approved FTE	FY 2017 Approved Funding
Board of Education	19.00	2,299,339
Internal Audit	15.00	1,818,567
<i>TOTAL OPERATING STAFFING & EXPENDITURES</i>	34.00	\$ 4,117,906

Board of Education

MISSION

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 & OUTCOMES

- Increased family and community engagement through Board meetings and community events
- Sound fiscal oversight and decision-making
- Increased dialogue among county and PGCPs leadership, staff, students and community members regarding the future of PGCPs
- Policy development that supports the Mission, Vision and Core Values of PGCPs
- Continued support of and responses to constituent inquiries and concerns

FINANCIAL PLAN

Salaries & Wages: Salaries support full- and part-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: Printing of materials used in meetings and for constituents, catering services, travel for College and Career Ready Summit and annual auditing fees.

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, conferences for Board of Education members.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Board of Education	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
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

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Board of Education	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Board Members	235,348	235,000	235,000	235,000
Hourly Interpreter	-	25,000	25,000	-
Other Admin/Professionals/Specialists	126,565	126,754	126,754	126,754
Overtime	1,626	5,500	5,500	5,225
Secretaries & Clerks	349,286	368,246	368,246	395,373
Substitute Teacher	290	-	-	-
Temp Office Worker	-	5,000	5,000	5,000
Salaries & Wages Total	713,115	765,500	765,500	767,352
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	52,211	56,907	56,907	57,070
Insurance Benefits - Active Employees	89,130	98,280	98,280	103,553
Life Insurance	1,841	2,828	2,828	2,933
Retirement/Pension - Employee	39,264	41,317	41,317	47,598
Workman's Compensation	1,295	17,262	17,262	15,246
Employee Benefits Total	184,741	216,594	216,594	226,400

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Board of Education	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Contracted Services				
Advertising & Other Costs	570	10,000	10,000	2,500
Annual Auditing Fees	224,320	225,000	225,000	225,000
Catering Services	18,494	30,000	30,000	44,800
Other Legal Expenses	971,292	741,466	741,466	690,324
Outside Printing	-	5,000	5,000	-
Printing In-House	9,331	16,400	16,400	16,400
Professional Contracted Services	-	5,000	5,000	4,500
School Activity Transportation	-	-	-	4,000
Contracted Services Total	1,224,007	1,032,866	1,032,866	987,524
Supplies & Materials				
Awards & Recognition Certificates	29,353	20,000	20,000	48,800
Non-Catered Misc. Food Supplies	-	-	-	2,000
Office Supplies	12,001	20,000	20,000	15,000
Supplies & Materials Total	41,354	40,000	40,000	65,800
Other Operating Expenses				
Dues; Subscriptions	72,590	78,000	78,000	76,000
Local Travel - Per Mile Basis	1,045	6,500	6,500	24,650
Meeting Expense	4,604	3,000	3,000	3,000
Non-Local Travel Expenses	33,189	54,500	54,500	68,400
Other Miscellaneous Expense	88,289	153,000	153,000	51,713
Other Travel Related Expense	-	-	-	2,000
Registration Fees	21,017	37,500	37,500	26,500
Other Operating Expenses Total	220,734	332,500	332,500	252,263
Capital Outlay				
Computers - Non-Instructional	-	10,000	10,000	-
Office Furniture & Equipment	14,652	16,613	16,613	-
Capital Outlay Total	14,652	26,613	26,613	-
Unrestricted Expenditures	\$ 2,398,603	\$ 2,414,073	\$ 2,414,073	\$ 2,299,339
TOTAL OPERATING EXPENDITURE: \$ 2,398,603 \$ 2,414,073 \$ 2,414,073 \$ 2,299,339				

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
10001	Board of Education	1,904,253
10101	Board Member - Jacobs	28,191
10110	Board Member - Student	7,000
10112	Board Member - P. Eubanks	41,643
10113	Board Member - Boston - Vice Chair	32,857
10115	Board Member - Burroughs, III	26,807
10116	Board Member - Epps	26,807
10118	Board Member - S. Eubanks - Chair	27,908
10119	Board Member - Anderson	28,195
10121	Board Member - Valentine	26,807
10123	Board Member - Williams	41,643
10124	Board Member - Grady	26,807
10125	Board Member - Hernandez	26,807
10126	Board Member - Wallace	26,807
10127	Board Member - Roche	26,807
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 2,299,339

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; 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 & OUTCOMES

- 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: Printing services and the Hotline contract.

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.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Internal Audit	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
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

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJE+B27:F55CT / SUB-OBJECT				
Internal Audit	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	1,075,743	1,157,401	1,157,401	1,163,103
Other Support Staff	163,373	213,644	213,644	213,395
Salaries & Wages Total	1,239,116	1,371,045	1,371,045	1,376,498
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	94,924	102,661	102,661	102,351
Insurance Benefits - Active Employees	140,207	144,330	144,330	155,572
Life Insurance	4,879	5,298	5,298	5,322
Retirement/Pension - Employee	104,023	115,282	115,282	113,337
Workman's Compensation	6,840	31,130	31,130	27,537
Employee Benefits Total	351,873	398,701	398,701	404,119
Contracted Services				
Printing In-House	19,386	5,300	5,300	5,300
Technical Contracted Services	11,875	11,880	11,880	11,880
Contracted Services Total	31,261	17,180	17,180	17,180
Supplies & Materials				
Office Supplies	1,363	4,700	4,700	3,790
Supplies & Materials Total	1,363	4,700	4,700	3,790

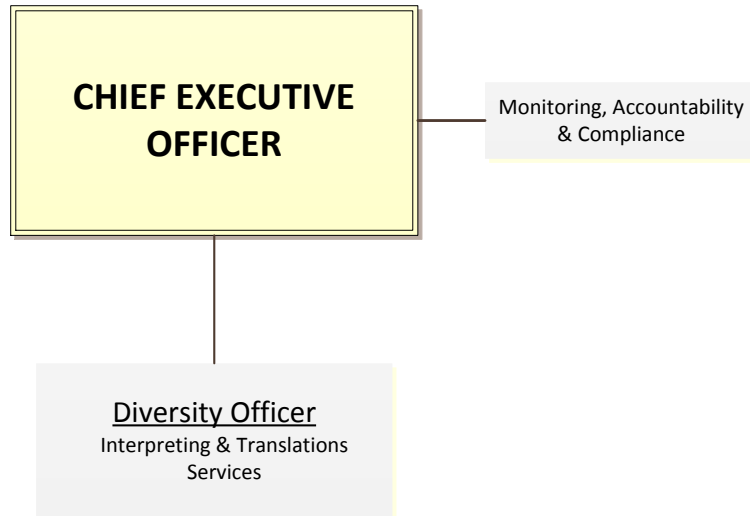
UNRESTRICTED EXPENDITURES BY OBJE+B27:F55CT / SUB-OBJECT

Internal Audit	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Dues; Subscriptions	2,419	1,650	1,650	1,477
Local Travel - Per Mile Basis	4,476	6,250	6,250	5,178
Registration Fees	2,560	12,000	12,000	10,325
Other Operating Expenses Total	9,455	19,900	19,900	16,980
Unrestricted Expenditures	\$ 1,633,068	\$ 1,811,526	\$ 1,811,526	\$ 1,818,567

TOTAL OPERATING EXPENDITURES	\$ 1,633,068	\$ 1,811,526	\$ 1,811,526	\$ 1,818,567
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EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
30201	Internal Audit	1,818,567
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,818,567



ORGANIZATION SUMMARY

Organization	FY 2017 Approved FTE	FY 2017 Approved Funding
Chief Executive Officer	6.00	1,135,759
Diversity Officer	10.00	941,673
TOTAL OPERATING STAFFING & EXPENDITURES	16.00	\$ 2,077,432

Chief Executive Officer

MISSION

The Chief Executive Officer provides leadership in developing and maintaining academically rigorous educational programs and services to meet the needs of each of the approximately 129,000 students in the Prince Georges 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
- The Office of Monitoring, Accountability, and Compliance is a newly created office that will assume responsibility for assuring implementation of procedures associated with policies approved by the Board of Education

CORE SERVICES & OUTCOMES

- To ensure academic excellence by providing high academic achievement for all students
- To ensure a high performing workforce to assisting 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
- To assure fidelity in training, awareness of individual responsibility to report to whom by when, and compliance with System procedures and expectations to support increased employee and volunteer accountability for the prevention of child sexual abuse.

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 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.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Chief Executive Officer	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Chief Executive Officer	1.00	1.00	1.00	1.00
Administrative Secretary	2.00	2.00	2.00	2.00
Admin Support Specialist	1.00	0.00	0.00	1.00
Chief Officer	1.00	0.00	0.00	0.00
Director	0.00	0.00	0.00	1.00
Officer	1.00	0.00	0.00	0.00
Secretary	1.00	0.00	0.00	1.00
Unrestricted Staffing	7.00	3.00	3.00	6.00
TOTAL OPERATING STAFFING	7.00	3.00	3.00	6.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Chief Executive Officer	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	233,780	-	-	264,548
Overtime	447	-	-	-
Secretaries & Clerks	292,924	193,568	193,568	270,695
Substitute Teacher	9	-	-	-
Superintendent	298,968	290,000	290,000	290,000
Temp Office Worker	-	1,843	1,843	500
Terminal Leave Payout	43,000	57,260	57,260	57,260
Salaries & Wages Total	869,128	542,671	542,671	883,003
Employee Benefits				
Employee Retirement	1,000	-	-	28,837
FICA / Medicare	49,986	25,776	25,776	47,957
Insurance Benefits - Active Employees	60,271	36,826	36,826	63,315
Life Insurance	3,292	1,868	1,868	3,188
Retirement/Pension - Employee	21,848	-	-	-
Supplemental Annual Benefit	2,330	-	-	-
Workman's Compensation	2,813	11,019	11,019	16,517
Employee Benefits Total	141,540	75,489	75,489	159,814

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Chief Executive Officer	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Contracted Services				
Catering Services	5,113	-	-	4,000
Outside Printing	95	-	-	-
Printing In-House	5,059	22,373	22,373	22,373
School Activity Transportation	510	1,000	1,000	1,000
Technical Contracted Services	-	3,084	3,084	3,084
Contracted Services Total	10,777	26,457	26,457	30,457
Supplies & Materials				
Non-Catered Misc. Food Supplies	458	-	-	-
Office Supplies	2,259	4,721	4,721	6,277
Other Charges	554	-	-	-
Other Misc. Supplies	-	1,846	1,846	1,661
Postage & Delivery	-	200	200	200
Supplies & Materials Total	3,271	6,767	6,767	8,138
Other Operating Expenses				
Insurance	-	-	-	1,500
Dues; Subscriptions	2,050	3,881	3,881	11,612
Local Travel - Per Mile Basis	4,110	-	-	3,500
Meeting Expense	11,965	20,759	20,759	6,287
Non-Local Travel Expenses	2,281	-	-	2,000
Other Miscellaneous Expense	25,771	27,871	27,871	27,570
Other Travel Related Expenditures	8,422	-	-	-
Registration Fees	3,935	1,531	1,531	1,878
Other Operating Expenses Total	58,534	54,042	54,042	54,347
Unrestricted Expenditures	\$ 1,083,250	\$ 705,426	\$ 705,426	\$ 1,135,759
TOTAL OPERATING EXPENDITURES	\$ 1,083,250	\$ 705,426	\$ 705,426	\$ 1,135,759

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
20001	Chief Executive Officer	703,303
20210	Monitoring, Accountability, & Compliance	432,456
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,135,759

Diversity Officer

MISSION

To support the priority goals of Prince George's County Public Schools (PGCPS); supports all school system goals with a special emphasis on the growing Latino and English language learner (ELL) population; and promote parent engagement and inclusion for families facing linguistic and/or cultural barriers.

SUPPORTING THE STRATEGIC PLAN

- Support the areas of Academic Excellence through its work promoting graduation; collaborating in efforts recruiting a high performing workforce that represents the diverse students we serve; and provide language and culturally relevant information to promote family and community engagement
- Collaborate with various offices and the schools to ensure safe and supportive environments

CORE SERVICES & OUTCOMES

- Provide excellent customer service
- Support students, families and schools with information culturally relevant to growing English language learner families in particular
- Creates and/or seeks partnerships enhancing Outstanding Academic Excellence for all students, ELL/Latino in particular.
- Develops bilingual (English and Spanish), biweekly newsletter which includes, but is not limited to systemic information, college and career going opportunities, and a variety of community events and activities supporting academic success for all students
- Oversees the Office of Interpreting and Translation to support in the communication between central offices, schools and English language learner families

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: Transact; SDL translation software and workflow; professional and technical consultants; rental of vehicles; and school activity transportation.

Supplies & Materials: Culturally relevant books for Education That Is Multicultural, office supplies, postage, and staff development materials.

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

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Diversity Officer	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	0.00	1.00	1.00	1.00
Hearing Interpreter	0.00	5.00	5.00	1.00
Instructional Specialist	0.00	1.00	1.00	1.00
Officer	0.00	1.00	1.00	1.00
Secretary	0.00	1.00	1.00	1.00
Support Program Coordinator	0.00	1.00	1.00	1.00
Translator	0.00	0.00	0.00	4.00
Unrestricted Staffing	0.00	10.00	10.00	10.00
TOTAL OPERATING STAFFING	0.00	10.00	10.00	10.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Diversity Officer	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	137,491	661,652	461,652	406,100
Other Support Staff	-	-	-	192,064
Secretaries & Clerks	-	77,056	65,458	70,345
Teaching Aide	-	-	-	43,597
Salaries & Wages Total	137,491	738,708	527,110	712,106
Employee Benefits				
FICA / Medicare	10,180	37,498	33,243	50,081
Insurance Benefits - Active Employees	17,588	22,278	22,278	84,203
Life Insurance	534	1,848	1,848	2,753
Retirement/Pension - Employee	5,864	77,741	55,741	47,814
Workman's Compensation	759	10,847	10,847	14,248
Employee Benefits Total	34,925	150,212	123,957	199,099
Contracted Services				
Professional Contracted Services	-	-	21,000	18,900
School Activity Transportation	-	3,800	3,800	-
Software License	-	-	-	-
Contracted Services Total	-	3,800	24,800	18,900

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Diversity Officer	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Supplies & Materials				
Office Supplies	-	3,000	3,000	2,400
Other Misc. Supplies	-	1,500	1,500	1,350
Postage & Delivery	-	200	200	-
Staff Development Supplies	-	-	-	-
Supplies & Materials Total	-	4,700	4,700	3,750
Other Operating Expenses				
Dues; Subscriptions	-	1,100	1,100	990
Local Travel - Per Mile Basis	2,368	2,500	2,500	2,250
Meeting Expense	-	500	500	500
Other Miscellaneous Expense	-	500	500	-
Other Travel Related Expenditures	-	-	-	2,728
Registration Fees	-	1,500	1,500	1,350
Other Operating Expenses Total	2,368	6,100	6,100	7,818
Unrestricted Expenditures	\$ 174,784	\$ 903,520	\$ 686,667	\$ 941,673
TOTAL OPERATING EXPENDITURES	\$ 174,784	\$ 903,520	\$ 686,667	\$ 941,673

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
20203	Diversity Officer	475,141
42411	Interpreting & Translation Services	466,532
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 941,673

Chief of School Health Policy, Services & Innovation

The Chief of School Health Policy, Services and Innovation office which comprised of Health Services was eliminated in FY 2016 and the staff and funding realigned under the Department of Student Services.

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Chief, School Health Policy	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Associate Superintendent	1.00	1.00		
Admin Support Specialist	1.00	1.00		
Administrative Secretary	2.00	1.00		
Licensed Practical Nurse	21.00	21.00		
Nurse Administrator	2.00	2.00		
Nurse Specialist	9.00	9.00		
Program Manager	1.00	1.00		
Registered Nurse	198.00	198.00		
Secretary	1.00	1.00		
Support Supervisor	1.00	1.00		
Vision & Hearing Technician	2.00	2.00		
Unrestricted Total	239.00	238.00		
TOTAL OPERATING STAFFING	239.00	238.00		

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Chief, School Health Policy	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Support	8,502	-		
Hourly Instructional	(1,809)	-		
Other Admin/Professionals/Specialists	1,484,643	1,624,482		
Overtime	64,796	-		
School Nurses / Aides	11,183,328	13,150,473		
Secretaries And Clerks	106,510	143,584		
Substitute Nurses	-	20,000		
Substitute Teacher	3,386	-		
Temp Office Worker	19,740	-		
Terminal Leave Payout	25,009	-		
Ticket Takers	54,491	-		
Workshop / Staff Development Pay	36,145	-		
Salaries & Wages Total	12,984,741	14,938,539		

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Chief, School Health Policy	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Employee Benefits				
FICA /Medicare	969,083	1,034,351		
Insurance Benefits - Active Employees	1,783,202	1,902,345		
Life Insurance	46,317	57,699		
Retirement/Pension - Employee	184,419	363,446		
Workman's Compensation	58,560	339,179		
Employee Benefits Total	3,041,581	3,697,020		
Contracted Services				
M&R Equipment	56	7,440		
Other Contracted Services	499	-		
Printing In-House	15,444	13,240		
Software License	-	4,000		
Technical Contracted Services	1,311,127	1,070,377		
Contracted Services Total	1,327,126	1,095,057		
Supplies & Materials				
Awards And Recognition Certificates	-	5,000		
Health Supplies	9,671	25,985		
Office Supplies	2,835	11,500		
Staff Development Supplies	8,203	10,000		
Supplies & Materials Total	20,709	52,485		
Other Operating Expenses				
Dues;Subscriptions	-	700		
Fees Fines And Licenses	150	-		
Local Travel - Per Mile Basis	2,388	12,600		
Meeting Expense	2,925	3,300		
Non-Local Travel Expenses	1,805	-		
Registration Fees	-	1,000		
Other Operating Expenses Total	7,268	17,600		
Capital Outlay				
Medical & Health Equipment	2,485	47,000		
Office Furniture & Equipment	-	1,000		
Capital Outlay Total	2,485	48,000		
Unrestricted Total	\$ 17,383,910	\$ 19,848,701		

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Chief, School Health Policy	FY 2015 Actual	FY 2016 Approved	FY 2016 Estimated	FY 2017 Approved
Salaries & Wages				
Other	330			
Other Admin/Professionals/Specialists	50,000			
Other Stipends	-			
Secretaries And Clerks	7,786			
Temp Bus Driver	-			
Temp Custodian	1,305			
Temp Office Worker	2,359			
Salaries & Wages Total	61,780			
Employee Benefits				
Fica /Medicare	108			
Workman'S Compensation	2			
Employee Benefits Total	110			
Contracted Services				
Catering Services	6,292			
Other Contracted Services	28,418			
Printing In-House	1,406			
Professional Contracted Services	8,531			
School Activity Transportation	1,442			
Technical Contracted Services	7,136			
Contracted Services Total	53,225			
Supplies & Materials				
Awards And Recognition Certificates	-			
Office Supplies	2,716			
Other Charges	31,019			
Supplies & Materials Total	33,735			
Other Operating Expenses				
Other Miscellaneous Expense	3,537			
Other Operating Expenses Total	3,537			
Capital Outlay				
Equipment Purchases Under \$500	17,356			
Capital Outlay Total	17,356			
Restricted Total	\$ 169,743			

TOTAL OPERATING EXPENDITURES	\$ 17,553,653	\$ 19,848,701
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ORGANIZATION SUMMARY

Organization	FY 2017 Approved FTE	FY 2017 Approved Funding
Chief of Strategic and External Affairs	4.00	682,505
Communications	20.00	2,672,160
Family & Community Engagement	7.00	1,044,552
Strategy, Planning & Performance	2.00	309,359
Enterprise Program Management	8.00	1,167,948
Strategic Resource Planning	3.00	527,485
TOTAL OPERATING STAFFING & EXPENDITURES	44.00	\$ 6,404,009

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 & OUTCOMES

- 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
- 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: N/A

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.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Chief of Strategic and External Affairs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
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	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

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Chief of Strategic and External Affairs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	-	387,643	387,643	443,985
Secretaries & Clerks	-	75,763	75,763	77,604
Salaries & Wages Total	-	463,406	463,406	521,589
Employee Benefits				
FICA /Medicare	-	31,277	31,277	32,235
Insurance Benefits - Active Employees	-	34,000	34,000	35,500
Life Insurance	-	1,790	1,790	2,015
Retirement/Pension - Employee	-	45,091	45,091	28,772
Workman's Compensation	-	10,521	10,521	10,434
Employee Benefits Total	-	122,679	122,679	108,956
Contracted Services				
Professional Contracted Services	-	-	80,000	-
Contracted Services Total	-	-	80,000	-
Supplies & Materials				
Office Supplies	-	500	500	2,700
Other Miscellaneous Supplies	-	-	-	-
Supplies & Materials Total	-	-	-	2,700
Other Operating Expenses				
Dues; Subscriptions	-	500	500	875
Local Travel - Per Mile Basis	-	1,500	1,500	2,850
Meeting Expense	-	42,325	42,325	33,897
Non-Local Travel Expenses	-	-	-	7,298
Registration Fees	-	1,600	1,600	4,340
Other Operating Expenses Total	-	45,925	45,925	49,260

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Chief of Strategic and External Affairs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Capital Outlay				
Computers - Non-Instructional	-	500	500	-
Capital Outlay Total	-	500	500	-
Unrestricted Expenditures	\$ -	\$ 632,510	\$ 712,510	\$ 682,505
TOTAL OPERATING EXPENDITURES	\$ -	\$ 632,510	\$ 712,510	\$ 682,505

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
20202	Chief of Strategic and External Affairs	682,505
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 682,505

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 & OUTCOMES

- 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 and software licenses.

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

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

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Communications	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	12.00	12.00	12.00	12.00
Administrative Support Technician	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Associate Superintendent	1.00	1.00	1.00	1.00
Officer	1.00	1.00	1.00	1.00
Secretary	3.00	3.00	3.00	3.00
Unrestricted Staffing	19.00	19.00	19.00	19.00

RESTRICTED STAFFING BY POSITION				
Communications	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Position				
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	20.00
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OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Communications	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	1,276,464	1,466,527	1,466,527	1,476,249
Other Support Staff	65,732	65,668	65,668	66,984
Overtime	4,082	20,098	20,098	7,902
Secretaries & Clerks	115,421	182,815	182,815	193,131
Temp Office Worker	23,916	-	12,000	5,050
Salaries & Wages Total	1,485,615	1,735,108	1,747,108	1,749,316
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	110,891	125,759	125,759	127,319
Insurance Benefits - Active Employees	167,536	193,026	193,026	198,837
Life Insurance	5,628	6,627	6,627	6,711
Retirement/Pension - Employee	81,400	107,400	107,400	102,198
Workman's Compensation	8,104	38,938	38,938	34,835
Employee Benefits Total	374,559	471,750	471,750	469,900

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Communications	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Contracted Services				
Advertising & Other Costs	18,941	28,005	28,005	-
Catering Services	999	-	-	-
Outside Printing	10,667	-	-	-
Printing In-House	227,523	32,102	32,102	32,102
Professional Contracted Services	204,380	308,706	296,706	270,329
Rental of Buildings	6,000	-	-	-
School Activity Transportation	598	-	-	-
Software License	2,839	16,500	16,500	14,000
Technical Contracted Services	23,230	19,500	19,500	19,130
Contracted Services Total	495,177	404,813	392,813	335,561
Supplies & Materials				
Awards & Recognition Certificates	840	-	-	-
Office Supplies	8,405	3,230	3,230	1,354
Other Charges	10,187	-	-	-
Postage & Delivery	201	-	-	-
Staff Development Supplies	2,714	-	-	-
Supplies & Materials Total	22,347	3,230	3,230	1,354
Other Operating Expenses				
Dues; Subscriptions	385	671	671	233
Local Travel - Per Mile Basis	10,450	12,581	12,581	11,242
Non-Local Travel Expenses	8,206	-	-	5,000
Other Travel Related Expenditures	81	-	-	-
Registration Fees	4,993	945	945	4,906
Other Operating Expenses Total	24,115	14,197	14,197	21,381
Capital Outlay				
Educational Communication Equipment	30,398	26,474	26,474	-
Misc. Other Equip Over \$498	4,773	-	-	-
Capital Outlay Total	35,171	26,474	26,474	-
Unrestricted Expenditures	\$ 2,436,984	\$ 2,655,572	\$ 2,655,572	\$ 2,577,512

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Communications	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Support Staff	68,825	68,758	68,758	70,136
Overtime	9,256	-	-	-
Salaries & Wages Total	78,081	68,758	68,758	70,136
Employee Benefits				
FICA / Medicare	5,821	5,260	5,260	5,366
Insurance Benefits - Active Employees	6,482	6,453	6,453	6,453
Life Insurance	268	266	266	271
Retirement/Pension - Teachers	10,691	10,637	10,637	11,019
Workman's Compensation	395	1,561	1,561	1,403
Employee Benefits Total	23,657	24,177	24,177	24,512
Supplies & Materials				
Awards & Recognition Certificates	119	-	-	-
Supplies & Materials Total	119	-	-	-
Restricted Expenditures	\$ 101,857	\$ 92,935	\$ 92,935	\$ 94,648
TOTAL OPERATING EXPENDITURES	\$ 2,538,841	\$ 2,748,507	\$ 2,748,507	\$ 2,672,160

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
20100	Communications	2,672,160
TOTAL EXPENDITURES BY COST CENTER		\$ 2,672,160

Family & Community Engagement

MISSION

To collaboratively develop and implement a comprehensive approach to improve family, school, business, government, civic, faith-based and community engagement initiatives consistent with the goals, objectives, and strategies outlined in the Strategic Plan.

SUPPORTING THE STRATEGIC PLAN

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

CORE SERVICES & OUTCOMES

- Develop and provide systemic site-based training and support to all school system staff, providing resources and research-based strategies and information to equip them to build effective and productive relationships with parents, families, and community to increase engagement and improved customer service
- Develop and provide capacity building sessions to parents and families to build efficacy for effective partnerships with schools in support of children's positive academic growth and psycho-social development
- Develop and implement capacity building professional development sessions and provide school site visits to build and train 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
- Develop and sustain effective partnerships with community organizations, including business, Transforming Neighborhood Schools Initiative, military, faith-based entities, etc., in support of systemic goals for promoting outstanding academic achievement for all 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: Printing, 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.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Family & Community Engagement	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	3.00	3.00	3.00	5.00
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	7.00
TOTAL OPERATING STAFFING	5.00	5.00	5.00	7.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Family & Community Engagement	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Hourly Interpreter	-	10,000	10,000	-
Other Admin/Professionals/Specialists	383,387	406,087	406,087	583,605
Other Stipends	-	-	-	120,000
Secretaries & Clerks	47,225	51,846	51,846	55,583
Substitute Teacher	2,047	-	-	2,000
Salaries & Wages Total	432,659	467,933	467,933	761,188
Employee Benefits				
FICA /Medicare	31,408	32,428	32,428	56,011
Insurance Benefits - Active Employees	22,789	27,321	27,321	43,260
Life Insurance	1,694	1,770	1,770	2,470
Retirement/Pension - Employee	10,243	10,382	10,382	25,525
Workman's Compensation	2,368	10,625	10,625	15,227
Employee Benefits Total	68,502	82,526	82,526	142,493
Contracted Services				
Catering Services	20,983	-	-	7,000
Other Contracted Services	270	-	-	50,000
Outside Printing	-	5,000	5,000	2,062
Printing In-House	16,374	-	-	20,000
Technical Contracted Services	-	-	-	39,309
Contracted Services Total	37,627	5,000	5,000	118,371
Supplies & Materials				
Office Supplies	3,178	5,000	5,000	14,000
Staff Development Supplies	4,985	-	-	4,000
Supplies & Materials Total	8,163	5,000	5,000	18,000

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Family & Community Engagement	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Local Travel - Per Mile Basis	3,621	5,000	5,000	4,500
Other Miscellaneous Expense	20,314	10,000	10,000	-
Other Operating Expenses Total	23,935	15,000	15,000	4,500
Capital Outlay				
Computers - Non-Instructional	-	2,000	2,000	-
Office Furniture & Equipment	12,190	2,416	2,416	-
Capital Outlay Total	12,190	4,416	4,416	-
Unrestricted Expenditures	\$ 583,076	\$ 579,875	\$ 579,875	\$ 1,044,552
TOTAL OPERATING EXPENDITURES	\$ 583,076	\$ 579,875	\$ 579,875	\$ 1,044,552

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
42445	Family & Community Engagement	1,044,552
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,044,552

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 & OUTCOMES

- Definition of systemic strategic and annual plans, including systemic goals and success measures representing academic and operational performance improvement
- Ongoing monitoring of Strategic Plan implementation; production of executive and stakeholder reports to communicate systemic performance of strategic initiatives, key success measures, major programs, and other areas of strategic import
- Increase organizational expertise and success in strategy and project implementations as a result of the provision of expert guidance and internal professional development to promote project, program and portfolio management best practices
- Solicitation of state, federal and other funding to support strategic initiatives aimed at increased student achievement. Effective management of federal, state and other grant programs
- Improve quality, efficiency, cost-effectiveness and customer service of key operational processes

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 and non-local travel, registration fees and dues and subscriptions to maintain professional certifications.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Strategy, Planning, & Performance	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Officer	1.00	1.00	1.00	1.00
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

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Strategy, Planning, & Performance	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	169,177	169,008	169,008	169,008
Secretaries & Clerks	68,429	68,633	68,633	73,498
Summer Assignment	-	888	888	-
Salaries & Wages Total	237,606	238,529	238,529	242,506
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	15,246	14,392	14,392	14,696
Insurance Benefits - Active Employees	15,826	15,825	15,825	15,825
Life Insurance	921	918	918	937
Retirement/Pension - Employee	16,525	16,445	16,445	16,445
Workman's Compensation	1,311	5,416	5,416	4,851
Employee Benefits Total	50,829	52,996	52,996	52,754
Contracted Services				
Printing In-House	1,237	800	800	800
Contracted Services Total	1,237	800	800	800
Supplies & Materials				
Non-Catered Misc. Food Supplies	967	-	-	-
Office Supplies	4,922	3,527	3,527	2,495
Supplies & Materials Total	5,889	3,527	3,527	2,495

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Strategy, Planning, & Performance	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Dues; Subscriptions	20	1,000	1,000	1,000
Local Travel - Per Mile Basis	1,535	1,600	1,600	1,490
Non-Local Travel Expenses	35	-	-	487
Other Travel Related Expenditures	40	-	-	-
Registration Fees	9,430	8,922	8,922	7,827
Other Operating Expenses Total	11,060	11,522	11,522	10,804
Unrestricted Expenditures	\$ 306,621	\$ 307,374	\$ 307,374	\$ 309,359
TOTAL OPERATING EXPENDITURES	\$ 306,621	\$ 307,374	\$ 307,374	\$ 309,359

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
30818	Strategy, Planning, & Performance	309,359
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 309,359

Enterprise Program Management

MISSION

To provide project and program management consulting, education and oversight to support PGCPs staff in executing major system initiatives and other projects to successful closure; improve PGCPs efficiency and effectiveness by documenting, streamlining and facilitating the improvement of business processes; and support the successful management and implementation of grants throughout the grant lifecycle from award to closeout.

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, and providing comprehensive grants management support to program managers, thereby ensuring adherence to grant terms and conditions and effective grant implementation from award to closeout

CORE SERVICES & OUTCOMES

- Provide project and program management consulting, education and oversight to support Sponsors, Functional Project Managers and Strategy Leads in executing major system initiatives - and other projects - to successful closure
- Support the senior leadership team in selecting and prioritizing proposed initiatives which best support the objectives of the system's 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 to increase the accountability and effective management of grants and to ensure program compliance; oversee grants status and regularly provide summary reports and updates to senior leadership and sponsors; and review applicable grants documentation to ensure accuracy, completeness, and timely submission to funding agencies

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.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Enterprise Program Management	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
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

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Enterprise Program Management	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	723,691	718,148	718,148	727,876
Other Support Staff	86,116	87,258	87,258	93,459
Overtime	129	-	-	-
Secretaries & Clerks	21,025	56,805	56,805	46,062
Terminal Leave Payout	1,000	-	-	-
Salaries & Wages Total	831,961	862,211	862,211	867,397
Employee Benefits				
FICA / Medicare	59,701	59,772	59,772	59,564
Insurance Benefits - Active Employees	87,648	92,297	92,297	80,672
Life Insurance	3,231	3,331	3,331	3,351
Retirement/Pension - Employee	70,699	75,408	75,408	70,826
Workman's Compensation	4,586	19,576	19,576	17,353
Employee Benefits Total	225,865	250,384	250,384	231,766
Contracted Services				
Printing In-House	238	1,500	1,500	1,500
Professional Contracted Services	-	12,000	12,000	10,800
Software License	120,904	50,000	50,000	50,000
Contracted Services Total	121,142	63,500	63,500	62,300
Supplies & Materials				
Office Supplies	26,218	5,295	5,295	4,236
Supplies & Materials Total	26,218	5,295	5,295	4,236

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Enterprise Program Management	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Dues; Subscriptions	-	2,600	2,600	1,249
Local Travel - Per Mile Basis	78	1,500	1,500	1,000
Registration Fees	4,839	6,500	6,500	-
Other Operating Expenses Total	4,917	10,600	10,600	2,249
Unrestricted Expenditures	\$ 1,210,103	\$ 1,191,990	\$ 1,191,990	\$ 1,167,948

TOTAL OPERATING EXPENDITURES	\$ 1,210,103	\$ 1,191,990	\$ 1,191,990	\$ 1,167,948
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EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
30816	Enterprise Program Management	1,167,948
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,167,948

Strategic Resource Planning

MISSION

To support Prince George’s County Public Schools’ (PGCPS) senior leadership team in formulating systemic direction, strategic priorities, and improvement strategies through development and maintenance of the PGCPS Strategic Plan. To facilitate PGCPS’ legislative compliance through development, compilation, and submission of the annual Bridge to Excellence Master Plan. To support district staff by finding and partnering in grant opportunities which aid and fund the achievement of PGCPS strategic priorities.

SUPPORTING THE STRATEGIC PLAN

- Provide business support to PGCPS’ senior leadership in the formulation and maintenance of the PGCPS Strategic Plan and assures PGCPS legislative compliance via facilitation of the Bridge to Excellence Master Plan (BTE) development process
- Support the fiscal needs assessment of PGCPS Strategic Plan strategies, and enables effective strategy implementation bolstered by the identification, pursuit, and acquisition of grant funding resources

CORE SERVICES & OUTCOMES

- Support PGCPS’ senior leadership team in the formulation of the systemic direction, improvement strategies, and strategic priorities through development and maintenance of the PGCPS Strategic Plan
- Conduct fiscal requirements assessment 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 and workshop pay.

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: Registration fees and grant resource memberships and subscriptions.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

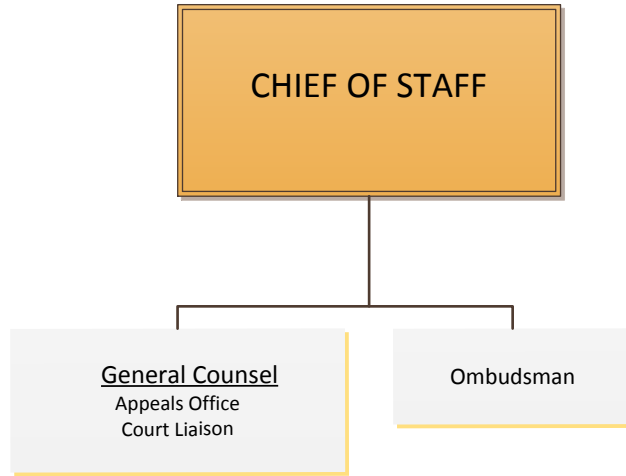
UNRESTRICTED STAFFING BY POSITION				
Strategic Resource Planning	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	2.00	2.00	2.00	2.00
Director	1.00	1.00	1.00	1.00
Unrestricted Staffing	3.00	3.00	3.00	3.00
TOTAL OPERATING STAFFING	3.00	3.00	3.00	3.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Strategic Resource Planning	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	384,146	379,042	379,042	387,082
Workshop / Staff Development Pay	-	1,162	1,162	-
Salaries & Wages Total	384,146	380,204	380,204	387,082
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	26,294	24,830	24,830	25,083
Insurance Benefits - Active Employees	44,005	44,952	44,952	44,952
Life Insurance	1,491	1,465	1,465	1,496
Retirement/Pension - Employee	37,531	36,955	36,955	36,716
Workman's Compensation	2,120	8,632	8,632	7,743
Employee Benefits Total	112,441	116,834	116,834	115,990
Contracted Services				
Printing In-House	7,704	6,170	6,170	6,170
Technical Contracted Services	10,294	12,498	12,498	12,300
Contracted Services Total	17,998	18,668	18,668	18,470
Supplies & Materials				
Office Supplies	1,615	2,761	2,761	1,596
Supplies & Materials Total	1,615	2,761	2,761	1,596
Other Operating Expenses				
Dues; Subscriptions	249	649	649	897
Local Travel - Per Mile Basis	140	1,509	1,509	-
Registration Fees	25	2,497	2,497	3,450
Other Operating Expenses Total	414	4,655	4,655	4,347
Unrestricted Expenditures	\$ 516,614	\$ 523,122	\$ 523,122	\$ 527,485
TOTAL OPERATING EXPENDITURES	\$ 516,614	\$ 523,122	\$ 523,122	\$ 527,485

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
42140	Strategic Resource Planning	527,485
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 527,485



ORGANIZATION SUMMARY

Organization	FY 2017 Approved FTE	FY 2017 Approved Funding
Chief of Staff	6.00	874,548
General Counsel	15.00	2,105,067
<u>TOTAL ORGANIZATION STAFFING & EXPENDITURES</u>	21.00	\$ 2,979,615

Chief of Staff

MISSION

To support the Chief Executive Officer's (CEO) management and administration of the school system; to ensure the quality and timeliness of reports, position papers, correspondence, and related items due to and emanating from the CEO's office; to represent the CEO's interests, along with the Chief of Strategic & External Affairs, to the Board of Education, its Members, and their staff; to advance the intergovernmental relations agenda of the Board and the school system, and to oversee the units for which the Chief of Staff is assigned direct responsibility.

SUPPORTING THE STRATEGIC PLAN

- Support Organizational Effectiveness by promoting excellent, frequent, collaborative and transparent communications to staff, parents, stakeholders, and the public at large.
- Support Organizational Effectiveness by promoting a culture of excellent customer service in schools and offices to ensure responsiveness and foster satisfaction

CORE SERVICES & OUTCOMES

- Provide effective advice to the Chief Executive Officer, Executive Cabinet members, and senior staff, to facilitate the day-to-day workings of the school system and the relationships with its many constituencies and partnerships
- Responsible for overseeing the direction and timely, efficient and proper delivery of the legal services, public information, intergovernmental relations, and ombudsman functions of the school system, in a manner that serves the interests of Prince George's County Public Schools
- Provide a central resource to assist parents, members of the community and staff to expedite the resolution of complaints and concerns
- Foster the ability of the CEO to promote his vision, goals and objectives for the school system
- Provides quality control as liaison to the Board of Education in the agenda setting process and flow of documents from the Chief Executive Officer to the Board

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.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Chief of Staff	FY 2015	FY 2016	FY 2016	FY 2017
	Actual	Approved	Revised	Approved
Positions				
Administrative Support Specialist	0.00	2.00	2.00	2.00
Administrative Secretary	1.00	1.00	1.00	1.00
Deputy Superintendent	1.00	1.00	1.00	1.00
Ombudsman	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
Unrestricted Staffing	4.00	6.00	6.00	6.00
TOTAL OPERATING STAFFING	4.00	6.00	6.00	6.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Chief of Staff	FY 2015	FY 2016	FY 2016	FY 2017
	Actual	Approved	Revised	Approved
Salaries & Wages				
Hourly Interpreter	-	4,288	4,288	4,288
Other Admin/Professionals/Specialists	233,446	305,312	505,267	519,902
Secretaries & Clerks	72,772	126,529	126,529	144,876
Salaries & Wages Total	306,218	436,129	636,084	669,066
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	17,365	22,806	40,806	38,818
Insurance Benefits - Active Employees	17,701	30,780	49,825	41,325
Life Insurance	1,189	2,441	2,441	2,568
Retirement/Pension - Employee	21,117	41,959	54,959	41,061
Workman's Compensation	1,320	14,442	14,442	13,384
Employee Benefits Total	59,692	112,428	162,473	137,156
Contracted Services				
Outside Printing	-	1,400	1,400	1,400
Printing In-House	288	298	298	298
Contracted Services Total	288	1,698	1,698	1,698
Supplies & Materials				
Awards & Recognition Certificates	-	928	928	928
Non-Catered Misc. Food Supplies	-	-	-	1,128
Office Supplies	2,219	42,572	42,572	32,186
Other Misc. Supplies	-	942	942	200
Postage & Delivery	-	126	126	626
Supplies & Materials Total	2,219	44,568	44,568	35,068

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Chief of Staff	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Dues; Subscriptions	263	3,139	3,139	3,825
Local Travel - Per Mile Basis	626	4,128	4,128	4,657
Meeting Expense	778	20,719	20,719	16,530
Non-Local Travel Expenses	-	-	-	2,000
Other Miscellaneous Expense	-	628	628	100
Registration Fees	50	4,942	4,942	4,448
Other Operating Expenses Total	1,717	33,556	33,556	31,560
Capital Outlay				
Computers - Non-Instructional	-	2,000	2,000	-
Office Furniture & Equipment	-	4,353	4,353	-
Capital Outlay Total	-	6,353	6,353	-
Unrestricted Expenditures	\$ 370,134	\$ 634,732	\$ 884,732	\$ 874,548
TOTAL OPERATING EXPENDITURES	\$ 370,134	\$ 634,732	\$ 884,732	\$ 874,548

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
30002	Chief of Staff	497,659
20110	Office of the Ombudsman	376,889
TOTAL EXPENDITURES BY COST CENTER		\$ 874,548

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

CORE SERVICES & OUTCOMES

- 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, 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.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
General Counsel	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Attorney	4.80	6.00	6.00	6.00
Deputy General Counsel	1.00	1.00	1.00	1.00
General Counsel	1.00	1.00	1.00	1.00
Instructional Specialist	0.00	1.00	1.00	1.00
Paralegal	0.00	2.00	2.00	2.00
Secretary	2.00	3.00	2.00	2.00
Unrestricted Staffing	10.80	16.00	15.00	15.00
TOTAL OPERATING STAFFING	10.80	16.00	15.00	15.00

OPERATING BUDGET – EXPENDITURES

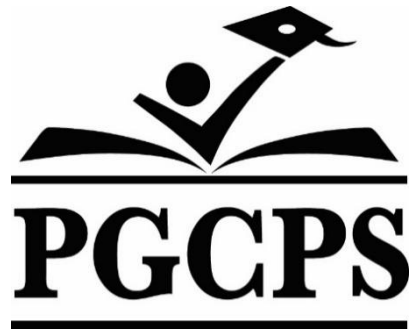
UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
General Counsel	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	900,566	1,351,561	1,390,029	1,324,917
Overtime	19	-	-	-
Secretaries & Clerks	115,229	295,010	295,010	238,430
Temp Office Worker	10,335	-	-	-
Salaries & Wages Total	1,026,149	1,646,571	1,685,039	1,563,347
Employee Benefits				
Employee Retirement	2,000	-	-	-
FICA / Medicare	70,557	114,831	114,831	108,324
Insurance Benefits - Active Employees	79,632	130,490	130,490	168,188
Life Insurance	3,924	6,513	6,513	6,043
Retirement/Pension - Employee	87,880	141,577	141,577	121,557
Workman's Compensation	1,631	38,258	38,258	31,274
Employee Benefits Total	245,624	431,669	431,669	435,386
Contracted Services				
Other Legal Expenses	278,467	114,155	114,155	82,612
Printing In-House	1,545	3,816	3,816	3,816
Contracted Services Total	280,012	117,971	117,971	86,428

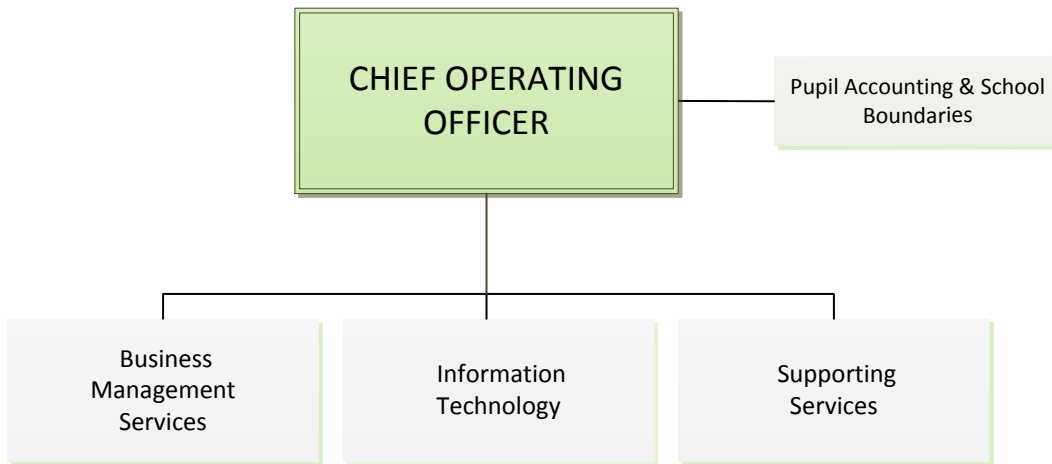
UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

General Counsel	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Supplies & Materials				
Office Supplies	6,814	6,624	6,624	5,299
Supplies & Materials Total	6,814	6,624	6,624	5,299
Other Operating Expenses				
Dues; Subscriptions	62	11,994	11,994	10,795
Local Travel - Per Mile Basis	4,452	4,236	4,236	3,812
Non-Local Travel Expenses	2,096	-	-	-
Other Operating Expenses Total	6,610	16,230	16,230	14,607
Unrestricted Expenditures	\$ 1,565,209	\$ 2,219,065	\$ 2,257,533	\$ 2,105,067
TOTAL OPERATING EXPENDITURES	\$ 1,565,209	\$ 2,219,065	\$ 2,257,533	\$ 2,105,067

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
30301	Office of the General Counsel	1,739,616
30501	Office of Appeals	217,313
44162	Court Liaison	148,138
TOTAL EXPENDITURES BY COST CENTER		\$ 2,105,067





ORGANIZATION SUMMARY

Organization	FY 2017 Approved FTE	FY 2017 Approved Funding
Chief Operating Officer	2.00	396,958
Pupil Accounting & School Boundaries	11.00	1,498,198
<i>TOTAL OPERATING STAFFING & EXPENDITURES</i>	13.00	\$ 1,895,156

Chief Operating Officer

MISSION

To provide the highest quality business operations and supporting services that are essential to the educational success of all 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 & OUTCOMES

- 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 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: Funds to support school activity transportation.

Supplies & Materials: General supplies for the day-to-day operations of the office.

Other Operating Costs: Dues and subscriptions, meeting expenses and non-local travel expenses for meetings/conferences.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Chief Operating Officer	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
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

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Chief Operating Officer	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	192,838	188,212	188,212	195,893
Secretaries & Clerks	98,728	96,784	96,784	100,413
Salaries & Wages Total	291,566	284,996	284,996	296,306
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	17,932	16,755	16,755	17,145
Insurance Benefits - Active Employees	31,797	31,650	31,650	31,650
Life Insurance	1,133	1,101	1,101	1,145
Workman's Compensation	1,065	6,470	6,470	5,927
Employee Benefits Total	52,927	55,976	55,976	55,867
Contracted Services				
Instructional Contracted Services	30,000	30,000	30,000	-
Printing In-House	1,229	-	-	-
School Activity Transportation	-	-	-	2,000
Contracted Services Total	31,229	30,000	30,000	2,000
Supplies & Materials				
Awards & Recognition Certificates	-	739	739	700
Office Supplies	476	3,533	3,533	234
Supplies & Materials Total	476	4,272	4,272	934

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Chief Operating Officer	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Dues; Subscriptions	570	200	200	676
Local Travel - Per Mile Basis	263	500	500	-
Meeting Expense	7,137	25,945	25,945	19,819
Non-Local Travel Expenses	3,723	-	-	10,000
Other Travel Related Expenditures	-	16,000	16,000	11,356
Other Operating Expenses Total	11,693	42,645	42,645	41,851
Unrestricted Expenditures	\$ 387,891	\$ 417,889	\$ 417,889	\$ 396,958

TOTAL OPERATING EXPENDITURES	\$ 387,891	\$ 417,889	\$ 417,889	\$ 396,958
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EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
30001	Chief Operating Officer	396,958
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 396,958

Pupil Accounting & School Boundaries

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 to generate formal reports for the 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 Safe and Supportive Environments 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 & OUTCOMES

- Provide consistent, accessible and reliable guidance to schools and parent regarding registration and enrollment requirements, and accurate state reporting on enrollment
- Provide attendance and service areas which appropriately balance neighborhood affiliations with school / program capacities and transportation requirements
- 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 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 services, and maintenance and repair of office equipment.

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

Other Operating Costs: Local travel and registration fees for workshops/conferences, and tuition associated with the Informal Kinship Care Program.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Pupil Accounting & School Boundaries	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	2.00	2.00	2.00	2.00
Clerk	2.00	2.00	2.00	2.00
Director	1.00	1.00	1.00	1.00
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
Unrestricted Staffing	11.00	11.00	11.00	11.00
TOTAL OPERATING STAFFING	11.00	11.00	11.00	11.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Pupil Accounting & School Boundaries	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Hourly Administration	1,599	15,241	15,241	36,000
Hourly Instructional	35,597	-	-	-
Other Admin/Professionals/Specialists	503,910	560,491	560,491	572,382
Secretaries & Clerks	362,040	357,531	357,531	368,242
Salaries & Wages Total	903,146	933,263	933,263	976,624
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	65,127	67,030	67,030	69,835
Insurance Benefits - Active Employees	111,637	118,695	118,695	109,803
Life Insurance	3,367	3,549	3,549	3,637
Retirement/Pension - Employee	24,908	30,741	30,741	33,865
Workman's Compensation	4,779	21,187	21,187	19,537
Employee Benefits Total	210,818	241,202	241,202	236,677
Contracted Services				
Food Service - Catering	59	-	-	-
M&R Equipment	1,164	1,200	1,200	1,000
Printing In-House	31,051	25,584	25,584	25,584
Tuition - Maryland LEAs	280,404	-	300,000	-
Contracted Services Total	312,678	26,784	326,784	26,584
Supplies & Materials				
Office Supplies	1,676	1,750	1,750	1,300
Postage & Delivery	10,408	8,127	8,127	8,863
Supplies & Materials Total	12,084	9,877	9,877	10,163

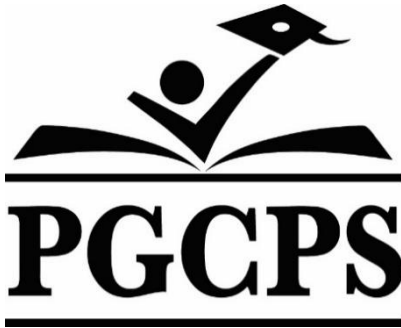
UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Pupil Accounting & School Boundaries	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Local Travel - Per Mile Basis	212	200	200	100
Registration Fees	-	500	500	50
Tuition - Maryland LEAs	-	300,000	-	248,000
Other Operating Expenses Total	212	300,700	700	248,150
Unrestricted Expenditures	\$ 1,438,938	\$ 1,511,826	\$ 1,511,826	\$ 1,498,198

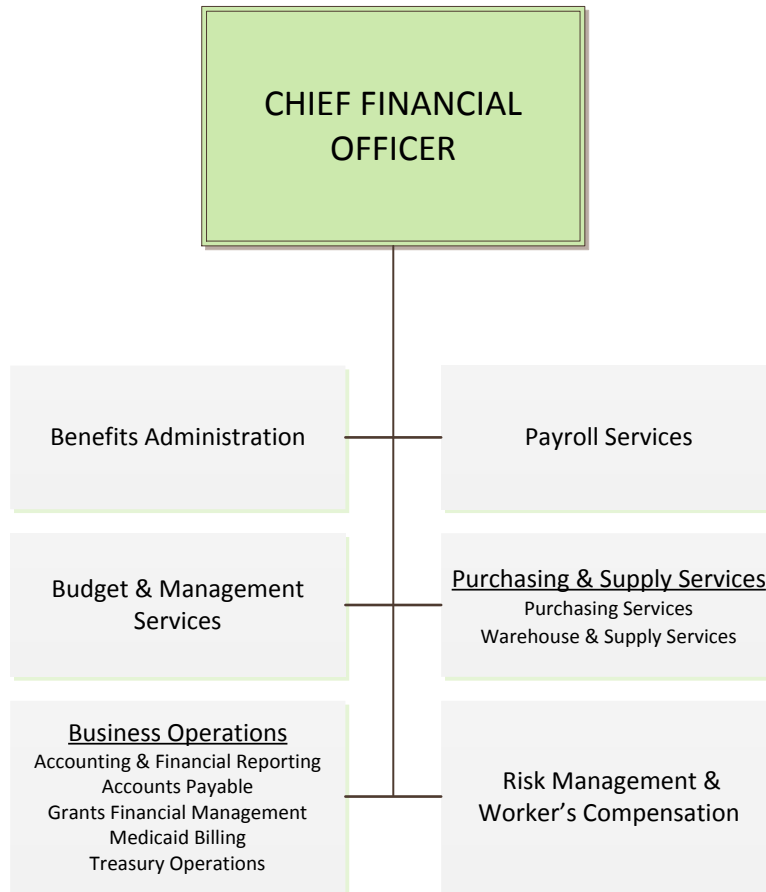
TOTAL OPERATING EXPENDITURES	\$ 1,438,938	\$ 1,511,826	\$ 1,511,826	\$ 1,498,198
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EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
30601	Pupil Accounting & School Boundaries	1,498,198
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,498,198



Division of Business Management Services



ORGANIZATION SUMMARY

Organization	FY 2017 Approved FTE	FY 2017 Approved Funding
Chief Financial Officer	4.00	1,140,030
Benefits Administration*	3.00	308,018
Budget & Management Services	14.00	1,785,801
Business Operations	52.00	6,094,740
Payroll Services	26.00	2,403,289
Purchasing & Supply Services*	66.00	6,375,795
Risk Management & Worker's Compensation*	8.00	14,341,892
Other Fixed Charges	0.00	108,423,342
TOTAL OPERATING STAFFING & EXPENDITURES	173.00	\$ 140,872,907

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

Chief Financial Officer

MISSION

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.

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 & OUTCOMES

- Guide effective planning, management and accountability for all fiscal and organizational school system resources
- Ensure all departments provide exceptional customer service
- Work directly supports the adults who support students to ensure that all students are academically prepared for success
- Continuously improve effectiveness and efficiency of operations and services
- Develop and foster good working relationships with the State, County, and Board officials

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 services and one-time funds allocated for the County Performance Audit.

Supplies & Materials: General supplies for day-to-day operations of the office.

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

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Chief Financial Officer	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	1.00	0.00	0.00	0.00
Administrative Secretary	1.00	1.00	1.00	1.00
Associate Superintendent	1.00	1.00	1.00	1.00
Financial Analyst	1.00	1.00	1.00	0.00
Support Officer	1.00	1.00	1.00	1.00
Technical Resource Analyst	1.00	1.00	1.00	1.00
Unrestricted Staffing	6.00	5.00	5.00	4.00
TOTAL OPERATING STAFFING	6.00	5.00	5.00	4.00

OPERATING BUDGET - EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Chief Financial Officer	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Hourly Administration	-	1,566	1,566	-
Hourly Instructional	4,968	-	-	-
Other Admin/Professionals/Specialists	408,042	458,324	458,324	430,235
Secretaries & Clerks	98,728	96,784	96,784	100,413
Temp Office Worker	-	3,326	3,326	-
Terminal Leave Payout	1,000	-	-	-
Salaries & Wages Total	512,738	560,000	560,000	530,648
Employee Benefits				
FICA / Medicare	42,078	38,408	38,408	33,788
Insurance Benefits - Active Employees	49,690	45,718	45,718	37,308
Life Insurance	2,049	2,147	2,147	2,052
Retirement/Pension - Employee	14,617	19,611	19,611	21,712
Workman's Compensation	(2,131)	12,717	12,717	10,616
Employee Benefits Total	106,303	118,601	118,601	105,476
Contracted Services				
Printing In-House	11,458	950	950	950
Special Auditing Fees	-	-	500,000	500,000
Contracted Services Total	11,458	950	500,950	500,950
Supplies & Materials				
Office Supplies	818	2,390	2,390	2,200
Supplies & Materials Total	818	2,390	2,390	2,200

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Chief Financial Officer	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Dues; Subscriptions	-	325	325	500
Local Travel - Per Mile Basis	1,554	1,125	1,125	13
Non-Local Travel Expenses	639	-	-	-
Other Travel Related Expenditures	6	-	-	-
Registration Fees	286	1,900	1,900	243
Other Operating Expenses Total	2,485	3,350	3,350	756
Unrestricted Expenditures	\$ 633,802	\$ 685,291	\$ 1,185,291	\$ 1,140,030

TOTAL OPERATING EXPENDITURES	\$ 633,802	\$ 685,291	\$ 1,185,291	\$ 1,140,030
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EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
35001	Chief Financial Officer	1,140,030
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,140,030

Benefits Administration

MISSION

To provide exceptional service in and administration of all benefit plans for all school system employees and retirees including medical, dental, prescription drug, life insurance, disability insurance, tax sheltered annuities, flexible spending, and deferred compensation plans.

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 & OUTCOMES

- Provide exceptional customer service
- Administer the health, dental, life insurance, disability insurance, tax sheltered annuities, flexible spending, 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 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 and third party processing.

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

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

Capital Outlay / Equipment: N/A

NOTE: Benefits Administration has a Non-Operating budget component. Please refer to the Non-Operating pages located in the Supplemental Information section of this document.

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Benefits Administration	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Clerk	0.00	7.00	3.00	3.00
Director	1.00	0.00	0.00	0.00
Secretary	1.00	0.00	0.00	0.00
Unrestricted Staffing	2.00	7.00	3.00	3.00
TOTAL OPERATING STAFFING	2.00	7.00	3.00	3.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Benefits Administration	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	41,662	-	-	-
Secretaries & Clerks	-	407,184	407,184	232,647
Salaries & Wages Total	41,662	407,184	407,184	232,647
Employee Benefits				
FICA / Medicare	3,193	31,150	31,150	17,799
Insurance Benefits - Active Employees	-	59,500	59,500	36,519
Life Insurance	139	1,573	1,573	900
Retirement/Pension - Employee	3,508	39,620	39,620	-
Workman's Compensation	230	9,244	9,244	4,653
Employee Benefits Total	7,070	141,087	141,087	59,871
Contracted Services				
Printing In-House	-	23,000	23,000	5,000
Third Party Processing	-	6,118	6,118	2,000
Contracted Services Total	-	29,118	29,118	7,000
Supplies & Materials				
Office Supplies	-	-	-	2,500
Postage & Delivery	-	-	-	2,500
Staff Development Supplies	-	-	-	1,500
Supplies & Materials Total	-	-	-	6,500
Other Operating Expenses				
Dues; Subscriptions	-	-	-	1,000
Local Travel - Per Mile Basis	-	-	-	1,000
Other Operating Expenses Total	-	-	-	2,000

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Benefits Administration	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Capital Outlay				
Medical & Health Equipment	-	23,000	23,000	-
Office Furniture & Equipment	-	6,118	6,118	-
Capital Outlay Total	-	29,118	29,118	-
Unrestricted Expenditures	\$ 48,732	\$ 577,389	\$ 577,389	\$ 308,018

TOTAL OPERATING EXPENDITURES	\$ 48,732	\$ 577,389	\$ 577,389	\$ 308,018
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EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
35222	Benefits Administration	308,018
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 308,018

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 budget
- Supports Family and Community Engagement by developing materials and processes to garner more community stakeholder input into the budget process

CORE SERVICES & OUTCOMES

- 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
- Revise the budget process to garner more input and justifications for budget needs
- Develop budget documents that are easily understood by the Board , staff and the public

FINANCIAL PLAN

Salaries & Wages: Salaries support full-time office personnel and the summer youth program.

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

Contracted Services: Professional consulting services related to budget system implementation and budget document printing costs.

Supplies & Materials: Office and staff development supplies for the day-to-day operations of the office.

Other Operating Costs: Registration fees for state and local conferences, required subscriptions and professional association dues.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Budget & Management Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
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	6.00	6.00	7.00
Unrestricted Staffing	13.00	13.00	13.00	14.00
TOTAL OPERATING STAFFING	13.00	13.00	13.00	14.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Budget & Management Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	1,238,284	1,314,211	1,314,211	1,381,483
Summer Assignment	-	9,840	9,840	-
Terminal Leave Payout	1,000	-	-	-
Unrestricted Unallocated Full-Time	-	17,512	17,512	17,512
Salaries & Wages Total	1,239,284	1,341,563	1,341,563	1,398,995
Employee Benefits				
FICA / Medicare	92,218	96,644	96,644	100,009
Insurance Benefits - Active Employees	116,990	126,921	126,921	122,553
Life Insurance	4,832	5,077	5,077	5,338
Retirement/Pension - Employee	74,398	82,949	82,949	87,324
Workman's Compensation	6,834	30,064	30,064	27,637
Employee Benefits Total	295,272	341,655	341,655	342,861
Contracted Services				
Other Contracted Services	-	-	-	7,200
Printing In-House	5,373	17,835	17,835	17,835
Professional Contracted Services	-	-	-	-
Contracted Services Total	5,373	17,835	17,835	25,035
Supplies & Materials				
Office Supplies	3,776	8,500	8,500	5,000
Other Charges	886	-	900	-
Other Misc. Supplies	-	900	-	-
Staff Development Supplies	-	12,564	12,564	1,000
Supplies & Materials Total	4,662	21,964	21,964	6,000

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Budget & Management Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Dues; Subscriptions	216	250	250	500
Fees Fines & Licenses	-	690	690	-
Local Travel - Per Mile Basis	-	900	900	910
Meetings, Conferences, Conventions	-	-	-	7,000
Non-Local Travel Expenses	1,443	-	-	-
Registration Fees	5,017	8,450	8,450	4,500
Other Operating Expenses Total	6,676	10,290	10,290	12,910
Capital Outlay				
Computers - Non-Instructional	-	820	820	-
Office Furniture & Equipment	-	2,799	2,799	-
Capital Outlay Total	-	3,619	3,619	-
Unrestricted Total	\$ 1,551,267	\$ 1,736,926	\$ 1,736,926	\$ 1,785,801

TOTAL OPERATING EXPENDITURES	\$ 1,551,267	\$ 1,736,926	\$ 1,736,926	\$ 1,785,801
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EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
35101	Budget & Management Services	1,785,801
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,785,801

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 & OUTCOMES

- 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 support full- and part-time temporary office personnel.

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

Contracted Services: Technical consultants, software licenses, maintenance/repair of equipment and printing services.

Supplies & Materials: Office supplies, postage and delivery.

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

Capital Outlay / Equipment: Computers to support office staff.

OPERATING BUDGET – STAFFING

ORGANIZATION OVERVIEW & ANALYSIS

UNRESTRICTED STAFFING BY POSITION				
Business Operations	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	1.00	1.00	1.00	1.00
Administrative Support Technician	0.00	1.00	1.00	1.00
Clerk	17.00	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	14.00	13.00	13.00	13.00
Financial Assistant	1.00	1.00	1.00	1.00
Officer	1.00	0.00	0.00	0.00
Program Manager	1.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
Support Supervisor	0.00	2.00	2.00	2.00
Unrestricted Staffing	43.00	42.00	42.00	42.00
RESTRICTED STAFFING BY POSITION				
Business Operations	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	2.00	2.00	2.00	2.00
Administrative Support Technician	4.00	4.00	4.00	4.00
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	53.00	52.00	52.00	52.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Business Operations	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	2,221,961	2,340,809	2,340,809	2,378,109
Other Support Staff	6,212	63,370	63,370	73,498
Overtime	324	25,821	25,821	1,709
Secretaries & Clerks	918,033	882,193	882,193	909,582
Sick Leave Bank	6,196,282	5,728,000	5,728,000	-
Substitute Teacher	(1,250)	-	-	-
Technician	60,217	62,255	62,255	58,130
Temp Office Worker	3,037	53,000	53,000	19,000
Salaries & Wages Total	9,404,816	9,155,448	9,155,448	3,440,028
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	237,434	251,685	251,685	251,757
Insurance Benefits - Active Employees	373,020	388,905	388,905	373,996
Life Insurance	12,476	13,104	13,104	13,220
Retirement/Pension - Employee	158,339	172,042	172,042	166,071
Retirement/Pension - Teachers	11,437	-	-	-
Workman's Compensation	17,698	78,120	78,120	68,793
Employee Benefits Total	811,404	903,856	903,856	873,837
Contracted Services				
Catering Services	548	-	-	-
M&R Equipment	2,752	4,187	4,187	3,300
Other Contracted Services	-	700	700	-
Outside Printing	3,129	4,400	4,400	1,500
Printing In-House	23,245	9,077	9,077	9,077
Professional Contracted Services	-	4,500	4,500	-
Software License	3,600	95,000	95,000	96,800
Technical Contracted Services	35,039	38,500	38,500	35,500
Contracted Services Total	68,313	156,364	156,364	146,177
Supplies & Materials				
Office Supplies	14,494	17,263	17,263	15,000
Postage & Delivery	11,543	250	250	1,700
Supplies & Materials Total	26,037	17,513	17,513	16,700
Other Operating Expenses				
Bank Analysis Fees	118,504	114,000	114,000	114,000
Dues; Subscriptions	2,908	4,160	4,160	6,450
Fees Fines & Licenses	14,907	7,335	7,335	10,000
Local Travel - Per Mile Basis	1,104	2,930	2,930	3,132

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Business Operations	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Non-Local Travel Expenses	395	-	-	-
Other Travel Related Expenditures	9,879	-	-	4,500
Performance Bonds	1,314	1,750	1,750	1,250
Registration Fees	9,187	18,214	18,214	18,250
Other Operating Expenses Total	158,198	148,389	148,389	157,582
Capital Outlay				
Computers - Non-Instructional	1,355	1,361	1,361	-
Office Furniture & Equipment	12,347	4,444	4,444	-
Capital Outlay Total	13,702	5,805	5,805	-
Unrestricted Expenditures	\$ 10,482,470	\$ 10,387,375	\$ 10,387,375	\$ 4,634,324

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Business Operations	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	267,349	267,079	267,079	267,079
Other Support Staff	260,269	257,681	257,681	268,915
Secretaries & Clerks	131,963	131,733	131,733	136,808
Temp Office Worker	5,555	-	-	-
Salaries & Wages Total	665,136	656,493	656,493	672,802
Employee Benefits				
FICA / Medicare	48,509	50,226	50,226	51,475
Insurance Benefits - Active Employees	125,850	128,346	128,346	129,335
Life Insurance	2,570	2,538	2,538	2,601
Retirement/Pension - Employee	40,388	39,969	39,969	38,137
Retirement/Pension - Teachers	25,200	24,928	24,928	26,204
Workman's Compensation	3,640	14,907	14,907	13,462
Employee Benefits Total	246,157	260,914	260,914	261,214
Contracted Services				
Instructional Contracted Services	22,574	25,000	25,000	25,000
Printing In-House	4,032	2,100	2,100	2,100
Rental of Buildings	6,930	19,000	19,000	19,000
Software License	85,000	90,000	90,000	90,000
Contracted Services Total	118,536	136,100	136,100	136,100
Supplies & Materials				
Classroom Teacher Supplies	228,234	275,000	275,000	275,000
Office Supplies	1,769	3,000	3,000	3,000
Postage & Delivery	3,248	4,000	4,000	4,000
Supplies & Materials Total	233,251	282,000	282,000	282,000

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Business Operations	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expense				
Fees Fines & Licenses	100,000	100,000	100,000	100,000
Local Travel - Per Mile Basis	2,748	2,100	2,100	2,100
Non-Local Travel Lodging	1,796	2,100	2,100	2,100
Non-Local Travel Transportation	1,612	1,000	1,000	1,000
Other Travel Related Expenditures	334	-	-	-
Registration Fees	1,092	1,100	1,100	1,100
Other Operating Expenses Total	107,582	106,300	106,300	106,300
Capital Outlay				
Computers - Non-Instructional	16,777	2,000	2,000	2,000
Capital Outlay Total	16,777	2,000	2,000	2,000
Restricted Expenditures	\$ 1,387,439	\$ 1,443,807	\$ 1,443,807	\$ 1,460,416

TOTAL OPERATING EXPENDITURES	\$ 11,869,909	\$ 11,831,182	\$ 11,831,182	\$ 6,094,740
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EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
35201	Business Operations	318,493
35210	Accounting and Financial Reporting	1,633,386
35211	Accounts Payable	1,005,237
35225	Grants Financial Management	1,066,636
35227	Medicaid Office	1,460,416
35230	Treasury Operations	610,572
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 6,094,740

Payroll Services

MISSION

To compensate employees timely and accurately; and maintain fiscal and human accountability in accordance with school system, county, state and federal laws 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 & OUTCOMES

- 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 support full-time and part-time temporary personnel including overtime costs.

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 and subscription, and fees, fines and licenses.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Payroll Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Clerk	20.00	10.00	14.00	14.00
Director	1.00	1.00	1.00	1.00
Financial Analyst	4.00	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	4.00	3.00	3.00	3.00
Unrestricted Staffing	34.00	22.00	26.00	26.00
TOTAL OPERATING STAFFING	34.00	22.00	26.00	26.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Payroll Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	977,295	823,587	823,587	823,754
Overtime	48,362	12,625	12,625	12,004
Secretaries & Clerks	1,034,834	584,586	584,586	751,335
Technician	245,642	238,785	238,785	228,638
Temp Office Worker	-	4,000	4,000	4,000
Terminal Leave Payout	20,309	-	-	-
Salaries & Wages Total	2,326,442	1,663,583	1,663,583	1,819,731
Employee Benefits				
FICA /MEDICARE	169,235	122,742	122,742	134,719
Insurance Benefits - Active Employees	343,759	252,942	252,942	278,016
Life Insurance	8,834	6,378	6,378	6,974
Retirement/Pension - Employee	99,749	40,815	40,815	72,422
Workman's Compensation	12,611	37,490	37,490	36,169
Employee Benefits Total	634,188	460,367	460,367	528,300

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Payroll Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Contracted Services				
Catering Services	5,738	-	-	-
Outside Printing	8,098	8,000	8,000	8,000
Printing In-House	40,142	7,282	7,282	7,282
Technical Contracted Services	219,195	35,651	31,651	20,353
Third Party Processing-Active	493,868	8,750	8,750	-
Contracted Services Total	767,041	59,683	55,683	35,635
Supplies & Materials				
Office Supplies	17,054	4,462	4,462	4,462
Postage & Delivery	29,931	4,900	4,900	4,900
Staff Development Supplies	-	2,025	2,025	2,025
Supplies & Materials Total	46,985	11,387	11,387	11,387
Other Operating Expenses				
Dues; Subscriptions	-	500	500	500
Fees Fines & Licenses	83,102	3,725	3,725	3,725
Local Travel - Per Mile Basis	573	2,889	2,889	2,850
Non-Local Travel Transportation	530	-	-	-
Registration Fees	2,336	1,161	1,161	1,161
Other Operating Expenses Total	86,541	8,275	8,275	8,236
Capital Outlay				
Medical & Health Equipment	-	55,000	55,000	-
Office Furniture & Equipment	17,305	2,000	6,000	-
Capital Outlay Total	17,305	57,000	61,000	-
Unrestricted Expenditures	\$ 3,878,502	\$ 2,260,295	\$ 2,260,295	\$ 2,403,289
TOTAL OPERATING EXPENDITURES	\$ 3,878,502	\$ 2,260,295	\$ 2,260,295	\$ 2,403,289

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
35220	Payroll Services	2,403,289
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 2,403,289

Purchasing & Supply Services

MISSION

To provide for quality acquisition and timely delivery of goods and services. The mission is extended by our commitment to Minority, Women and Local Business Participation Program in Prince George's County and 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 & OUTCOMES

- 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 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: Maintenance/repair of equipment vehicles, rental of equipment, printing services, and software license.

Supplies & Materials: Office and other miscellaneous supplies, and postage and delivery.

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

Capital Outlay / Equipment: N/A

NOTE: Purchasing & Supply Services has a Non-Operating budget component. Please refer to the Non-Operating pages located in the Supplemental Information section of this document.

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Purchasing & Supply Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	7.00	7.00	7.00	7.00
Administrative Support Technician	5.00	5.00	5.00	5.00
Clerk	1.00	1.00	1.00	1.00
Director	1.00	1.00	1.00	1.00
Mail Clerk	5.00	5.00	5.00	5.00
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	18.00	18.00
Warehouse Operator	17.00	17.00	17.00	17.00
Warehouse Supervisor	1.00	1.00	1.00	1.00
Unrestricted Staffing	66.00	66.00	66.00	66.00
TOTAL OPERATING STAFFING	66.00	66.00	66.00	66.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Purchasing & Supply Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Drivers of Vehicles	740,698	855,769	855,769	897,113
Hourly Instructional	-	47,083	47,083	27,083
Other Admin/Professionals/Specialists	772,667	901,935	901,935	889,375
Other Support Staff	274,205	314,025	314,025	319,577
Overtime	33,859	10,600	10,600	5,800
Secretaries & Clerks	724,653	747,475	747,475	813,606
Service Worker	715,268	887,089	887,089	884,845
Substitute Teacher	(76)	-	-	-
Summer Assignment	89,402	45,360	45,360	-
Temp Warehouseman	-	137,759	-	87,759
Temp Working Truck Driver	-	11,464	-	11,464
Temp Office Worker	6,318	8,000	8,000	-
Terminal Leave Payout	22,324	-	-	-
Ticket Takers	52,520	-	149,223	-
Salaries & Wages Total	3,431,838	3,966,559	3,966,559	3,936,622

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Purchasing & Supply Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Employee Benefits				
FICA / Medicare	248,589	298,117	298,117	295,349
Insurance Benefits - Active Employees	543,432	611,882	611,882	647,057
Life Insurance	12,666	14,340	14,340	14,718
Retirement/Pension - Employee	252,684	298,672	298,672	280,115
Workman's Compensation	93,888	89,832	89,832	78,650
Employee Benefits Total	1,151,259	1,312,843	1,312,843	1,315,889
Contracted Services				
Advertising & Other Costs	12,991	-	-	-
M&R Equipment	-	32	32	-
M&R Vehicles	357,755	538,994	538,994	537,494
Printing In-House	18,075	28,261	28,261	28,261
Rental Of Equipment	-	17,863	17,863	17,814
Rental Of Vehicles	-	1,409	1,409	-
Software License	144,837	101,982	101,982	133,000
Contracted Services Total	533,658	688,541	688,541	716,569
Supplies & Materials				
Non-Catered Misc. Food Supplies	85	-	-	-
Office Supplies	10,070	4,931	4,931	4,931
Other Charges	3,324	-	1,000	-
Other Misc. Supplies	-	1,000	-	1,890
Postage & Delivery	151,884	361,604	361,604	361,604
Supplies & Materials Total	165,363	367,535	367,535	368,425
Other Operating Expenses				
Cellular Phones	12,000	12,000	12,000	12,000
Dues; Subscriptions	4,108	800	800	23,142
Fees Fines & Licenses	(190)	-	-	-
Local Travel - Per Mile Basis	650	1,500	1,500	1,350
Non-Local Travel Expenses	541	-	-	-
Other Miscellaneous Expense	1,736	3,915	3,915	-
Other Travel Related Expenditures	28	-	-	-
Registration Fees	4,731	1,998	1,998	1,798
Other Operating Expenses Total	23,604	20,213	20,213	38,290
Capital Outlay				
Cafeteria Equipment & Furniture	80,052	-	-	-
Office Furniture & Equipment	381,478	-	-	-
Capital Outlay Total	461,530	-	-	-
Unrestricted Expenditures	\$ 5,767,252	\$ 6,355,691	\$ 6,355,691	\$ 6,375,795
TOTAL OPERATING EXPENDITURES	\$ 5,767,252	\$ 6,355,691	\$ 6,355,691	\$ 6,375,795

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
35301	Purchasing & Supply	1,818,012
35310	Purchasing Services	1,317,318
35320	Warehouse Operations	3,240,465
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 6,375,795

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.

SUPPORTING THE STRATEGIC PLAN

- Supports 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 & OUTCOMES

- 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
- Improved customer service standards
- Reducing the district's financial liability through the transfer of risk and loss control programs

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.

Contracted Services: Printing services.

Supplies & Materials: Classroom teacher, office, staff development and other miscellaneous supplies.

Other Operating Costs: Local travel, registration fees, property, liability, vehicle and other insurances.

Capital Outlay / Equipment: N/A

NOTE: Risk Management has a Non-Operating budget component. Please refer to the Non-Operating pages located in the Supplemental Information section of this document.

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Risk Management & Worker's Compensation	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	0.00	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	2.00
Support Program Coordinator	1.00	1.00	1.00	1.00
Technical Resource Analyst	2.00	2.00	2.00	2.00
Unrestricted Staffing	7.00	8.00	8.00	8.00
TOTAL OPERATING STAFFING	7.00	8.00	8.00	8.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Risk Management & Worker's Compensation	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	281,456	436,804	436,804	453,807
Overtime	471	18,900	18,900	17,955
Secretaries & Clerks	181,786	192,890	192,890	206,337
Salaries & Wages Total	463,713	648,594	648,594	678,099
Employee Benefits				
FICA / MEDICARE	33,582	48,021	48,021	50,351
Insurance Benefits - Active Employees	65,679	82,376	82,376	88,909
Life Insurance	1,795	2,433	2,433	2,552
Retirement/Pension - Employee	27,489	42,502	42,502	34,317
Workman's Compensation	2,557	14,296	14,296	13,207
Employee Benefits Total	131,102	189,628	189,628	189,336
Contracted Services				
M&R of Vehicle - Insurance Related	-	203,802	203,802	-
Printing In-House	10,243	14,432	14,432	14,432
Software License	-	1,500	1,500	-
Technical Contracted Services	-	5,000	5,000	-
Contracted Services Total	10,243	224,734	224,734	14,432

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Risk Management & Worker's Compensation	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Supplies & Materials				
Classroom Teacher Supplies	-	-	-	130,000
Office Supplies	7,509	8,254	8,254	3,000
Other Misc. Supplies	-	-	-	73,802
Staff Development Supplies	63	2,017	2,017	3,543
Supplies & Materials Total	7,572	10,271	10,271	210,345
Other Operating Expenses				
Auto Liability-Self Insurance	1,433,000	1,433,050	1,433,050	1,433,000
Dues; Subscriptions	-	150	150	-
Equipment Property-Self Insurance	202,884	80,000	80,000	330,000
Excess Property-RMF	905,266	1,765,221	1,765,221	1,565,221
General Liability-RMF	902,765	832,870	832,870	9,832,870
Local Travel - Per Mile Basis	271	2,670	2,670	2,500
Loss Prevention	-	15,000	15,000	10,000
Other Travel Related Expenditures	575	-	-	-
Registration Fees	1,179	2,489	2,489	1,089
Underground Storage Insurance	-	75,000	75,000	75,000
Other Operating Expenses Total	3,445,940	4,206,450	4,206,450	13,249,680
Capital Outlay				
Equipment Purchases Under \$499	-	1,750	1,750	-
Office Furniture & Equipment	-	2,250	2,250	-
Capital Outlay Total	-	4,000	4,000	-
Unrestricted Expenditures	\$ 4,058,570	\$ 5,283,677	\$ 5,283,677	\$ 14,341,892
TOTAL OPERATING EXPENDITURES	\$ 4,058,570	\$ 5,283,677	\$ 5,283,677	\$ 14,341,892

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
35240	Risk Management & Worker's Compensation	14,341,892
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 14,341,892

Other Fixed Charges

Description: 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

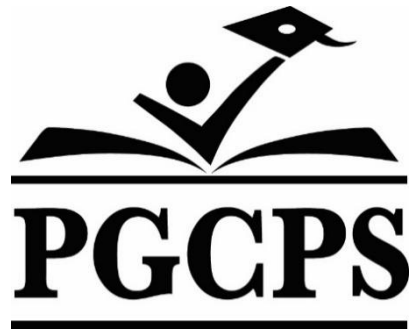
UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Other Fixed Charges	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Extracurricular Advisors	-	380,000	380,000	380,000
Local 400 Other Stipends	-	249,961	249,961	-
Other Stipends	-	58,975	58,975	58,975
PGCEA Nat'l Bd Prof Teaching Standard	959,750	1,271,563	1,271,563	571,563
PGCEA Nat'l Bd Prof Certification Payment	900,198	131,755	131,755	808,182
PGCEA Senior Teacher Differential	1,000	551,466	551,466	325,000
PGCEA SP ED Step 1 Pay Differential	-	3,451,900	3,451,900	3,451,900
Sick Leave Bank	1,758	-	-	-
Terminal Leave Payout	2,896,307	4,550,427	4,550,427	4,550,427
Unit II Stipends Longevity & Performance	21,875	1,075,698	1,075,698	1,010,500
Unit III Stipends	14,875	1,807,108	1,807,108	1,757,108
Unrestricted Unallocated Full-Time	-	(29,160,254)	(29,160,254)	(29,807,773)
Salaries & Wages Total	4,795,763	(15,631,401)	(15,631,401)	(16,894,118)
Employee Benefits				
FICA / Medicare	(1,750,161)	(1,543,904)	(1,543,904)	(1,640,504)
Insurance Benefits - Active Employees	(72)	5,370,122	5,370,122	12,947,627
Insurance Benefits - Retirees	55,781,252	47,796,973	47,796,973	49,796,973
Life Insurance	4,520,457	4,571,300	4,571,300	4,445,018
Retirement/Pension - Employee	3,647,778	4,980,841	4,980,841	6,337,540
Retirement/Pension - Teachers	25,539,695	35,073,025	35,073,025	40,201,373
Unemployment Insurance	932,096	1,000,000	1,000,000	1,000,000
Workman's Compensation	6,407,243	(2,908,964)	(2,908,964)	(1,144,769)
Employee Benefits Total	95,078,288	94,339,393	94,339,393	111,943,258
Contracted Services				
Indirect Cost Recovery	(1,384,002)	(5,334,386)	(5,334,386)	(5,334,386)
OPEB	-	-	-	15,000,000
Other Financing Use	3,236,661	3,129,661	3,329,661	3,590,718
Other Transfers	981,917	106,870	106,870	106,870
Professional Contracted Services	120,000	-	-	-
Rental Of Vehicles	1,000	-	-	-
Contracted Services Total	2,955,576	(2,097,855)	(1,897,855)	13,363,202

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

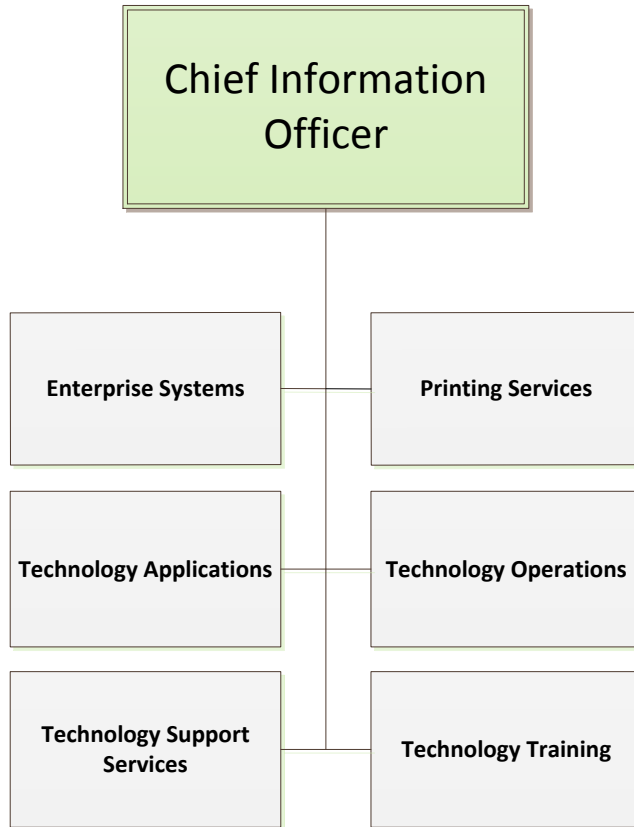
Other Fixed Charges	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Supplies & Materials				
Other Charges	-	-	10,000	10,000
Other Miscellaneous Supplies	-	10,000	-	-
Supplies & Materials Total	-	10,000	10,000	10,000
Other Operating Expenses				
Other Miscellaneous Expense	1,450,305	1,000	1,000	1,000
Other Operating Expenses Total	1,450,305	1,000	1,000	1,000
Unrestricted Expenditures	\$ 104,279,932	\$ 76,621,137	\$ 76,821,137	\$ 108,423,342
TOTAL OPERATING EXPENDITURES	\$ 104,279,932	\$ 76,621,137	\$ 76,821,137	\$ 108,423,342

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
80001	PGCPS District Wide Cost Center - Finance	
	BRAVA Subsidy	410,000
	Extracurricular Advisors	380,000
	FICA	639,790
	Food Services Subsidy	3,180,718
	Health Insurance - Active	12,947,627
	Health Insurance - Retirees	49,796,973
	Indirect Cost Recovery	(5,334,386)
	Life Insurance	4,560,076
	Other Miscellaneous Supplies	10,000
	Other Miscellaneous Expenses	1,000
	Other Transfers	106,870
	Redirected Resources	15,000,000
	Retirement-Teachers	40,201,373
	Retirement-Employees	6,337,540
	Salary Lapse	(32,799,280)
	Stipends	7,983,228
	Terminal Leave Payout	4,550,427
	Workman's Compensation	(548,614)
	Unemployment Insurance	1,000,000
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 108,423,342



Division of Information Technology



ORGANIZATION SUMMARY

Organization	FY 2017 Approved FTE	FY 2017 Approved Funding
Chief Information Officer	4.00	7,552,709
Enterprise Systems Office	11.00	2,723,577
Printing Services*	1.00	5,988,560
Technology Applications	29.00	6,133,767
Technology Operations	17.00	9,299,071
Technology Support Services	89.00	8,356,697
Technology Training	35.50	5,045,857
<i>TOTAL OPERATING STAFFING & EXPENDITURES</i>	186.50	\$ 45,100,238

**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

- Modernize Technology
- Customer Support
- Improve Policies and Procedure
- Improve Business Processes

CORE SERVICES & OUTCOMES

- 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: N/A

Other Operating Costs: Local travel reimbursement.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Chief Information Officer	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
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	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

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Chief Information Officer	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	282,076	284,820	284,820	300,148
Other Support Staff	88,722	87,258	87,258	93,459
Secretaries & Clerks	98,728	96,784	96,784	100,413
Substitute Teacher	482	-	-	-
Temp Office Worker	738	-	-	-
Unrestricted Unallocated Full-Time	(126)	-	-	-
Salaries & Wages Total	470,620	468,862	468,862	494,020
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	31,760	30,822	30,822	32,428
Insurance Benefits - Active Employees	37,903	37,700	37,700	46,603
Life Insurance	1,840	1,811	1,811	1,909
Retirement/Pension - Employee	8,665	8,491	8,491	17,522
Workman's Compensation	2,069	10,645	10,645	9,883
Employee Benefits Total	83,237	89,469	89,469	108,345
Contracted Services				
Lease/Purchases - Non-Energy	4,814,425	5,954,625	5,954,625	6,830,141
Printing In-House	-	2,916	2,916	2,916
Software License	110,827	110,000	110,000	116,950
Contracted Services Total	4,925,252	6,067,541	6,067,541	6,950,007

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Chief Information Officer	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Dues; Subscriptions	-	38	38	-
Local Travel - Per Mile Basis	-	374	374	337
Non-Local Travel Expenses	1,916	-	-	-
Other Operating Expenses Total	1,916	412	412	337
Capital Outlay				
Computers - Instructional	(12,521)	-	-	-
Motor Vehicles - Non-Bus	(3,184)	-	-	-
Capital Outlay Total	(15,705)	-	-	-
Unrestricted Expenditures	\$ 5,465,320	\$ 6,626,284	\$ 6,626,284	\$ 7,552,709

TOTAL OPERATING EXPENDITURES	\$ 5,465,320	\$ 6,626,284	\$ 6,626,284	\$ 7,552,709
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EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
30801	Chief Information Officer	715,618
30815	Technology Refresh	6,837,091
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 7,552,709

Enterprise Systems Office

MISSION

To provide systems planning and architecture, systems administration and identity, and access management services to Prince George's County Public Schools (PGCPS) employees, contractors and students in order to optimize Information Technology (IT) resource utilization, improve systems availability and performance and to ensure timely and secure access to various enterprise systems.

SUPPORTING THE STRATEGIC PLAN

- Support Organizational Effectiveness by expertly using technology to support the confidentiality, integrity and availability needs of information systems
- Modernize Technology – Improve Customer Support – Improve Policies and Procedures

CORE SERVICES & OUTCOMES

- Develop a technology architecture that provides adequate capacity to support and delivers access and availability from any Internet-connected computing device for all employees, students, parents, contractors and vendors who use our enterprise applications
- Provide user accounts based on systems of record for employees and students; set up role, responsibility and attribute based access control to various information systems and managing enterprise single sign-on
- Install and securely maintain applications, databases, middleware, operating systems, storage systems and the tools that support the district's enterprise applications

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: Software licenses and technical contracted consultants.

Supplies & Materials: N/A

Other Operating Costs: Local travel reimbursement for staff.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Enterprise Systems Office	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Officer	1.00	1.00	1.00	1.00
Technical Resource Analyst	11.00	11.00	11.00	10.00
Unrestricted Staffing	12.00	12.00	12.00	11.00
TOTAL OPERATING STAFFING	12.00	12.00	12.00	11.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Enterprise Systems Office	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	1,159,890	1,317,580	1,317,580	1,194,531
Salaries & Wages Total	1,159,890	1,317,580	1,317,580	1,194,531
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	84,644	94,316	94,316	84,447
Insurance Benefits - Active Employees	121,962	137,831	137,831	136,656
Life Insurance	4,511	5,092	5,092	4,617
Retirement/Pension - Employee	113,304	127,611	127,611	115,148
Workman's Compensation	6,402	29,917	29,917	23,896
Employee Benefits Total	331,823	394,767	394,767	364,764
Contracted Services				
Software License	945,046	1,049,195	1,049,195	1,108,482
Technical Contracted Services	9,540	54,000	54,000	54,000
Contracted Services Total	954,586	1,103,195	1,103,195	1,162,482
Other Operating Expenses				
Local Travel - Per Mile Basis	121	2,000	2,000	1,800
Other Operating Expenses Total	121	2,000	2,000	1,800
Unrestricted Expenditures	\$ 2,446,420	\$ 2,817,542	\$ 2,817,542	\$ 2,723,577
TOTAL OPERATING EXPENDITURES	\$ 2,446,420	\$ 2,817,542	\$ 2,817,542	\$ 2,723,577

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
30817	Enterprise Systems	2,723,577
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 2,723,577

Printing Services

MISSION

To provide all school system facilities with 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 & OUTCOMES

- 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
- Reduction in District copier/printer costs as evidenced by fewer non-networked printers

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 and software licenses.

Supplies & Materials: N/A

Other Operating Costs: Local travel reimbursement.

Capital Outlay / Equipment: N/A

NOTE: *Printing Services has a Non-Operating budget component. Please refer to the Non-Operating pages located in the Supplemental Information section of this document.*

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Printing Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Position				
Administrative Support Specialist	1.00	1.00	1.00	1.00
Unrestricted Staffing	1.00	1.00	1.00	1.00
TOTAL OPERATING STAFFING	1.00	1.00	1.00	1.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Printing Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	78,685	78,605	78,605	78,605
Salaries & Wages Total	78,685	78,605	78,605	78,605
Employee Benefits				
FICA / Medicare	6,085	6,014	6,014	6,014
Life Insurance	307	304	304	304
Retirement/Pension - Employee	7,686	7,649	7,649	7,649
Workman's Compensation	434	1,785	1,785	1,573
Employee Benefits Total	14,512	15,752	15,752	15,540
Contracted Services				
Printing In-House	127,622	185,809	185,809	185,809
Rental of Equipment	5,899,836	6,075,407	6,075,407	5,697,756
Software License	9,621	10,400	10,400	10,400
Contracted Services Total	6,037,079	6,271,616	6,271,616	5,893,965
Other Operating Expenses				
Local Travel - Per Mile Basis	-	500	500	450
Other Operating Expenses Total	-	500	500	450
Unrestricted Expenditures	\$ 6,130,276	\$ 6,366,473	\$ 6,366,473	\$ 5,988,560
TOTAL OPERATING EXPENDITURES	\$ 6,130,276	\$ 6,366,473	\$ 6,366,473	\$ 5,988,560

EXPENDITURES BY COST CENTER		
Cost Center Number	Description	FY 2017 Approved
30871	Copier Program	5,988,560
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 5,988,560

Technology Applications

MISSION

To implement and support Business Applications, Students Information Systems and the Data Warehouse by fulfilling system/software application support, decision support and customer care.

SUPPORTING THE STRATEGIC PLAN

- Modernize Technology
- Improve Customer Support
- Improve Policies and Procedures

CORE SERVICES & OUTCOMES

- Application Management – ensure critical business systems are implemented and operating optimally to support administrative, instructional and executive staff at the school and district levels
- Improved usability, reliability, effectiveness and accuracy of systems
- Decision Support & Customer Care – fulfills staff requests for decision-support reports 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 requirement

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- and part-time salaries.

Contracted Services: Contracted services to meet the excessive demands for information and to support new and existing development efforts to support the business and instructional systems.

Supplies & Materials: Office Supplies.

Other Operating Costs: Local travel reimbursement for staff.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Technology Applications	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Coordinating Manager	1.00	1.00	1.00	1.00
Director	1.00	1.00	1.00	1.00
Instructional Specialist	1.00	1.00	0.00	0.00
Secretary	1.00	1.00	1.00	1.00
Support Officer	1.00	1.00	1.00	1.00
Support Supervisor	1.00	1.00	1.00	1.00
Technical Resource Analyst	25.00	24.00	25.00	24.00
Unrestricted Staffing	31.00	30.00	30.00	29.00
TOTAL OPERATING STAFFING	31.00	30.00	30.00	29.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Technology Applications	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	2,973,411	3,197,856	3,197,856	3,171,680
Secretaries & Clerks	70,425	68,967	68,967	73,853
Salaries & Wages Total	3,043,836	3,266,823	3,266,823	3,245,533
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	219,969	234,697	234,697	230,046
Insurance Benefits - Active Employees	352,055	382,282	382,282	379,194
Life Insurance	11,385	12,626	12,626	12,548
Retirement/Pension - Employee	238,863	260,137	260,137	264,343
Workman's Compensation	16,605	74,176	74,176	64,921
Employee Benefits Total	839,877	963,918	963,918	951,052
Contracted Services				
M&R Equipment	21,121	-	-	-
Printing In-House	207	15,220	15,220	15,220
Professional Contracted Services	825,307	299,493	299,493	268,046
Software License	1,710,705	1,451,822	1,451,822	1,299,381
Technical Contracted Services	1,052,456	406,685	406,685	351,488
Contracted Services Total	3,609,796	2,173,220	2,173,220	1,934,135

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Technology Applications	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Supplies & Materials				
Office Supplies	2,735	404	404	362
Supplies & Materials Total	2,735	404	404	362
Other Operating Expenses				
Dues; Subscriptions	149	-	-	-
Local Travel - Per Mile Basis	4,129	3,000	3,000	2,685
Non-Local Travel Expenses	3,135	-	-	-
Registration Fees	920	-	-	-
Other Operating Expenses Total	8,333	3,000	3,000	2,685
Unrestricted Expenditures	\$ 7,504,577	\$ 6,407,365	\$ 6,407,365	\$ 6,133,767

TOTAL OPERATING EXPENDITURES \$ 7,504,577 \$ 6,407,365 \$ 6,407,365 \$ 6,133,767

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
30811	Technology Applications - Student Support	1,887,673
30813	Technology Applications - Business Support	3,950,293
30803	Technology Business Support	295,801
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 6,133,767

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 effectively 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 & OUTCOMES

- 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 PGCPs IT infrastructure and do not cause a disruption of services

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: Contractor services to support IT systems, maintenance and repair of equipment, and software licenses.

Supplies & Materials: General office supplies, toner for check printing, backup tapes, and miscellaneous IT peripheral components and cables.

Other Operating Costs: Local travel mileage reimbursement for staff, cellular phones, and internet and telecommunications interconnection fees.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Technology Operations	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Technician	3.00	3.00	3.00	3.00
Director	1.00	1.00	1.00	1.00
Secretary	2.00	2.00	2.00	2.00
Support Supervisor	1.00	1.00	1.00	1.00
Technical Resource Analyst	10.00	10.00	10.00	10.00
Unrestricted Staffing	17.00	17.00	17.00	17.00
TOTAL OPERATING STAFFING	17.00	17.00	17.00	17.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Technology Operations	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	1,055,837	1,155,436	1,155,436	1,164,182
Other Support Staff	232,785	227,008	227,008	235,612
Overtime	798	-	-	-
Secretaries & Clerks	93,187	90,411	90,411	94,212
Temp Office Worker	(118)	-	-	-
Salaries & Wages Total	1,382,489	1,472,855	1,472,855	1,494,006
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	99,826	108,777	108,777	110,396
Insurance Benefits - Active Employees	175,843	183,456	183,456	186,423
Life Insurance	5,391	5,695	5,695	5,776
Retirement/Pension - Employee	84,621	93,872	93,872	90,965
Workman's Compensation	3	33,440	33,440	29,890
Employee Benefits Total	366,684	425,240	425,240	423,450
Contracted Services				
M&R Equipment	1,336,344	1,307,635	1,307,635	912,835
Other Contracted Services	799,997	438,951	438,951	208,951
Printing In-House	92	4,482	4,482	4,482
Software License	246,441	222,414	222,414	244,814
Technical Contracted Services	19,510	20,000	20,000	20,000
Contracted Services Total	2,402,384	1,993,482	1,993,482	1,391,082

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Technology Operations	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Supplies & Materials				
Office Supplies	21,261	14,700	14,700	11,700
Supplies & Materials Total	21,261	14,700	14,700	11,700
Other Operating Expenses				
Cellular Phones	155,000	155,000	155,000	155,000
High Speed Data	-	1,800,000	-	2,540,000
Internet Service	-	278,360	-	278,360
Local Travel - Per Mile Basis	2,466	2,343	2,343	2,109
Loss Prevention	2,077,920	-	2,078,360	-
Registration Fees	1,099	2,749	2,749	2,474
Special Phone Project	790,247	150,000	150,000	35,000
Telephone -Centrex	1,975,140	2,055,890	2,055,890	2,855,890
Telephone -Equipment	394,428	150,000	150,000	50,000
Telephone- Long Distance	58,095	60,000	60,000	60,000
Other Operating Expenses Total	5,454,395	4,654,342	4,654,342	5,978,833
Capital Outlay				
Computers - Non-Instructional	654	7,002	7,002	-
Capital Outlay Total	654	7,002	7,002	-
Unrestricted Expenditures	\$ 9,627,867	\$ 8,567,621	\$ 8,567,621	\$ 9,299,071
TOTAL OPERATING EXPENDITURES	\$ 9,627,867	\$ 8,567,621	\$ 8,567,621	\$ 9,299,071

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
30810	Technology Systems/Operations	2,560,317
30819	Telephone & Wiring	6,738,754
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 9,299,071

Technology Support Services

MISSION

To manage the Technology Refresh Program and the Asset Management System; prepares the system's technology infrastructure for online PARCC testing; manages the three IT High School programs; and provides tier one and two technical support to all schools, offices, administrators, central office personnel, Chief Executive Officer, and the Board of Education to ensure that all technology equipment is bar-coded, imaged, set up, and placed in the Asset Management System. Provide oversight of IT Technicians in schools and out in the field.

SUPPORTING THE STRATEGIC PLAN

- Modernize Technology
- Improve Customer Service

CORE SERVICES & OUTCOMES

- Technology Refresh Program – provide computing devices, as well as ensuring that all devices and systems meet the technological needs of the users
- Asset Management System – ensures all equipment is bar-coded and placed in the system to better manage each school and/or office technology assets
- IT High School Program – provide hands-on training opportunities to students and staff to prepare them for industry recognized IT professional certifications
- IT Technical Support – support end user by fixing or replacing their computing device

FINANCIAL PLAN

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

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

Contracted Services: Maintenance and repair of equipment, printing services and software licenses.

Supplies & Materials: Office supplies including items such as bar-codes, technical manuals and textbooks, and postage.

Other Operating Costs: Local travel reimbursement for staff.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Technology Support Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Position				
Administrative Support Specialist	2.00	2.00	2.00	2.00
Administrative Support Technician	79.00	79.00	79.00	79.00
Program Manager	1.00	1.00	1.00	1.00
Support Supervisor	1.00	1.00	1.00	1.00
Technical Resource Analyst	4.00	4.00	4.00	6.00
Unrestricted Staffing	87.00	87.00	87.00	89.00
TOTAL OPERATING STAFFING	87.00	87.00	87.00	89.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Technology Support Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	740,707	734,519	734,519	939,908
Other Support Staff	5,126,011	5,221,639	5,221,639	5,501,452
Overtime	53,416	114	114	102
Support Staff	-	44,910	-	-
Temp Office Worker	43,628	-	44,910	40,194
Salaries & Wages Total	5,963,762	6,001,182	6,001,182	6,481,656
Employee Benefits				
FICA /Medicare	449,977	458,306	458,306	489,065
Insurance Benefits - Active Employees	751,066	751,421	751,421	844,742
Life Insurance	23,170	23,023	23,023	24,908
Retirement/Pension - Employee	329,903	333,223	333,223	342,502
Workman's Compensation	32,957	136,253	136,253	129,671
Employee Benefits Total	1,587,073	1,702,226	1,702,226	1,830,888
Contracted Services				
M&R Equipment	97,200	-	-	200
Printing In-House	-	2,610	2,610	2,610
Software License	49,861	91,760	91,760	32,125
Contracted Services Total	147,061	94,370	94,370	34,935
Supplies & Materials				
Office Supplies	3,805	2,000	2,000	4,202
Postage & Delivery	-	200	200	1,979
Supplies & Materials Total	3,805	2,200	2,200	6,181

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Technology Support Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Local Travel - Per Mile Basis	7,037	4,412	4,412	3,037
Telephone -Centrex	-	3,500	3,500	-
Other Operating Expenses Total	7,037	7,912	7,912	3,037
Unrestricted Expenditures	\$ 7,708,738	\$ 7,807,890	\$ 7,807,890	\$ 8,356,697

TOTAL OPERATING EXPENDITURES	\$ 7,708,738	\$ 7,807,890	\$ 7,807,890	\$ 8,356,697
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EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
30812	Technology Support Services	8,356,697
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 8,356,697

Technology Training

MISSION

To provide training to employees servicing a variety of learning modalities to develop or refine necessary technical skills and content knowledge needed to be successful in job performance and delivery of content and provides end-user support.

SUPPORTING THE STRATEGIC PLAN

- Provide training and support to enhance digital literacy, instruction, and productivity

CORE SERVICES & OUTCOMES

- We aim for excellence as we endeavor to empower our customers and colleagues to utilize technology
- Disseminate accurate information in a timely manner

FINANCIAL PLAN

Salaries & Wages: Salaries support full-time office personnel and workshop/staff development 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 and software licenses.

Supplies & Materials: Supplies for the daily operations of the office.

Other Operating Costs: Registration fees and local travel reimbursement.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Technology Training	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Position				
Administrative Support Technician	7.00	7.00	7.00	7.00
Building Supervisor	1.00	1.00	1.00	1.00
Cleaner	0.50	0.50	0.50	0.50
Director	1.00	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	1.00	1.00	1.00	1.00
Regional Tech Coordinator	6.00	6.00	6.00	6.00
Secretary	1.00	1.00	1.00	1.00
Support Supervisor	2.00	2.00	2.00	2.00
Technical Resource Analyst	6.00	6.00	6.00	6.00
Unrestricted Staffing	35.50	35.50	35.50	35.50
TOTAL OPERATING STAFFING	35.50	35.50	35.50	35.50

OPERATING BUDGET – EXPENDITURES

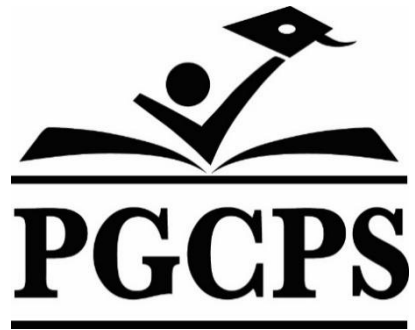
UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Technology Training	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	2,536,696	2,546,452	2,546,452	2,604,987
Other Support Staff	471,604	490,391	490,391	512,721
Overtime	3,675	-	-	-
PGCEA Senior Teacher Differential	3,057	-	-	-
Secretaries & Clerks	73,624	72,412	72,412	77,549
Service Worker	120,693	120,510	120,510	123,548
Substitute Teacher	4,407	1,873	1,873	1,873
Technician	73,624	72,412	72,412	77,549
Workshop / Staff Development Pay	9,816	5,272	5,272	5,272
Salaries & Wages Total	3,297,196	3,309,322	3,309,322	3,403,499

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

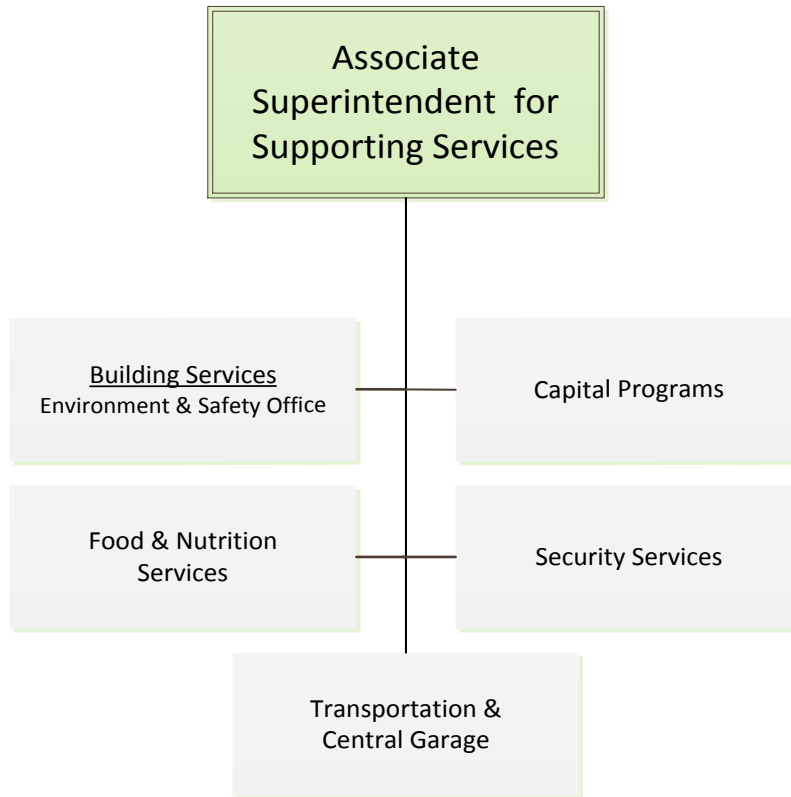
Technology Training	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	243,950	244,849	244,849	250,282
Insurance Benefits - Active Employees	315,085	323,631	323,631	299,564
Life Insurance	12,495	12,768	12,768	13,132
Retirement/Pension - Employee	85,300	88,629	88,629	108,268
Workman's Compensation	18,155	75,138	75,138	68,088
Employee Benefits Total	675,985	745,015	745,015	739,334
Contracted Services				
Printing In-House	1,140	5,962	5,962	5,962
Software License	578,398	890,599	890,599	890,599
Contracted Services Total	579,538	896,561	896,561	896,561
Supplies & Materials				
Office Supplies	2,554	1,000	1,000	1,000
Supplies & Materials Total	2,554	1,000	1,000	1,000
Other Operating Expenses				
Local Travel - Per Mile Basis	3,808	2,070	2,070	1,863
Registration Fees	4,075	4,000	4,000	3,600
Other Operating Expenses Total	7,883	6,070	6,070	5,463
Unrestricted Expenditures	\$ 4,563,156	\$ 4,957,968	\$ 4,957,968	\$ 5,045,857
TOTAL OPERATING EXPENDITURES	\$ 4,563,156	\$ 4,957,968	\$ 4,957,968	\$ 5,045,857

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
30802	Instructional Technology Support	295,801
30814	Technology Training	2,482,136
30830	Instructional Technology	2,267,920
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 5,045,857



Division of Supporting Services



ORGANIZATION SUMMARY

Organization	FY 2017 Approved FTE	FY 2017 Approved Funding
Associate Superintendent for Supporting Services	2.00	270,593
Building Services	350.00	61,183,635
Capital Programs*	0.00	-
Food Services*	0.00	-
Security Services	224.00	13,150,408
Transportation & Central Garage Services*	1,467.77	114,632,984
TOTAL OPERATING STAFFING & EXPENDITURES	2,043.77	\$ 189,237,620

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

Associate Superintendent for Supporting Services

MISSION

To support the implementation of Prince George's County Public Schools' (PGCPS) 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 & OUTCOMES

- 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 and Prince George's County Public Schools
- 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.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Associate Superintendent for Supporting Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
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

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Associate Superintendent for Supporting Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	93,207	188,212	188,212	171,933
Secretaries & Clerks	98,728	96,784	96,784	65,390
Temp Office Worker	-	5,726	5,726	-
Salaries & Wages Total	191,935	290,722	290,722	237,323
Employee Benefits				
FICA /Medicare	11,444	17,194	17,194	14,120
Insurance Benefits - Active Employees	16,605	24,325	24,325	10,782
Life Insurance	717	1,101	1,101	919
Retirement/Pension - Employee	8,398	18,314	18,314	-
Workman's Compensation	515	6,600	6,600	4,749
Employee Benefits Total	37,679	67,534	67,534	30,570
Contracted Services				
Catering Services	199	-	-	-
Printing In-House	836	250	250	250
Contracted Services Total	1,035	250	250	250
Supplies & Materials				
Office Supplies	2,633	2,000	2,000	2,000
Supplies & Materials Total	2,633	2,000	2,000	2,000
Other Operating Expenses				
Local Travel - Per Mile Basis	-	500	500	450
Propane Gas	(772)	-	-	-
Other Operating Expenses Total	(772)	500	500	450
Unrestricted Expenditures	\$ 232,510	\$ 361,006	\$ 361,006	\$ 270,593
TOTAL OPERATING EXPENDITURES	\$ 232,510	\$ 361,006	\$ 361,006	\$ 270,593

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
32001	Associate Superintendent for Supporting Services	270,593
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 270,593

Building Services

MISSION

To provide Custodial Services, Preventive Maintenance Services, Real Estate Services, and Maintenance Services to PGCPs 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 & OUTCOMES

- 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 and substitute 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 custodian 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.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

ORGANIZATION OVERVIEW & ANALYSIS

UNRESTRICTED STAFFING BY POSITION				
Building Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
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	8.00	7.00	7.00
Cleaner	13.00	14.00	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	159.00	141.00	143.00	143.00
Laborer	3.00	3.00	3.00	3.00
Licensed Journeyman	36.00	36.00	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	6.00	5.00	5.00
Pest Controller	3.00	3.00	3.00	3.00
Secretary	9.00	10.00	10.00	10.00
Special Assistant	1.00	1.00	0.00	0.00
Supply Clerk I	1.00	0.00	0.00	0.00
Support Officer	0.00	0.00	1.00	0.00
Support Supervisor	3.00	2.00	2.00	3.00
Technical Resource Analyst	5.00	5.00	5.00	5.00
Trades Helper	31.00	31.00	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	369.00	353.00	350.00	350.00
TOTAL OPERATING STAFFING	369.00	353.00	350.00	350.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Building Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Drivers of Vehicles	386,066	386,013	386,013	404,783
Grievance Settlements	49,846	-	-	-
Laborers, Unskilled	1,325,830	1,495,420	1,495,420	1,538,452
Other Admin/Professionals/Specialists	1,958,810	1,903,517	1,903,517	1,897,733
Other Support Staff	279,618	297,668	297,668	319,896
Overtime	3,433,418	1,629,392	1,629,392	1,557,123
Secretaries & Clerks	591,844	603,054	603,054	638,036
Service Worker	2,032,012	2,174,858	2,174,858	2,258,947
Skilled Crafts	14,448,970	14,387,941	14,387,941	15,149,712
Substitute Teacher	909	-	-	-
Summer Assignment	70,588	75,810	75,810	117,410
Support Staff	-	5,756	5,756	5,756
Temp Custodian	1,901,443	1,143,616	1,143,616	1,198,616
Temp Office Worker	-	6,886	6,886	-
Terminal Leave Payout	28,049	-	-	-
Unrestricted Unallocated Full-Time	165	-	-	-
Salaries & Wages Total	26,507,568	24,109,931	24,109,931	25,086,464
Employee Benefits				
FICA / Medicare	1,875,727	1,715,802	1,715,802	1,795,373
Insurance Benefits - Active Employees	3,493,172	3,541,785	3,541,785	3,464,135
Life Insurance	82,802	82,180	82,180	87,270
Retirement/Pension - Employee	1,980,420	1,964,345	1,964,345	1,836,780
Workman's Compensation	504,761	430,717	430,717	470,750
Employee Benefits Total	7,936,882	7,734,829	7,734,829	7,654,308
Contracted Services				
Asbestos Removal & Related Testing	1,204,547	500,000	500,000	500,000
Food Service - Catering	9,109	-	-	-
Lease/Purchases - Energy Mgmt.	9,166,527	9,306,527	9,306,527	9,506,528
M&R Buildings	5,165,074	3,000,241	3,000,241	2,583,241
M&R Equipment	152,232	25,400	25,400	25,400
M&R of Vehicle Insurance Related	16,320	40,000	40,000	190,000
M&R Vehicles	2,706,375	3,479,741	3,479,741	3,479,741
Other Contracted Services	442,616	399,055	399,055	179,554
Outside Printing	-	1,525	1,525	1,525
Printing In-House	31,030	33,429	33,429	33,429
Rental of Buildings	7,182	-	-	-
Software License	112,545	116,545	116,545	116,545
Technical Contracted Services	18,500	44,865	44,865	44,865
Contracted Services Total	19,032,057	16,947,328	16,947,328	16,660,828

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Building Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Supplies & Materials				
Custodial Supplies	2,009,349	1,527,367	1,527,367	1,518,267
Maintenance Supplies	10,872,449	8,392,643	8,892,643	6,150,043
Office Supplies	8,572	9,850	9,850	9,850
Other Charges	236,189	-	217,700	-
Other Misc. Supplies	-	217,700	-	189,450
Tool Allotment - Reimbursement	29,704	58,000	58,000	70,000
Supplies & Materials Total	13,156,263	10,205,560	10,705,560	7,937,610
Other Operating Expenses				
Cellular Phones	30,000	26,360	26,360	26,360
Electricity	333,205	310,625	310,625	310,625
Fees Fines And Licenses	985,675	961,655	961,655	961,655
Fuel Oil	91,676	1,363,235	1,363,235	1,363,235
Local Travel - Per Mile Basis	6,033	34,276	34,276	31,498
Natural Gas	719,153	330,000	330,000	330,000
Propane Gas	19,150	272,000	272,000	272,000
Registration Fees	200	1,000	1,000	900
Telephone -Centrex	35	-	-	-
Water & Sewage	21,656	548,152	548,152	548,152
Other Operating Expenses Total	2,206,783	3,847,303	3,847,303	3,844,425
Capital Outlay				
Buildings & Additions	-	50,000	138,000	-
Misc. Other Equip Over \$498	174,060	402,095	402,095	-
Capital Outlay Total	174,060	452,095	540,095	-
Unrestricted Expenditures	\$ 69,013,613	\$ 63,297,046	\$ 63,885,046	\$ 61,183,635
TOTAL OPERATING EXPENDITURES	\$ 69,013,613	\$ 63,297,046	\$ 63,885,046	\$ 61,183,635

EXPENDITURES BY COST CENTER

Cost Center Number	Description	
32030	Maintenance	49,642,066
32040	Plant Operations	10,009,297
35245	Safety Office	1,532,272
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 61,183,635

Capital Programs

MISSION

To deliver improved educationally appropriate and correctly sized physical facilities to the Prince George's County Public Schools (PGCPS) 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 & OUTCOMES

- 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

Salaries & Wages: Salaries supports 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: Design services, planning studies, and program management augmentation

Supplies & Materials: Office supplies, awards, and postage.

Other Operating Costs: Limited travel, continuing training for licensed staff.

Capital Outlay / Equipment: Funds computers, printers and plotters, technical equipment, and office furniture and equipment.

NOTE: *Capital Programs is solely supported by Non-Operating funds. Please refer to the Non-Operating pages located in the Supplemental Information section of this document.*

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 and ensuring all students have access to nutritious meals
- Support Organizational Effectiveness by ensuring maximization of resources and meal programs to support schools

CORE SERVICES & OUTCOMES

- Provide Nutritious meals to all students
- Provide exceptional customer service
- Increase Breakfast participation

FINANCIAL PLAN

Salaries & Wages: Salaries for all 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: Professional and technical consultants, advertising, catering, and printing.

Supplies & Materials: Office supplies, awards, postage, supplies and materials.

Other Operating Costs: Typical line items in this category are travel, vehicle maintenance,

Capital Outlay / Equipment: Funds cafeteria equipment, computers, office furniture and equipment.

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

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 & OUTCOMES

- 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.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Security Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	1.00	1.00	1.00	1.00
Assistant Supervisor	1.00	0.00	0.00	0.00
Director	1.00	1.00	1.00	1.00
Dispatcher	2.00	2.00	2.00	2.00
Journeyman	0.00	12.00	12.00	12.00
Secretary	3.00	3.00	3.00	3.00
Security Assistant	136.00	136.00	136.00	136.00
Security Investigator	64.00	64.00	64.00	64.00
Support Supervisor	3.00	5.00	5.00	5.00
Unrestricted Staffing	211.00	224.00	224.00	224.00
TOTAL OPERATING STAFFING	211.00	224.00	224.00	224.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT - SUB-OBJECT				
Security Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Support	26,720	-	-	19,776
Hourly Instructional	296	-	-	-
Other Admin/Professionals/Specialists	506,900	704,757	704,757	739,919
Other Support Staff	89,180	109,370	109,370	105,577
Overtime	213,042	155,040	155,040	138,761
Secretaries & Clerks	129,498	169,249	169,249	142,028
Service Worker	4,206,400	4,204,548	4,204,548	4,358,946
Skilled Crafts	29,298	757,169	757,169	809,900
Substitute Teacher	5,405	19,776	19,776	-
Technician	2,942,005	3,207,757	3,207,757	3,412,413
Temp Office Worker	3,412	-	-	-
Temp Security Monitor	81,645	5,224	5,224	-
Terminal Leave Payout	53,356	-	-	-
Salaries & Wages Total	8,287,157	9,332,890	9,332,890	9,727,320

UNRESTRICTED EXPENDITURES BY OBJECT - SUB-OBJECT

	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Security Services				
Employee Benefits				
FICA / Medicare	621,788	700,121	700,121	714,148
Insurance Benefits - Active Employees	1,079,370	1,221,826	1,221,826	1,284,863
Life Insurance	28,456	35,421	35,421	37,044
Retirement/Pension - Employee	741,081	860,820	860,820	774,614
Tuition Reimbursement - Certification Renewal	-	2,060	2,060	-
Workman's Compensation	18,063	208,455	208,455	191,876
Employee Benefits Total	2,488,758	3,028,703	3,028,703	3,002,545
Contracted Services				
M&R Equipment	16,626	18,000	18,000	16,110
M&R Vehicles	29,619	77,435	77,435	77,435
Other Contracted Services	38,222	2,500	2,500	145,237
Printing In-House	2,909	6,500	6,500	6,500
Professional Contracted Services	-	6,987	6,987	6,253
Contracted Services Total	87,376	111,422	111,422	251,535
Supplies & Materials				
Office Supplies	221	3,500	3,500	1,632
Other Charges	135,288	-	147,243	145,239
Other Misc. Supplies	-	147,243	-	-
Tool Allotment Reimbursement	-	-	-	2,000
Supplies & Materials Total	135,509	150,743	150,743	148,871
Other Operating Expenses				
Fees Fines & Licenses	-	12,000	12,000	10,740
Local Travel - Per Mile Basis	8,486	10,000	10,000	8,950
Other Travel Related Expenditures	103	-	-	-
Registration Fees	-	500	500	447
Other Operating Expenses Total	8,589	22,500	22,500	20,137
Capital Outlay				
Security Alarm Systems	8,800	17,000	17,000	-
Capital Outlay Total	8,800	17,000	17,000	-
Unrestricted Expenditures	\$ 11,016,189	\$ 12,663,258	\$ 12,663,258	\$ 13,150,408

TOTAL OPERATING EXPENDITURES	\$ 11,016,189	\$ 12,663,258	\$ 12,663,258	\$ 13,150,408
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EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
30701	Security Services	13,150,408
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 13,150,408

Transportation & Central Garage Services

MISSION

To deliver efficient transportation and fleet services that enables 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 & OUTCOMES

- 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 temporary and 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, 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.

Capital Outlay / Equipment: N/A

NOTE: *Transportation & Central Garage has a Non-Operating budget component. Please refer to the Non-Operating pages located in the Supplemental Information section of this document.*

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Transportation & Central Garage	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	3.00	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	1,075.80
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	3.00
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	1,468.77	1,467.77	1,467.77	1,467.77
TOTAL OPERATING STAFFING	1,468.77	1,467.77	1,467.77	1,467.77

OPERATING BUDGET - EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Transportation & Central Garage	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Drivers of Vehicles	41,914,767	41,980,703	41,980,703	43,866,889
Grievance Settlements	50,042	-	-	-
Hourly Administration	-	11,000	11,000	9,900
Hourly Instructional	1,586	-	-	-
Other Admin/Professionals/Specialists	1,219,860	1,161,621	1,161,621	1,206,735
Other Aides	8,265,897	8,020,344	8,020,344	8,299,310
Other Support Staff	667,265	662,066	662,066	670,070
Overtime	5,042,410	145,817	145,817	138,526
Secretaries & Clerks	328,134	386,212	386,212	383,425
Substitute Bus Driver	550,346	664,971	664,971	833,503
Substitute Teacher	283	-	-	-
Substitute Transport Attendant	1,571,628	300,000	300,000	1,463,865
Summer Assignment	5,183	-	-	-

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

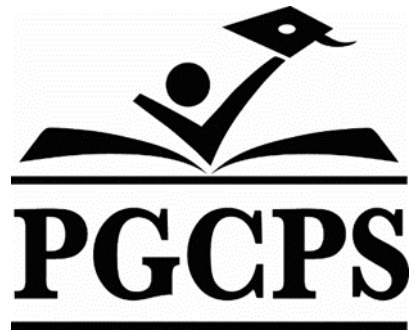
Transportation & Central Garage	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Temp Bus Attendant	1,643	12,624	12,624	-
Temp Bus Driver	3,839	751,281	751,281	-
Temp Office Worker	82,545	-	-	-
Terminal Leave Payout	167,038	-	-	-
Unrestricted Unallocated Full-Time	34	-	-	-
Salaries & Wages Total	59,872,500	54,096,639	54,096,639	56,872,223
Employee Benefits				
FICA / Medicare	4,688,861	4,123,686	4,123,686	4,228,715
Insurance Benefits - Active Employees	9,928,471	10,049,407	10,049,407	10,025,113
Life Insurance	179,714	202,348	202,348	210,878
Retirement/Pension - Employee	3,940,791	4,048,405	4,048,405	3,712,675
Workman's Compensation	4,285,281	908,458	908,458	1,135,277
Employee Benefits Total	23,023,118	19,332,304	19,332,304	19,312,658
Contracted Services				
Lease/Purchases - Non-Energy	6,185,346	7,995,828	7,995,828	12,852,291
M&R Buildings	-	6,300	6,300	5,670
M&R Equipment	-	15,200	15,200	13,680
M&R of Vehicle Insurance Related	520,042	40,000	40,000	386,000
M&R of Vehicles Outside Contract	-	40,000	40,000	36,000
M&R Vehicles	23,475,840	22,876,611	22,876,611	22,716,777
Other Contracted Services	288,447	265,000	265,000	238,500
Other Transfers	745,058	735,159	735,159	721,298
Printing In-House	44,655	26,438	26,438	26,438
Rental of Buildings	680,000	722,526	722,526	722,526
School Activity Transportation	-	28,000	28,000	101,976
Software License	-	65,407	65,407	66,000
Transport Handicap Non Public	5,177	12,500	12,500	7,000
Contracted Services Total	31,944,565	32,828,969	32,828,969	37,894,156
Supplies & Materials				
Office Supplies	26,112	31,057	31,057	26,214
Other Charges	5,205	-	5,244	-
Other Misc. Supplies	-	5,244	-	4,720
Postage & Delivery	52,018	1,250	1,250	1,126
Staff Development Supplies	511	661	661	595
Supplies & Materials Total	83,846	38,212	38,212	32,655

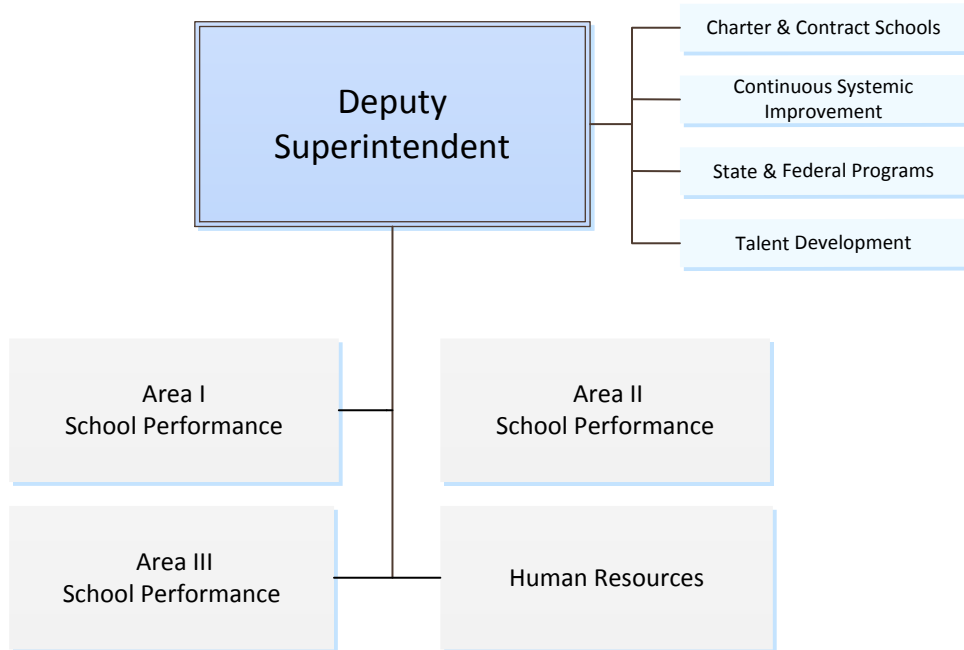
UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Transportation & Central Garage	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Cellular Phones	374,379	622,600	622,600	343,067
Dues; Subscriptions	-	100	100	100
Electricity	119,701	85,000	85,000	85,000
Fees Fines And Licenses	(4,355)	-	-	-
Fuel Oil	15,444	-	-	-
Local Travel - Per Mile Basis	-	1,555	1,555	945
Natural Gas	32,859	50,000	50,000	50,000
Other Miscellaneous Expense	34,164	36,302	36,302	-
Propane Gas	2,156	2,000	2,000	2,000
Registration Fees	-	200	200	180
Telephone -Centrex	3,688	-	-	-
Water & Sewage	23,889	40,000	40,000	40,000
Other Operating Expenses Total	601,925	837,757	837,757	521,292
Capital Outlay				
Motor Vehicles - School Bus	839,171	886,500	886,500	-
Capital Outlay Total	839,171	886,500	886,500	-
Unrestricted Expenditures	\$ 116,365,125	\$ 108,020,381	\$ 108,020,381	\$ 114,632,984
TOTAL OPERATING EXPENDITURES	\$ 116,365,125	\$ 108,020,381	\$ 108,020,381	\$ 114,632,984

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
32101	Transportation and Central Garage	3,649,561
32110	Bus Lot Operations	110,597,423
32120	Central Garage Services	386,000
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 114,632,984





ORGANIZATION SUMMARY

Organization	FY 2017 Approved FTE	FY 2017 Approved Funding
Deputy Superintendent	6.00	1,179,545
Office of Continuous Systemic Improvement	12.00	1,763,063
State & Federal Programs	30.00	10,741,744
Talent Development	54.50	8,932,754
School-Based Resources	13,392.79	1,223,249,241
TOTAL OPERATING STAFFING & EXPENDITURES	13,495.29	\$ 1,245,866,347

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 & OUTCOMES

- Academic Excellence – oversee the district-wide implementation of the DataWise Improvement Process for 209 county schools and other direct reporting offices
- College and Career Readiness – increase the graduation rate district-wide in addition to increasing student performance on the PSAT/SAT assessment
- Organizational Effectiveness – implemented the Arbinger “PGCPS Way of Doing Business” trainings where almost 33% of staff are trained to ensure successful decision making and outcomes
- High Performing Workforce – oversee the alignment of staff development to the Coherence Framework and system goals
- Safe and Supportive Environments – 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.

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 and in-house printing.

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

Other Operating Costs: Expenses associated with local and non-local travel, and monetary support for systemic level principal meetings.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Deputy Superintendent	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
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

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Deputy Superintendent	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Hourly Administration	-	59	59	-
Other Admin/Professionals/Specialists	484,081	567,848	567,848	575,780
Secretaries & Clerks	80,916	145,973	145,973	147,614
Terminal Leave Payout	1,000	-	-	-
Unrestricted Unallocated Full-Time	330	-	-	-
Salaries & Wages Total	566,327	713,880	713,880	723,394
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	37,175	44,911	44,911	46,130
Insurance Benefits - Active Employees	36,619	44,690	44,690	56,304
Life Insurance	2,188	2,758	2,758	2,796
Retirement/Pension - Employee	27,318	49,287	49,287	31,208
Workman's Compensation	1,565	16,208	16,208	14,472
Employee Benefits Total	105,865	157,854	157,854	150,910
Contracted Services				
Printing In-House	2,064	2,676	4,676	4,676
Professional Contracted Services	8,147	148	148	133
Technical Contracted Services	38,350	38,839	36,839	30,389
Contracted Services Total	48,561	41,663	41,663	35,198

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Deputy Superintendent	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Supplies & Materials				
Awards & Recognition Certificates	-	1,478	1,478	1,478
Non-Catered Misc. Food Supplies	278	-	-	500
Office Supplies	5,474	7,127	7,127	3,452
Other Charges	-	-	1,500	-
Other Misc. Supplies	-	1,500	-	750
Postage & Delivery	-	500	500	750
Supplies & Materials Total	5,752	10,605	10,605	6,930
Other Operating Expenses				
Dues; Subscriptions	370	-	-	-
Local Travel - Per Mile Basis	2,651	2,300	2,300	3,970
Meeting Expense	19,631	38,774	38,774	31,019
Meetings, Conferences, Conventions	170,146	356,656	356,656	209,524
Non-Local Travel Expenses	5,063	-	-	-
Other Travel Related Expenditures	611	16,000	16,000	16,200
Registration Fees	-	1,000	1,000	2,400
Other Operating Expenses Total	198,472	414,730	414,730	263,113
Unrestricted Expenditures	\$ 924,977	\$ 1,338,732	\$ 1,338,732	\$ 1,179,545
TOTAL OPERATING EXPENDITURES	\$ 924,977	\$ 1,338,732	\$ 1,338,732	\$ 1,179,545

EXPENDITURS BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
30001	Deputy Superintendent	983,708
30901	Charter & Contract Schools	195,837
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,179,545

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 & OUTCOMES

- Provide professional development to central office departments differentiated to their specific needs. Departments will use the Data Wise Improvement Process to align their core work to impact outstanding academic achievement for all students
- Provide systemic professional development to principals, assistant principals, and other school leaders at system-wide meetings. School-based leaders will be able to lead their schools in becoming Data Wise. School-based personnel will be able to leverage their learning with their peers at other schools to create synergy and share best-practices through the use of shared vocabulary
- 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 PGCPs related meeting expenses.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Continuous Systemic Improvement	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
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

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Continuous Systemic Improvement	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	1,213,582	1,341,243	1,341,243	1,357,546
Secretaries & Clerks	65,736	87,258	87,258	93,459
Salaries & Wages Total	1,279,318	1,428,501	1,428,501	1,451,005
Employee Benefits				
FICA / Medicare	94,318	98,774	98,774	99,633
Insurance Benefits - Active Employees	109,288	121,858	121,858	112,486
Life Insurance	5,005	5,519	5,519	5,605
Retirement/Pension - Employee	40,045	40,613	40,613	45,904
Workman's Compensation	7,038	32,435	32,435	29,026
Employee Benefits Total	255,694	299,199	299,199	292,654
Contacted Services				
Catering Services	679	-	-	-
Printing In-House	292	1,500	1,500	1,500
Contracted Services Total	971	1,500	1,500	1,500
Supplies & Materials				
Classroom Teacher Supplies	1,498	4,954	4,954	4,954
Non-Catered Misc. Food Supplies	242	-	-	-
Postage & Delivery	-	1,500	1,500	-
Staff Development Supplies	5,635	7,000	7,000	7,000
Supplies & Materials Total	7,375	13,454	13,454	11,954

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Continuous Systemic Improvement	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Local Travel - Per Mile Basis	16,854	3,500	3,500	3,150
Meeting Expense	4,490	3,500	3,500	2,800
Non-Local Travel Expenses	9,944	-	-	-
Other Travel Related Expenditures	201	-	-	-
Other Operating Expenses Total	31,489	7,000	7,000	5,950
Capital Outlay				
Computers - Non-Instructional	757	-	-	-
Office Furniture & Equipment	2,236	-	-	-
Capital Outlay Total	2,993	-	-	-
Total Unrestricted Expenditures	\$ 1,577,840	\$ 1,749,654	\$ 1,749,654	\$ 1,763,063
TOTAL OPERATING EXPENDITURES	\$ 1,577,840	\$ 1,749,654	\$ 1,749,654	\$ 1,763,063

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
46201	Office of Continuous Systemic Improvement	1,763,063
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 1,763,063

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

- Provide 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 SERVICES & OUTCOMES

- 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 all full- and part-time temporary personnel including 2nd assignments for support and instructional staff, summer assignments, stipends and workshop/staff development pay.

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

Contracted Services: Supports in-house printing for central office trainings and workshops; catering services for full-day trainings for 80 Title I schools, auditing fees, instructional consultants, rental of vehicles, school activity transportation, and software licenses.

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

Other Operating Costs: Registration and local travel reimbursement to attend required meetings and school-based monitoring visits, non-local travel, and dues and subscriptions.

Capital Outlay / Equipment: Funds to replace instructional computers and educational equipment.

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
State & Federal Programs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Director	1.00	1.00	1.00	1.00
Instructional Program Coordinator	0.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
Unrestricted Staffing	2.00	3.00	3.00	3.00
RESTRICTED STAFFING BY POSITION				
State & Federal Programs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Technician	2.00	2.00	2.00	2.00
Assistant Principal	0.00	3.00	3.00	0.00
Clerk	1.00	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	1.00	2.00	2.00	2.00
Financial Assistant	2.00	2.00	2.00	2.00
Instructional Program Coordinator	2.00	1.00	1.00	1.00
Instructional Specialist	12.00	13.00	13.00	13.00
Instructional Supervisor	1.00	2.00	2.00	2.00
Program Liaison	0.00	4.00	4.00	0.00
Resource Teacher	0.00	1.00	1.00	2.00
Secondary Classroom Teacher	1.00	2.00	2.00	0.00
Secretary	1.00	1.00	1.00	1.00
Restricted Staffing	25.00	35.00	35.00	27.00
TOTAL OPERATING STAFFING	27.00	38.00	38.00	30.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
State & Federal Programs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	58	-	-	-
2nd Assignment - Support	18	-	-	-
Other Admin/Professionals/Specialists	164,784	164,620	164,620	164,620
Other Teacher	96,360	188,038	188,038	101,556
Overtime	1,521	-	-	-
PGCEA Senior Teacher Differential	950	-	-	-
Secretaries & Clerks	20,968	65,416	65,416	84,927
Substitute Teacher	102	-	-	-
Workshop / Staff Development Pay	1,163	-	-	-
Salaries & Wages Total	285,924	418,074	418,074	351,103
Employee Benefits				
Employee Retirement	5,537	-	-	-
FICA / Medicare	18,799	28,400	28,400	23,276
Insurance Benefits - Active Employees	15,103	32,033	32,033	23,533
Life Insurance	1,090	1,616	1,616	1,357
Retirement/Pension - Employee	-	6,365	6,365	7,245
Workman's Compensation	1,548	9,491	9,491	7,024
Employee Benefits Total	42,077	77,905	77,905	62,435
Contracted Services				
Catering Services	6,059	-	-	-
Printing In-House	202	1,500	1,500	1,500
Contracted Services Total	6,261	1,500	1,500	1,500
Supplies & Materials				
Non-Catered Misc. Food Supplies	1,375	-	-	-
Office Supplies	3,311	-	-	2,941
Postage & Delivery	49	-	-	-
Staff Development Supplies	4,281	10,500	10,500	11,559
Supplies & Materials Total	9,016	10,500	10,500	14,500
Other Operating Expenses				
Local Travel - Per Mile Basis	1,476	3,500	3,500	2,000
Registration Fees	39	5,000	5,000	1,500
Other Operating Expenses Total	1,515	8,500	8,500	3,500
Capital Outlay				
Computers - Non-Instructional	-	5,000	5,000	-
Capital Outlay Total	-	5,000	5,000	-
Unrestricted Expenditures	\$ 344,793	\$ 521,479	\$ 521,479	\$ 433,038

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

State & Federal Programs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	128,717	1,223,902	1,223,902	734,142
2nd Assignment - Support	7,973	54,792	54,792	25,472
Assistant/Vice-Principal/Admin Assistan	184,238	305,069	305,069	209,418
Classroom Teacher	127,793	263,204	263,204	-
Nurse Specialist	768	-	-	-
Other Admin/Professionals/Specialists	1,663,247	2,012,361	2,012,361	1,983,962
Other Stipends	121,750	79,000	79,000	79,000
Other Support Staff	219,033	313,050	313,050	137,642
Other Teacher	109,799	90,925	90,925	293,768
Overtime	3,984	1,800	1,800	2,880
PGCEA Senior Teacher Differential	44	-	-	-
Secretaries & Clerks	83,108	51,846	51,846	50,447
Substitute Paraprofessional Ed	75	-	-	-
Substitute Teacher	41,795	31,215	31,215	24,215
Summer Assignment	5,288	83,812	83,812	1,503,812
Technician	87,542	114,048	114,048	113,713
Workshop / Staff Development Pay	322,771	1,082,669	1,082,669	634,669
Salaries & Wages Total	3,107,925	5,707,693	5,707,693	5,793,140
Employee Benefits				
FICA / Medicare	224,872	429,041	429,041	435,521
Insurance Benefits - Active Employees	270,978	361,565	361,565	312,426
Life Insurance	9,689	12,182	12,182	10,791
Retirement/Pension - Employee	30,794	46,886	46,886	45,847
Retirement/Pension - Teachers	337,324	413,205	413,205	361,944
Workman's Compensation	15,985	129,550	129,550	115,828
Employee Benefits Total	889,642	1,392,429	1,392,429	1,282,357
Contracted Services				
Annual Auditing Fees	-	9,600	9,600	9,600
Catering Services	9,867	10,000	10,000	15,000
Indirect Cost Recovery	784,611	1,078,513	1,078,513	772,378
Instructional Contracted Services	1,578,095	1,071,540	1,071,540	475,951
M&R Equipment	153,075	150,000	150,000	50,000
M&R Vehicles	10,243	-	-	5,000
Other Contracted Services	22,649	-	-	-
Outside Printing	-	1,650	1,650	1,650
Printing In-House	2,862	12,000	12,000	6,380
Rental of Vehicles	89,457	64,920	64,920	124,000
School Activity Transportation	44,550	150,000	150,000	350,000
Software License	302,381	125,450	125,450	209,620
Contracted Services Total	2,997,790	2,673,673	2,673,673	2,019,579

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

State & Federal Programs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Supplies & Materials				
Classroom Teacher Supplies	475,089	372,860	372,860	807,094
Non-Catered Misc. Food Supplies	3,116	10,000	10,000	4,250
Office Supplies	8,360	15,000	15,000	10,000
Other Charges	18,765	-	-	-
Other Misc. Supplies	-	87,285	87,285	40,500
Postage & Delivery	375	2,650	2,650	3,800
Staff Development Supplies	12,502	138,300	138,300	7,750
Student Supplies	207,045	207,001	207,001	-
Supplies & Materials Total	725,252	833,096	833,096	873,394
Other Operating Expenses				
Dues; Subscriptions	10,455	7,484	7,484	5,736
Local Travel - Per Mile Basis	12,721	15,000	15,000	15,000
Non-Local Travel Expenses	65,353	72,000	72,000	91,000
Other Miscellaneous Expense	-	-	-	5,000
Other Travel Related Expenditures	29	-	-	-
Registration Fees	2,511	42,000	42,000	91,500
Other Operating Expenses Total	91,069	136,484	136,484	208,236
Capital Outlay				
Computers - Instructional	3,005,594	3,561,771	3,561,771	57,000
Educational Communication Equipment	2,066,136	776,768	776,768	75,000
Capital Outlay Total	5,071,730	4,338,539	4,338,539	132,000
Restricted Expenditures	\$ 12,883,408	\$ 15,081,914	\$ 15,081,914	\$ 10,308,706
TOTAL OPERATING EXPENDITURES	\$ 13,228,201	\$ 15,603,393	\$ 15,603,393	\$ 10,741,744

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
42205	State & Federal Programs	996,437
42210	Title I Office	9,745,307
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 10,741,744

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 and empowers staff with the requisite knowledge, skills, and tools necessary to positively impact organization performance
- Support Academic Excellence by deploying staff that provide mentoring and coaching support to schools, principals and teachers around academic priorities, including the Rigorous Literacy Instruction initiative

CORE SERVICES & OUTCOMES

- Provide guidance, consultation, and logistical support for internal, intra-office, and system wide professional learning opportunities and events to ensure cohesion and coordination of efforts
- Develop systemic programs and seek partnerships with educational organizations to develop teacher leader standards that guide the work and expand the impact of the classroom teacher and school-based teacher leader
- Develop systemic programs and seek partnerships with accredited universities to offer graduate and professional studies courses, residencies, and a pipeline for PGCPs educators and aspiring leaders seeking Maryland administrator certification
- Provide guidance, mentoring, and coaching support for new principals and teachers, and develop training programs designed to enhance professional practice and strengthen the proficiency of new principals and teachers
- 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 support full- and part-time temporary office personnel to include overtime, substitute teachers and administrators.

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 consultants; catering services; school activity transportation; software licenses; and in-house printing.

Supplies & Materials: Awards, office and staffing development supplies and materials, and postage.

Other Operating Costs: Dues and subscriptions for organizational memberships, local travel reimbursement, registration fees and non-local travel expenses.

Capital Outlay / Equipment: Supports instructional computers and office furniture and equipment.

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Talent Development	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Technician	1.00	1.00	1.00	1.00
Administrative Secretary	0.00	0.00	0.00	1.00
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	2.00	2.00	5.00
Instructional Supervisor	2.00	2.00	2.00	2.00
Mentor Teacher	26.50	26.50	26.50	25.00
Principal	3.00	3.00	3.00	5.50
Program Specialist	2.00	2.00	2.00	2.00
Secretary	2.00	2.00	2.00	1.00
Technical Resource Analyst	1.00	1.00	1.00	1.00
Unrestricted Staffing	43.50	43.50	43.50	47.50
RESTRICTED STAFFING BY POSITION				
Talent Development	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Instructional Specialist	3.00	3.00	3.00	0.00
Mentor Teacher	7.00	7.00	7.00	7.00
Principal	1.00	1.00	1.00	0.00
Restricted Staffing	11.00	11.00	11.00	7.00
TOTAL OPERATING STAFFING	54.50	54.50	54.50	54.50

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Talent Development	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	56,337	-	-	-
2nd Assignment - Support	1,015	-	-	-
Cert Personnel Specialist	117,899	-	70,000	-
Grievance Settlements	2,250	-	-	-
Hourly Administration	(433)	-	-	-
Hourly Instructional	(4,875)	-	-	-
Other Admin/Professionals/Specialists	979,990	1,129,377	1,129,377	1,618,363
Other Support Staff	55,526	54,497	54,497	58,130
Other Teacher	2,178,951	2,299,294	2,299,294	2,370,023
Overtime	37,844	-	-	10,000
PGECA Senior Teacher Differential	1,569	-	-	-
Principal	415,279	409,060	409,060	678,208
Secretaries & Clerks	137,850	135,136	135,136	155,947
Substitute Administrator	-	70,000	-	70,000
Substitute Teacher	959,034	1,105,215	1,105,215	935,807
Substitutes - Workshop	1,122	-	-	-
Temp Office Worker	24,091	7,000	7,000	7,000
Terminal Leave Payout	8,266	-	-	-
Workshop / Staff Development Pay	(328)	-	-	-
Salaries & Wages Total	4,971,387	5,209,579	5,209,579	5,903,478
Employee Benefits				
Employee Retirement	1,000	-	-	-
Employee Tuition-Outside Institution	160,238	163,289	163,289	93,289
FICA / Medicare	315,270	345,138	345,138	384,152
Insurance Benefits - Active Employees	354,130	386,126	386,126	471,747
Life Insurance	14,014	15,563	15,563	18,068
Retirement/Pension - Employee	12,037	13,185	13,185	20,781
Retirement/Pension - Teachers	1,873	-	-	-
Workman's Compensation	22,242	118,273	118,273	113,774
Employee Benefits Total	880,804	1,041,574	1,041,574	1,101,811
Contracted Services				
Catering Services	133,399	-	-	30,000
Food Service - Catering	2,995	749	749	9,251
Instructional Contracted Services	290,062	157,591	157,591	141,832
Printing In-House	8,718	160,326	160,326	160,326
Professional Contracted Services	906,958	160,198	160,198	264,178
School Activity Transportation	1,161	-	-	5,000
Software License	-	2,000	2,000	2,000
Contracted Services Total	1,343,293	480,864	480,864	612,587

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Talent Development	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Supplies & Materials				
Awards & Recognition Certificates	1,498	6,899	6,899	6,899
Non-Catered Misc. Food Supplies	405	-	-	-
Office Supplies	5,348	5,919	5,919	4,735
Postage & Delivery	182	2,000	2,000	2,000
Staff Development Supplies	191,178	35,255	35,255	36,004
Supplies & Materials Total	198,611	50,073	50,073	49,638
Other Operating Expenses				
Dues; Subscriptions	-	4,000	4,000	3,600
Fees Fines & Licenses	59,138	5,000	5,000	5,000
Local Travel - Per Mile Basis	31,623	23,495	23,495	21,145
Non-Local Travel Expenses	12,370	-	-	15,000
Registration Fees	3,229	3,090	3,090	2,781
Other Operating Expenses Total	106,360	35,585	35,585	47,526
Capital Outlay				
Computers - Non-Instructional	19,039	20,990	20,990	-
Office Furniture & Equipment	1,064	4,007	4,007	-
Capital Outlay Total	20,103	24,997	24,997	-
Unrestricted Expenditures	\$ 7,520,558	\$ 6,842,672	\$ 6,842,672	\$ 7,715,040

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

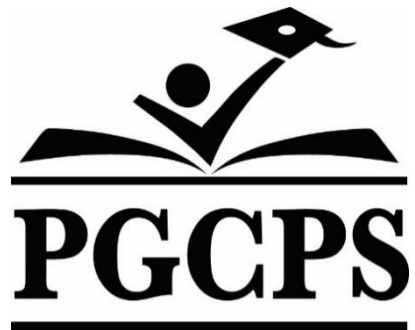
Talent Development	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Hourly Instructional	114,479	-	-	-
Other Admin/Professionals/Specialists	320,575	446,157	446,157	-
Other Stipends	34,750	-	-	-
Other Teacher	624,387	604,860	604,860	715,940
PGCEA Senior Teacher Differential	959	-	-	-
Principal	162,430	132,379	132,379	-
Substitute Teacher	750	-	-	-
Unrestricted Unallocated Full-Time	212	-	-	-
Workshop / Staff Development Pay	6,663	-	-	-
Salaries & Wages Total	1,265,205	1,183,396	1,183,396	715,940

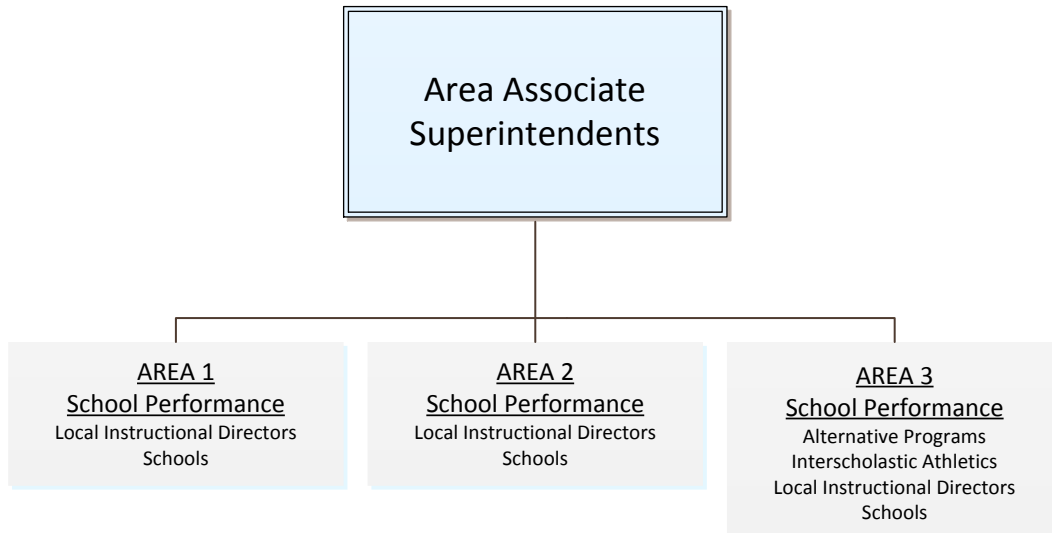
RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Talent Development	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Employee Benefits				
FICA / Medicare	88,791	85,072	85,072	59,818
Insurance Benefits - Active Employees	101,878	80,227	80,227	77,497
Life Insurance	4,153	4,307	4,307	3,010
Retirement/Pension - Employee	7,181	9,078	9,078	733
Retirement/Pension - Teachers	164,332	143,778	143,778	171,082
Workman's Compensation	3,578	23,196	23,196	21,819
Employee Benefits Total	369,913	345,658	345,658	333,959
Contracted Services				
Indirect Cost Recovery	50,932	-	-	-
Instructional Contracted Services	77,976	-	-	-
Professional Contracted Services	526,521	300,000	300,000	150,061
Technical Contracted Services	187,298	-	-	-
Contracted Services Total	842,727	300,000	300,000	150,061
Supplies & Materials				
Office Supplies	3,098	-	-	-
Staff Development Supplies	412	-	-	-
Supplies & Materials Total	3,510	-	-	-
Other Operating Expenses				
Meeting Expense	229,200	20,000	20,000	1,000
Non-Local Travel Transportation	165,395	39,637	39,637	12,839
Registration Fees	27,700	5,000	5,000	3,915
Other Operating Expenses Total	422,295	64,637	64,637	17,754
Restricted Expenditures	\$ 2,903,650	\$ 1,893,691	\$ 1,893,691	\$ 1,217,714
TOTAL OPERATING EXPENDITURES	\$ 10,424,208	\$ 8,736,363	\$ 8,736,363	\$ 8,932,754

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
31120	Talent Development	8,932,754
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 8,932,754





ORGANIZATION SUMMARY

Organization	FY 2017 Approved FTE	FY 2017 Approved Funding
Area Associate Superintendents	235.50	31,156,441
Interscholastic Athletics	3.00	5,659,770
TOTAL OPERATING STAFFING & EXPENDITURES	238.50	\$ 36,816,211

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 & OUTCOMES

- Manage schools around their effective use of data to drive increased student achievement and improve overall school performance; strengthen relationships with parents and community stakeholders, and 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 at secondary schools and 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 ASCD, Phi Delta Kappa, Education Week, International Reading Association; Non-local travel and registrations fees to attend conferences for the purposes of professional development.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Area Associate Superintendents	FY 2015	FY 2016	FY 2016	FY 2017
	Actual	Approved	Revised	Approved
Positions				
Administrative Support Specialist	0.00	1.00	1.00	1.00
Administrative Secretary	3.00	3.00	3.00	4.00
Assistant Principal	2.00	1.00	1.00	3.00
Associate Superintendent	3.00	3.00	3.00	3.00
Building Supervisor	4.00	4.00	4.00	4.00
Childcare Assistant	2.00	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	11.00	14.00	14.00	15.00
In-School Suspension Monitor	3.00	3.00	3.00	3.00
Instructional Program Coordinator	1.00	1.00	1.00	2.00
Instructional Specialist	6.00	5.00	5.00	4.00
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	1.00	0.00	0.00	2.00
Paraprofessional Educator	1.00	1.00	1.00	1.00
Principal	9.00	9.00	9.00	9.00
Program Liaison	1.00	2.00	2.00	1.00
Program Specialist	5.00	4.00	4.00	4.00
Resource Teacher	6.00	9.00	9.00	10.00
Secondary Classroom Teacher	81.00	94.00	94.00	104.00
Secretary	22.50	24.50	24.50	24.50
Social Service Worker	1.00	3.00	3.00	2.00
Testing Coordinator	4.00	3.00	3.00	3.00
Wing Coordinator	1.00	1.00	1.00	1.00
Unrestricted Staffing	195.50	216.50	216.50	231.50
RESTRICTED STAFFING BY POSITION				
Area Associate Superintendents	FY 2015	FY 2016	FY 2016	FY 2017
	Actual	Approved	Revised	Approved
Positions				
In-School Suspension Monitor	1.00	1.00	1.00	1.00
Paraprofessional Educator	3.00	3.00	3.00	3.00
Restricted Staffing	4.00	4.00	4.00	4.00
TOTAL OPERATING STAFFING	199.50	220.50	220.50	235.50

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Area Associate Superintendents	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	918,993	1,150,190	1,150,190	978,391
2nd Assignment - Support	14,030	86,901	86,901	78,587
Assistant/Vice-Principal/Admin Assistant	177,687	101,660	101,660	323,834
Classroom Teacher	5,594,969	6,558,744	6,558,744	7,810,979
Coaches	53,719	-	-	-
Extracurricular Advisors	161,384	-	-	-
Hourly Instructional	30,325	64,227	64,227	578,760
Librarian/Media Specialist	247,454	246,929	246,929	253,342
Other Admin/Professionals/Specialists	3,871,545	4,076,340	4,076,340	3,919,805
Other Support Staff	134,333	169,449	169,449	132,814
Other Teacher	1,893,821	2,253,019	2,253,019	2,821,235
Overtime	44,708	21,750	21,750	20,663
PGCEA Senior Teacher Differential	26,315	-	-	-
Principal	982,897	1,236,513	1,236,513	1,259,803
Secretaries & Clerks	1,491,171	1,663,515	1,663,515	1,677,943
Service Worker	433,928	447,019	447,019	460,954
Substitute Teacher	196,179	100,603	100,603	94,994
Summer Assignment	-	4,372	4,372	4,131
Support Staff	-	49,575	49,575	49,575
Teaching Aide	99,177	110,606	110,606	97,071
Temp Classroom Assistant	8,639	18,255	18,255	18,255
Temp Custodian	15,710	-	-	-
Temp Office Worker	-	-	-	21,371
Temp Security	341	14,520	14,520	14,520
Temp Security Monitor	-	-	-	21,534
Terminal Leave Payout	20,334	-	-	-
Unrestricted Unallocated Full-Time	5,074	-	-	-
Workshop / Staff Development Pay	335,250	238,625	238,625	239,625
Salaries & Wages Total	16,757,983	18,612,812	18,612,812	20,878,186
Employee Benefits				
Employee Retirement	12,000	-	-	-
FICA / Medicare	1,178,028	1,355,042	1,355,042	1,513,536
Insurance Benefits - Active Employees	1,912,510	2,140,310	2,140,310	2,264,315
Life Insurance	55,621	65,208	65,208	72,089
Retirement/Pension - Employee	107,373	148,000	148,000	111,072
Workman's Compensation	66,086	422,146	422,146	415,238
Employee Benefits Total	3,331,618	4,130,706	4,130,706	4,376,250

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Area Associate Superintendents	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Non-Local Travel Expenses	41,575	36,250	36,250	26,750
Other Travel Related Expenditures	12,738	-	-	-
Propane Gas	20,779	25,000	25,000	25,000
Registration Fees	28,866	35,440	35,440	22,608
Telephone -Centrex	23,410	-	-	-
Water & Sewage	19,697	50,000	50,000	50,000
Other Operating Expenses Total	534,252	607,689	607,689	577,501
Capital Outlay				
Cafeteria Equipment & Furniture	-	-	26,017	-
Classroom Equipment & Furniture	380,475	116,158	119,158	-
Computers - Instructional	170,364	144,335	144,335	-
Computers - Non-Instructional	19,465	12,000	12,000	-
Educational Communication Equipment	400	500	500	-
Equipment Purchases Under \$499	14,007	53,000	53,000	-
Office Furniture & Equipment	15,393	4,000	4,000	-
Security Alarm Systems	8,098	10,000	10,000	-
Capital Outlay Total	608,202	339,993	369,010	-
Unrestricted Expenditures	\$ 25,028,885	\$ 28,557,771	\$ 28,686,788	\$ 30,921,409

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Area Associate Superintendents	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Hourly Instructional	75	-	-	-
Other Support Staff	27,977	30,045	30,045	32,133
Principal	190,567	-	-	-
Teaching Aide	79,843	75,670	75,670	126,804
Salaries & Wages Total	298,462	105,715	105,715	158,937
Employee Benefits				
FICA /Medicare	21,378	8,088	8,088	12,162
Insurance Benefits - Active Employees	44,514	28,328	28,328	35,165
Life Insurance	1,117	409	409	616
Retirement/Pension - Teachers	15,188	16,355	16,355	24,971
Workman's Compensation	1,432	2,402	2,402	3,181
Employee Benefits Total	83,629	55,582	55,582	76,095

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Area Associate Superintendents	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Supplies & Materials				
Classroom Teacher Supplies	423	-	-	-
Supplies & Materials Total	423	-	-	-
Other Operating Expenses				
Non-Local Travel Expenses	15	-	-	-
Other Operating Expenses Total	15	-	-	-
Restricted Expenditures	\$ 382,529	\$ 161,297	\$ 161,297	\$ 235,032
TOTAL OPERATING EXPENDITURES	\$ 25,411,414	\$ 28,719,068	\$ 28,848,085	\$ 31,156,441

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
48011	Area I School Performance Office	1,688,804
48012	Area II School Performance Office	1,659,698
48610	Area III School Performance Office	5,330,669
00303	Croom High School	2,604,721
00705	Tall Oaks High School	2,400,951
01350	Academy of Health Sciences at Prince George's Community College	4,293,967
01352	International Schools- Largo	2,273,776
01732	International Schools- Langley Park	2,212,837
42430	Incarcerated Youth Program (IYP)	670,520
42431	Community-Based Classroom	898,589
42432	Evening High School-Northwestern	1,603,503
42440	Green Valley Academy	2,974,231
42441	Annapolis Road Academy	2,544,175
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 31,156,441

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 other 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 & OUTCOMES

- 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 athletic directors.

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.

Supplies & Materials: Office supplies, first aid supplies and awards for event programs.

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

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Athletics	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
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
Total Unrestricted Staffing	3.00	3.00	3.00	3.00
TOTAL OPERATING STAFFING	3.00	3.00	3.00	3.00

OPERATING BUDGET – EXPENDITURES

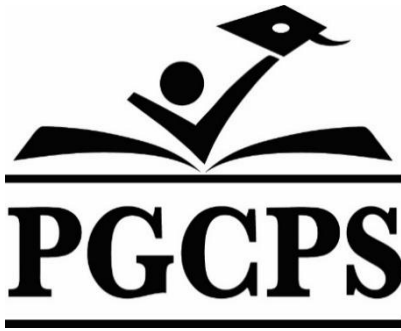
UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Athletics	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	8,378	-	-	-
Coaches	244,157	2,544,538	2,544,538	2,671,956
Other Admin/Professionals/Specialists	278,787	276,580	276,580	300,553
Overtime	43,453	22,117	22,117	21,011
Secretaries & Clerks	73,624	72,412	72,412	77,549
Substitute Teacher	5,181	9,514	9,514	9,514
Temp Bus Attendant	1,414	-	-	-
Salaries & Wages Total	654,994	2,925,161	2,925,161	3,080,583
Employee Benefits				
FICA / Medicare	106,565	218,181	218,181	228,670
Insurance Benefits - Active Employees	31,002	30,858	30,858	38,227
Life Insurance	1,370	1,348	1,348	1,461
Retirement/Pension- Employee	-	-	-	14,355
Workman's Compensation	1,964	65,903	65,903	61,195
Employee Benefits Total	140,901	316,290	316,290	343,908
Contracted Services				
Catering Services	999	-	-	-
M&R Equipment	-	1,500	1,500	1,500
Other Contracted Services	60,520	105,000	105,000	105,000
Printing In-House	11,767	-	-	-
Technical Contracted Services	582,702	615,618	615,618	685,988
Contracted Services Total	655,988	722,118	722,118	792,488

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

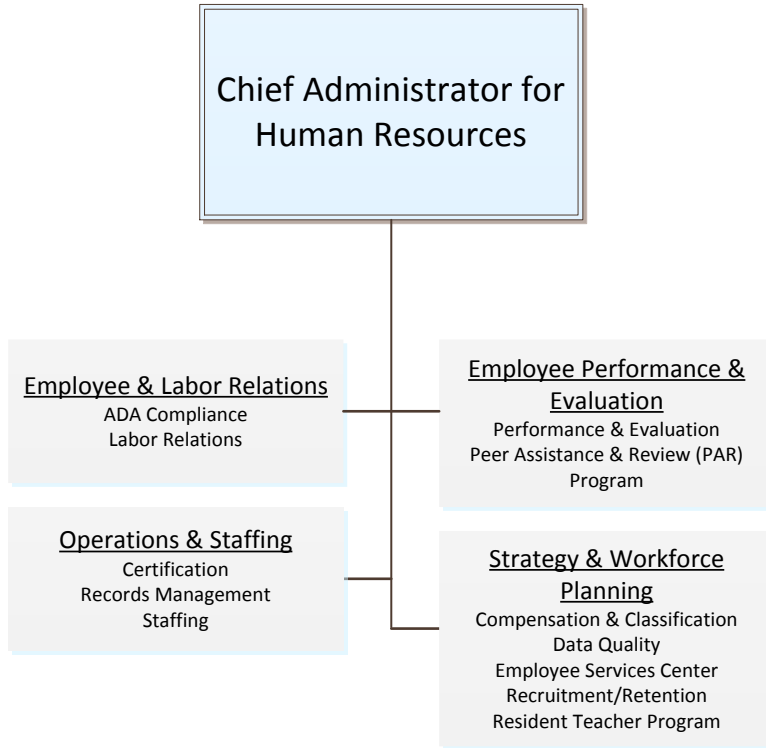
Athletics	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Supplies & Materials				
Awards & Recognition Certificates	12,892	15,000	15,000	15,400
Office Supplies	1,766	2,000	2,000	1,600
Other Charges	96,171	-	442,659	-
Other Misc. Supplies	-	442,659	-	733,480
Supplies & Materials Total	110,829	459,659	459,659	750,480
Other Operating Expenses				
Interscholastic Athletics	110,930	96,000	96,000	96,000
Local Travel - Per Mile Basis	123	4,500	4,500	4,050
Non-Local Travel Lodging	519	-	-	-
Non-Local Travel Related Meals	369	-	-	-
Non-Local Travel Transportation	585	-	-	-
Other Miscellaneous Expense	525,739	523,261	523,261	592,261
Other Operating Expenses Total	638,265	623,761	623,761	692,311
Unrestricted Expenditures	\$ 2,200,977	\$ 5,046,989	\$ 5,046,989	\$ 5,659,770
TOTAL OPERATING EXPENDITURES	\$ 2,200,977	\$ 5,046,989	\$ 5,046,989	\$ 5,659,770

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
42151	Interscholastic Athletics	5,659,770
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 5,659,770



Division of Human Resources



ORGANIZATION SUMMARY

Organization	FY 2017 Approved FTE	FY 2017 Approved Funding
Chief Administrator for Human Resources	3.00	531,914
Employee and Labor Relations	12.00	2,103,256
Employee Performance and Evaluation	33.00	4,949,686
HR Operations & Staffing	46.00	7,961,308
HR Strategy & Workforce Planning	26.00	2,728,378
TOTAL OPERATING STAFFING & EXPENDITURES	120.00	\$ 18,274,542

Chief Administrator for Human Resources

MISSION

To recruit, select, develop, compensate and retain a highly qualified and 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 & OUTCOMES

- 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 and part-time temporary employees to assist during the 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.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Chief Administrator Human Resources	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
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

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Chief Administrator Human Resources	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Hourly Instructional	46,351	-	-	-
Other Admin/Professionals/Specialists	342,815	341,856	341,856	188,212
Overtime	52	-	-	-
Secretaries & Clerks	138,414	165,154	165,154	179,816
Summer Assignment	-	9,840	9,840	9,840
Temp Office Worker	37,027	10,000	10,000	10,000
Salaries & Wages Total	564,659	526,850	526,850	387,868
Employee Benefits				
Employee Retirement	2,000	-	-	-
FICA / Medicare	38,263	32,354	32,354	24,627
Insurance Benefits - Active Employees	49,686	53,402	53,402	51,435
Life Insurance	1,848	1,959	1,959	1,424
Retirement/Pension - Employee	6,677	6,653	6,653	8,619
Workman's Compensation	1,247	11,961	11,961	7,762
Employee Benefits Total	99,721	106,329	106,329	93,867
Contracted Services				
Catering Services	2,941	-	-	-
M&R Equipment	-	107	107	-
Other Legal Expenses	1,167,480	40,529	40,529	40,529
Printing In-House	-	5,000	5,000	5,000
Professional Contracted Services	197,145	-	-	-
Contracted Services Total	1,367,566	45,636	45,636	45,529

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Chief Administrator Human Resources	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Supplies & Materials				
Office Supplies	8,130	5,800	5,800	700
Supplies & Materials Total	8,130	5,800	5,800	700
Other Operating Expenses				
Local Travel - Per Mile Basis	-	500	500	450
Other Miscellaneous Expense	68,777	3,500	3,500	3,500
Other Operating Expenses Total	68,777	4,000	4,000	3,950
Unrestricted Expenditures	\$ 2,108,853	\$ 688,615	\$ 688,615	\$ 531,914
TOTAL OPERATING EXPENDITURES	\$ 2,108,853	\$ 688,615	\$ 688,615	\$ 531,914

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
31001	Chief Administrator for Human Resources	531,914
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 531,914

Employee and Labor Relations

MISSION

To provide leadership, collaboration, strategic consultation and advice to Prince George's County Public Schools by balancing the right 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 & OUTCOMES

- Resolve and facilitate resolution of employment centered disputes and alleged policy violations within the school system
- 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.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Employee & Labor Relations	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	5.00	5.00	5.00	6.00
Director	1.00	1.00	1.00	1.00
Secretary	2.00	2.00	2.00	3.00
Security Investigator	0.00	0.00	0.00	1.00
Special Assistant	1.00	1.00	1.00	1.00
Unrestricted Staffing	9.00	9.00	9.00	12.00
TOTAL OPERATING STAFFING	9.00	9.00	9.00	12.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Employee & Labor Relations	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	889,227	1,053,425	1,053,425	1,131,315
Secretaries & Clerks	88,751	105,173	105,173	168,593
Technician	(281)	-	-	88,629
Terminal Leave Payout	13,562	-	-	-
Unrestricted Unallocated Full-Time	(55)	-	-	-
Salaries & Wages Total	991,204	1,158,598	1,158,598	1,388,537
Employee Benefits				
FICA / Medicare	74,580	81,038	81,038	94,329
Insurance Benefits - Active Employees	79,236	86,144	86,144	123,538
Life Insurance	3,750	4,478	4,478	5,366
Retirement/Pension - Employee	73,480	89,882	89,882	102,876
Workman's Compensation	5,278	26,306	26,306	27,776
Employee Benefits Total	236,324	287,848	287,848	353,885
Contracted Services				
Other Legal Expenses	15,447	211,941	211,941	167,714
Printing In-House	13,866	68,989	68,989	68,989
Professional Contracted Services	22,850	17,812	17,812	16,031
Third Party Processing-Active	21,517	70,000	70,000	70,000
Contracted Services Total	73,680	368,742	368,742	322,734

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Employee & Labor Relations	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Supplies & Materials				
Office Supplies	1,454	3,000	3,000	22,400
Supplies & Materials Total	1,454	3,000	3,000	22,400
Other Operating Expenses				
Dues; Subscriptions	370	2,000	2,000	300
Local Travel - Per Mile Basis	541	6,000	6,000	5,400
Non-Local Travel Expenses	4,312	-	-	-
Other Miscellaneous Expense	7,758	1,692	1,692	10,000
Other Operating Expenses Total	12,981	9,692	9,692	15,700
Capital Outlay				
Computers - Non-Instructional	3,295	-	-	-
Capital Outlay Total	3,295	-	-	-
Unrestricted Expenditures	\$ 1,318,938	\$ 1,827,880	\$ 1,827,880	\$ 2,103,256
TOTAL OPERATING EXPENDITURES	\$ 1,318,938	\$ 1,827,880	\$ 1,827,880	\$ 2,103,256

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
31140	Labor Relations	2,103,256
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 2,103,256

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

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

CORE SERVICES & OUTCOMES

- 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 support full-time personnel, second assignment compensation for support and instructional staff, workshop/staff development fees, and Peer Assistance and Review panel stipends.

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 services to support Panorama (student perception survey), Teachscape (online teacher evaluation tool), Matrice Consulting (development, maintenance and support for the evaluation tool), and Val-Ed (principal and assistant principal survey); advertising and in-house printing.

Supplies & Materials: Staff development supplies for consulting teachers and 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; non-local travel for professional development and trainings required to maintain current state and federal requirements related to reporting and process; dues and subscriptions, registration fees, and fees, fines and licenses.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Employee Performance & Evaluation	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	2.00	1.00	1.00	1.00
Administrative Support Technician	1.00	1.00	1.00	1.00
Building Supervisor	0.00	0.00	1.00	1.00
Executive Director	0.00	0.00	1.00	1.00
Associate Superintendent	1.00	1.00	0.00	0.00
Instructional Specialist	3.00	4.00	4.00	4.00
Instructional Supervisor	2.00	2.00	2.00	2.00
Mentor Teacher	15.00	15.00	16.00	17.00
Night Cleaner Lead	0.00	0.00	2.00	2.00
Program Specialist	0.00	2.00	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	27.00	29.00	32.00	33.00
TOTAL OPERATING STAFFING	27.00	29.00	32.00	33.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Employee Performance & Evaluation	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	(364)	-	-	20,000
2nd Assignment - Support	-	40,000	40,000	41,000
Extracurricular Advisors	1,000	-	-	1,000
Hourly Instructional	20,720	-	-	20,000
Other Admin/Professionals/Specialists	868,825	1,166,512	1,255,700	1,158,721
Other Stipends	36,000	-	-	36,000
Other Support Staff	45,180	47,168	47,168	48,108
Other Teacher	1,168,376	1,162,892	1,162,892	1,436,845
PGCEA Senior Teacher Differential	101	-	-	500
Secretaries & Clerks	120,054	130,961	130,961	140,398
Substitute Teacher	21,357	40,000	40,000	40,000
Temp Office Worker	-	10,000	10,000	10,000
Terminal Leave Payout	23,170	-	-	-
Workshop / Staff Development Pay	-	60,000	60,000	44,027
Salaries & Wages Total	2,304,419	2,657,533	2,746,721	2,996,599

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Employee Performance & Evaluation	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	164,295	183,877	201,569	222,600
Insurance Benefits - Active Employees	207,364	236,937	236,937	252,745
Life Insurance	7,861	10,040	10,040	10,761
Retirement/Pension - Employee	39,627	42,754	42,754	35,145
Workman's Compensation	12,228	62,364	62,364	59,946
Employee Benefits Total	432,375	535,972	553,664	581,197
Contracted Services				
Advertising & Other Costs	-	76,562	76,562	5,828
Catering Services	13,085	-	-	-
Instructional Contracted Services	403,988	450,000	450,000	345,000
Outside Printing	-	-	-	4,000
Printing In-House	12,225	10,000	10,000	10,000
Professional Contracted Services	1,213,434	446,320	446,320	711,868
Technical Contracted Services	151,362	200,000	200,000	170,000
Contracted Services Total	1,794,094	1,182,882	1,182,882	1,246,696
Supplies & Materials				
Awards & Recognition Certificates	-	3,000	3,000	500
Classroom Teacher Supplies	4,039	3,500	3,500	5,500
Office Supplies	5,999	15,000	15,000	20,000
Postage & Delivery	68	2,000	2,000	2,000
Staff Development Supplies	29,122	75,000	75,000	35,000
Supplies & Materials Total	39,228	98,500	98,500	63,000
Other Operating Expenses				
Dues; Subscriptions	794	64,000	64,000	20,500
Fees Fines & Licenses	39,856	300,000	300,000	10,000
Local Travel - Per Mile Basis	25,903	83,063	83,063	28,194
Non-Local Travel Expenses	1,932	-	-	1,000
Registration Fees	2,375	61,095	61,095	2,500
Other Operating Expenses Total	70,860	508,158	508,158	62,194
Capital Outlay				
Computers - Non-Instructional	15,567	230,000	230,000	-
Office Furniture & Equipment	7,029	23,000	23,000	-
Capital Outlay Total	22,596	253,000	253,000	-
Unrestricted Expenditures	\$ 4,663,572	\$ 5,236,045	\$ 5,342,925	\$ 4,949,686
TOTAL OPERATING EXPENDITURES	\$ 4,663,572	\$ 5,236,045	\$ 5,342,925	\$ 4,949,686

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
31110	Employee Performance & Evaluation	4,949,686
TOTAL OPERATING EXPENDITURS BY COST CENTER		\$ 4,949,686

Human Resources Operations and Staffing

MISSION

To recruit, select, develop and retain a highly qualified and effective workforce that promotes improved student achievement, provides excellent customer service, and serves as a valued strategic partner.

SUPPORTING THE STRATEGIC PLAN

- Leads the effective recruitment and hiring 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 Prince George's County Public Schools is viewed as an employer of choice

CORE SERVICES & OUTCOMES

- 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 that are appropriately placed to ensure "best fit" to fill all vacancies
- Provide customer service to internal and external stakeholders by processing 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 who have not been teacher trained, but 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 Oracle, the human resources data management system. Build capacity around position control and the use of Human Resources data

FINANCIAL PLAN

Salaries & Wages: Salaries support full- and part-time temporary personnel including temporaries and substitutes and substitute clerical support to schools and visiting teachers.

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

Contracted Services: Advertising for recruitment; professional contracted services to include Urban Schools Human Capital Academy (USHCA), Gallup (Teacher InSight), Teach for America, Amity Institute, and Applitrack; and printing services.

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

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

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
HR Operations & Staffing	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	19.00	19.00	19.00	19.00
Administrative Support Technician	4.00	4.00	4.00	7.00
Administrative Assistant	0.00	0.00	0.00	1.00
Coordinating Manager	0.00	0.00	0.00	1.00
Director	1.00	1.00	1.00	1.00
Secretary	13.00	13.00	13.00	9.00
Support Supervisor	6.00	6.00	6.00	8.00
Unrestricted Expenditures	43.00	43.00	43.00	46.00
TOTAL OPERATING EXPENDITURES	43.00	43.00	43.00	46.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
HR Operations & Staffing	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Hourly Instructional	110,728	-	-	5,000
Other Admin/Professionals/Specialists	2,620,365	2,878,282	2,878,282	3,212,351
Other Support Staff	388,325	383,652	383,652	484,869
Overtime	18,439	-	-	-
Secretaries & Clerks	708,804	759,750	759,750	472,860
Substitute School Secretary	-	106,494	106,494	106,494
Substitute Teacher	304	-	-	-
Temp Office Worker	171,693	134,000	134,000	20,000
Unrestricted Unallocated Full-Time	366	-	-	-
Workshop / Staff Development Pay	196	-	-	20,000
Salaries & Wages Total	4,019,220	4,262,178	4,262,178	4,321,574
Employee Benefits				
FICA / Medicare	302,338	323,182	323,182	274,569
Insurance Benefits - Active Employees	427,761	461,073	461,073	445,814
Life Insurance	14,495	15,549	15,549	16,117
Retirement/Pension - Employee	153,317	178,203	178,203	218,424
Tuition Reimbursement - Cert Renew	1,608,698	1,900,000	1,900,000	1,735,000
Workman's Compensation	21,304	99,198	99,198	86,455
Employee Benefits Total	2,527,913	2,977,205	2,977,205	2,776,379

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

HR Operations & Staffing	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Contracted Services				
Advertising and Other Costs	-	-	-	75,000
Catering Services	3,885	-	-	-
Food Service - Catering	-	3,000	3,000	-
Outside Printing	-	-	-	1,500
Printing In-House	15,150	21,320	21,320	21,320
Professional Contracted Services	109,026	91,263	91,263	675,874
Contracted Services Total	128,061	115,583	115,583	773,694
Supplies & Materials				
Awards & Recognition Certificates	-	1,000	1,000	-
Non-Catered Misc. Food Supplies	177	-	-	-
Office Supplies	12,006	9,850	9,850	1,500
Postage & Delivery	-	2,000	2,000	500
Staff Development Supplies	-	4,000	4,000	1,000
Supplies & Materials Total	12,183	16,850	16,850	3,000
Other Operating Expenses				
Local Travel - Per Mile Basis	3,572	3,200	3,200	1,200
Non-Local Travel Expenses	207	-	-	85,461
Registration Fees	-	3,000	3,000	-
Other Operating Expenses Total	3,779	6,200	6,200	86,661
Capital Outlay				
Equipment Purchases Under \$500	-	1,500	1,500	-
Office Furniture & Equipment	14,729	5,000	5,000	-
Capital Outlay Total	14,729	6,500	6,500	-
Unrestricted Expenditures				
TOTAL OPERATING EXPENDITURES	\$ 6,705,885	\$ 7,384,516	\$ 7,384,516	\$ 7,961,308

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
31130	Human Resources Operations & Staffing	7,961,308
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 7,961,308

Human Resources 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, and data-driven strategy implementation.

SUPPORTING THE STRATEGIC PLAN

- Leads the development and monitoring of the High Performing Workforce strategy including the oversight of all measurable outcomes, milestones, and activities
- Supports High Performing Workforce through the strategic design and implementation of data collection, analysis and reporting of employee recruitment, hiring, retention, and customer service efforts in Human Resources

CORE SERVICES & OUTCOMES

- Provide accurate and timely compensation information and services to customers; provide system-wide implementation and administration of compensation programs and initiatives; and perform job analysis, pay grade analysis, process pay changes and update pay tables in accordance with negotiated agreements.
- Support improved workforce planning and strategic decision-making through the alignment of Human Resources data, enhanced capacity around the use of Human Resources data, oversight of the strategic plan, and the strategic improvement of Human Resources processes. Design and implement data collection, analysis and reporting for internal purposes, audits, Maryland State Department of Education, and federal reporting requirements.
- 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; complete employment verifications in a timely and efficient manner; as well as respond to all internal and external audits.
- Deliver high-quality employment services, information and support to employees and candidates to achieve district outcomes in compliance with federal, state and local guidelines.

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 the Substitute Management System and Data Warehouse, and the maintenance and repair of the filing equipment in Records Management.

Supplies & Materials: Postage and office and staff development supplies.

Other Operating Costs: Dues, subscriptions, local travel reimbursement for site visits and events, non-local travel and registration for workshops and professional development.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
HR Strategy & Workforce Planning	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	8.00	8.00	8.00	6.00
Administrative Support Technician	3.00	4.00	4.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Coordinating Manager	1.00	1.00	1.00	0.00
Director	1.00	1.00	1.00	0.00
Executive Director	0.00	0.00	0.00	1.00
Secretary	7.00	6.00	6.00	10.00
Security Investigator	0.00	2.00	2.00	0.00
Support Supervisor	3.00	3.00	3.00	2.00
Unrestricted Staffing	24.00	26.00	26.00	21.00
RESTRICTED STAFFING BY POSITION				
HR Strategy & Workforce Planning	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Reimbursable Personnel	5.00	5.00	5.00	5.00
Restricted Staffing	5.00	5.00	5.00	5.00
TOTAL OPERATING STAFFING	29.00	31.00	31.00	26.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
HR Strategy & Workforce Planning	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	15,400	-	-	-
Hourly Administration	-	13,000	13,000	-
Hourly Instructional	40,185	-	-	-
Other Admin/Professionals/Specialists	961,451	1,050,198	1,050,198	803,060
Other Support Staff	76,073	128,774	128,774	46,687
Overtime	3,981	-	-	-
Secretaries & Clerks	184,053	152,803	152,803	545,400
Service Worker	-	-	-	67,638
Substitute School Secretary	138,931	-	-	-
Substitute Teacher	115	-	-	-
Technician	84,774	130,832	130,832	-

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

HR Strategy & Workforce Planning	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Temp Office Worker	60,234	-	-	-
Workshop / Staff Development Pay	4,938	-	-	-
Salaries & Wages Total	1,570,135	1,475,607	1,475,607	1,462,785
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	113,878	101,158	101,158	107,418
Insurance Benefits - Active Employees	161,003	183,587	183,587	202,221
Life Insurance	5,012	5,654	5,654	5,669
Retirement/Pension - Employee	82,146	107,702	107,702	66,058
Workman's Compensation	7,480	33,507	33,507	29,275
Employee Benefits Total	370,519	431,608	431,608	410,641
Contracted Services				
Advertising & Other Costs	106,828	75,000	75,000	-
Catering Services	6,584	-	-	-
Food Service - Catering	4,637	2,000	2,000	-
M&R Equipment	-	-	-	5,000
Other Contracted Services	4,878	5,000	5,000	-
Outside Printing	2,259	5,000	5,000	-
Printing In-House	10,737	20,366	20,366	20,366
Professional Contracted Services	387,960	441,048	441,048	182,324
Software License	53,895	112,800	112,800	-
Contracted Services Total	577,778	661,214	661,214	207,690
Supplies & Materials				
Awards & Recognition Certificates	-	1,500	1,500	-
Non-Catered Misc. Food Supplies	1,355	-	-	-
Office Supplies	6,152	7,500	7,500	2,000
Postage & Delivery	-	9,000	9,000	500
Staff Development Supplies	-	9,000	9,000	500
Supplies & Materials Total	7,507	27,000	27,000	3,000
Other Operating Expenses				
Dues; Subscriptions	156	2,000	2,000	300
Fees Fines & Licenses	1,535	4,500	4,500	500
Local Travel - Per Mile Basis	1,543	4,000	4,000	1,600
Non-Local Travel Expenses	3,074	-	-	60,000
Non-Local Travel Lodging	18,198	-	-	-
Non-Local Travel Related Meals	5,494	-	-	-
Non-Local Travel Transportation	33,580	-	-	-
Other Travel Related Expenditures	3,942	-	-	-
Registration Fees	17,454	15,000	15,000	500
Other Operating Expenses Total	84,976	25,500	25,500	62,900

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

HR Strategy & Workforce Planning	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Capital Outlay				
Equipment Purchases Under \$500	-	1,500	1,500	-
Capital Outlay Total	-	1,500	1,500	-
Unrestricted Expenditures	\$ 2,610,915	\$ 2,622,429	\$ 2,622,429	\$ 2,147,016

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

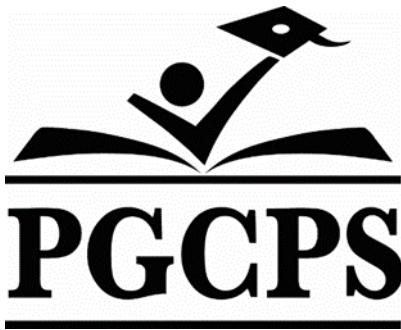
HR Strategy & Workforce Planning	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	128,651	482,645	482,645	453,378
PGCEA Nat'l Prof Teaching Standards	300,000	-	-	-
PGCEA Nat'l Prof Certification Paymts	3,051,000	-	-	-
Workshop / Staff Development Pay	267,450	-	-	-
Salaries & Wages Total	3,747,101	482,645	482,645	453,378
Employee Benefits				
FICA / Medicare	28,979	29,931	29,931	23,098
Insurance Benefits - Active Employees	6,431	40,453	40,453	41,325
Life Insurance	501	1,863	1,863	1,752
Retirement/Pension - Employee	-	34,455	34,455	23,744
Retirement/Pension - Teachers	19,987	19,883	19,883	27,497
Workman's Compensation	2,129	10,956	10,956	9,068
Employee Benefits Total	58,027	137,541	137,541	126,484
Contracted Services				
Catering Services	-	74,360	74,360	-
Indirect Cost Recovery	77,130	93,458	93,458	-
Instructional Contracted Services	-	10,991	10,991	-
Other Contracted Services	37,303	-	-	-
Outside Printing	-	12,954	12,954	-
Printing In-House	175	-	-	-
Professional Contracted Services	118,068	697,570	697,570	-
Software License	-	10,000	10,000	-
Technical Contracted Services	-	89,466	89,466	-
Contracted Services Total	232,676	988,799	988,799	-
Supplies & Materials				
Non-Catered Misc. Food Supplies	-	2,878	2,878	-
Office Supplies	-	4,674	4,674	-
Staff Development Supplies	-	35,480	35,480	-
Supplies & Materials Total	-	43,032	43,032	-

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

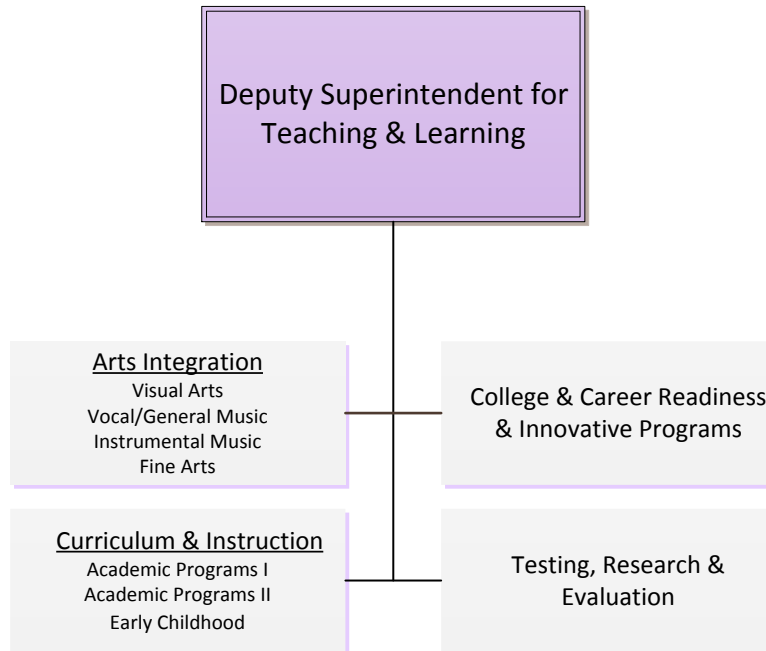
HR Strategy & Workforce Planning	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Dues; Subscriptions	-	20,000	20,000	-
Local Travel - Per Mile Basis	750	1,500	1,500	1,500
Meeting Expense	45	24,652	24,652	-
Non-Local Travel Expenses	38,330	-	-	-
Non-Local Travel Transportation	288	49,864	49,864	-
Other Miscellaneous Expense	-	-	-	-
Registration Fees	38,879	13,000	13,000	-
Other Operating Expenses Total	78,292	109,016	109,016	1,500
Restricted Expenditures	\$ 4,116,096	\$ 1,761,033	\$ 1,761,033	\$ 581,362
TOTAL OPERATING EXPENDITURES	\$ 6,727,011	\$ 4,383,462	\$ 4,383,462	\$ 2,728,378

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
31112	HR Strategy & Workforce Planning	2,147,016
62002	Reimbursable Personnel	581,362
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 2,728,378



Division of Teaching & Learning



ORGANIZATION SUMMARY

Organization	FY 2017 Approved FTE	FY 2017 Approved Funding
Deputy Superintendent Teaching & Learning	5.00	832,218
Arts Integration	18.00	3,247,411
College, Career Readiness & Innovative Programs	39.00	9,355,845
Curriculum & Instruction	41.00	17,834,327
Academic Programs I	71.50	15,785,413
Academic Programs II	69.60	13,034,473
Early Childhood Programs	38.00	6,797,739
Testing, Research & Evaluation	33.00	5,228,035
TOTAL OPERATING STAFFING & EXPENDITURES	315.10	\$ 72,115,461

Deputy Superintendent for Teaching & Learning

MISSION

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

SUPPORTING THE STRATEGIC PLAN

- Devising necessary teams to develop the strategies that will ensure the appropriate level of support and emphasis is placed on literacy, particularly, in the areas of reading, math and early learning.
- Ensuring that current College and Career Readiness benchmarks reflect the national standards and adjusting as appropriate.
- Expanding supports to specialty programs to give additional students access to these innovative programs.

CORE SERVICES & OUTCOMES

- Support rigorous literacy training for all 208 schools focusing on secondary schools for the 2015-2016 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 for staff assigned to the Office of the Deputy Superintendent for Teaching and Learning.

Employee Benefits: Social security taxes, retirement contributions, and group health and life insurance for staff assigned to the Office of the Deputy Superintendent for Teaching and Learning.

Contracted Services: Professional 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, meeting expenses, and other travel related expenditures for the Deputy Superintendent for Teaching and Learning.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Deputy Superintendent Teaching & Learning	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Deputy Superintendent	1.00	1.00	1.00	1.00
Administrative Secretary	2.00	1.00	1.00	1.00
Admin Support Specialist	0.00	1.00	1.00	1.00
Coordinating Supervisor	1.00	0.00	0.00	0.00
Executive Director	0.00	1.00	1.00	1.00
Secretary	1.00	1.00	1.00	1.00
Unrestricted Staffing	5.00	5.00	5.00	5.00
TOTAL OPERATING STAFFING	5.00	5.00	5.00	5.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Deputy Superintendent Teaching & Learning	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	18,687	-	-	-
Hourly Instructional	14,219	-	-	-
Other Admin/Professionals/Specialists	350,958	414,886	414,886	423,694
Other Teacher	(1,011)	-	-	-
Overtime	(12)	-	-	-
Secretaries & Clerks	197,462	148,301	148,301	136,473
Summer Assignment	-	9,840	9,840	1,400
Temp Office Worker	5,664	-	-	-
Workshop / Staff Development Pay	(450)	-	-	-
Salaries & Wages Total	585,517	573,027	573,027	561,567
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	38,312	35,080	35,080	33,940
Insurance Benefits - Active Employees	59,422	59,442	59,442	59,270
Life Insurance	2,281	2,180	2,180	2,165
Retirement/Pension - Employee	38,085	39,914	39,914	38,563
Workman's Compensation	2,006	13,015	13,015	11,234
Employee Benefits Total	141,106	149,631	149,631	145,172

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Deputy Superintendent Teaching & Learning	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Contracted Services				
Catering Services	1,093	-	-	-
Instructional Contracted Services	-	100,000	100,000	-
M&R Equipment	-	26	26	-
Printing In-House	3,767	1,500	1,500	1,500
Professional Contracted Services	238,813	91,068	91,068	81,961
Contracted Services Total	243,673	192,594	192,594	83,461
Supplies & Materials				
Classroom Teacher Supplies	-	105,000	105,000	-
Non-Catered Misc. Food Supplies	503	-	-	-
Office Supplies	8,235	9,852	9,852	1,637
Postage & Delivery	3,644	200	200	200
Supplies & Materials Total	12,382	115,052	115,052	1,837
Other Operating Expenses				
Dues; Subscriptions	911	2,500	2,500	2,250
Local Travel - Per Mile Basis	2,036	3,011	3,011	2,710
Meeting Expense	-	25,656	25,656	21,151
Non-Local Travel Expenses	9,803	-	-	-
Other Travel Related Expenditures	73	16,000	16,000	12,000
Registration Fees	14,425	2,300	2,300	2,070
Other Operating Expenses Total	27,248	49,467	49,467	40,181
Capital Outlay				
Computers - Non-Instructional	1,457	-	-	-
Capital Outlay Total	1,457	-	-	-
Unrestricted Expenditures	\$ 1,011,383	\$ 1,079,771	\$ 1,079,771	\$ 832,218
TOTAL OPERATING EXPENDITURES	\$ 1,011,383	\$ 1,079,771	\$ 1,079,771	\$ 832,218

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
30004	Deputy Superintendent for Teaching & Learning	832,218
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 832,218

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 instructional programs for all students and thereby increase student achievement in the areas of the creative, visual and performing arts.

SUPPORTING THE STRATEGIC PLAN

- Support Academic Excellence by developing and implementing arts integrated curriculum tied to the Maryland College and Career Readiness Standards in the areas of the creative, visual and performing arts.
- Support a High Performing Workforce by facilitating ongoing professional development and equip all instructional staff with effective literacy strategies. Developing qualitative and quantitative assessments and data collection to inform the needs of expanding and sustaining programs and instruction in the creative, visual and performing arts.

CORE SERVICES & OUTCOMES

- Provide professional development
- Provide artistic and cultural opportunities
- Monitor data collection to inform the work of expansion and sustaining programs and instruction
- Recruit 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 the Arts Integration Department in the 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: Awards, and 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.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Arts Integration	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Coordinating Supervisor	1.00	1.00	1.00	1.00
Director	1.00	1.00	0.00	0.00
Instructional Assistant	1.00	0.00	0.00	0.00
Instructional Specialist	4.00	2.00	2.00	2.00
Instructional Supervisor	6.00	5.00	5.00	5.00
Officer	0.00	0.00	1.00	1.00
Resource Teacher	1.00	2.00	3.00	4.00
Secretary	6.00	4.00	4.00	4.00
Technical Resource Analyst	1.00	1.00	1.00	1.00
Unrestricted Staffing	21.00	16.00	17.00	18.00
TOTAL OPERATING STAFFING	21.00	16.00	17.00	18.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Arts Integration	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	55,043	47,500	47,500	42,750
Hourly Instructional	15,641	33,454	33,454	30,109
Other Admin/Professionals/Specialists	964,154	1,191,913	1,191,913	1,199,397
Other Teacher	87,055	157,837	157,837	320,111
Overtime	3,143	-	-	-
Secretaries & Clerks	198,820	232,030	221,893	231,855
Substitute Teacher	37,581	32,607	32,607	15,000
Substitutes - Workshop	425	1,000	1,000	-
Terminal Leave Payout	12,787	-	-	-
Unrestricted Unallocated Full-Time	(66)	-	-	-
Workshop / Staff Development Pay	77,961	292,477	292,477	202,477
Salaries & Wages Total	1,452,544	1,988,818	1,978,681	2,041,699

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Arts Integration	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	94,702	137,898	137,898	145,582
Insurance Benefits - Active Employees	124,847	157,717	157,717	163,632
Life Insurance	4,864	6,074	6,074	6,768
Retirement/Pension - Employee	9,902	18,936	18,936	34,000
Workman's Compensation	6,886	43,942	43,942	40,845
Employee Benefits Total	242,201	364,567	364,567	390,827
Contracted Services				
Catering Services	25,542	-	-	-
Instructional Contracted Services	35,798	53,056	53,056	49,750
M&R Equipment	90,370	97,993	97,993	97,993
Other Contracted Services	8,853	18,000	18,000	18,000
Printing In-House	3,669	7,195	7,195	7,195
Professional Contracted Services	192,197	104,055	104,055	93,650
Rental of Buildings	2,665	5,500	5,500	5,500
School Activity Transportation	54,984	50,000	50,000	45,000
Software License	-	26,500	26,500	26,500
Technical Contracted Services	45,484	55,000	55,000	55,000
Contracted Services Total	459,562	417,299	417,299	398,588
Supplies & Materials				
Classroom Teacher Supplies	416,031	270,786	270,786	265,286
Office Supplies	12,417	8,000	8,000	-
Staff Development Supplies	88	100	100	-
Student Supplies	46,864	60,000	60,000	60,000
Supplies & Materials Total	475,400	338,886	338,886	325,286
Other Operating Expenses				
Fees Fines & Licenses	2,385	5,000	5,000	5,000
Field Trip Expense Non-Transportation	-	10,000	10,000	-
Local Travel - Per Mile Basis	5,716	19,750	19,750	17,775
Registration Fees	2,314	1,000	1,000	900
Other Operating Expenses Total	10,415	35,750	35,750	23,675
Capital Outlay				
Classroom Equipment & Furniture	58,591	54,990	54,990	-
Computers - Instructional	264,768	66,989	66,989	-
Capital Outlay Total	323,359	121,979	121,979	-
Unrestricted Expenditures	\$ 2,963,481	\$ 3,267,299	\$ 3,257,162	\$ 3,180,075

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Arts Integration	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	14,280	50,613	50,613	20,613
Substitute Teacher	1,161	2,773	2,773	2,773
Workshop / Staff Development Pay	15,625	15,628	15,628	14,104
Salaries & Wages Total	31,066	69,014	69,014	37,490
Employee Benefits				
FICA / Medicare	2,395	5,287	5,287	2,874
Workman's Compensation	110	1,576	1,576	754
Employee Benefits Total	2,505	6,863	6,863	3,628
Contracted Services				
Catering Services	911	-	-	-
Indirect Cost Recovery	1,770	3,765	3,765	3,765
Instructional Contracted Services	11,085	5,276	5,276	5,276
Contracted Services Total	13,766	9,041	9,041	9,041
Supplies & Materials				
Awards & Recognition Certificates	1,769	2,220	2,220	2,220
Classroom Teacher Supplies	8,487	8,283	8,283	8,283
Staff Development Supplies	-	4,764	4,764	4,764
Supplies & Materials Total	10,256	15,267	15,267	15,267
Other Operating Expenses				
Non-Local Travel Expenses	7,033	1,620	1,620	1,620
Registration Fees	335	290	290	290
Other Operating Expenses Total	7,368	1,910	1,910	1,910
Restricted Expenditures	\$ 64,961	\$ 102,095	\$ 102,095	\$ 67,336

TOTAL OPERATING EXPENDITURES \$ 3,028,442 \$ 3,369,394 \$ 3,359,257 \$ 3,247,411

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
42154	Creative Arts Programs	1,162,729
42157	Vocal/General Music	505,782
42158	Instrumental Music	364,184
42159	Art	509,445
42161	Arts Integration Office	705,271
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 3,247,411

College, Career Readiness & Innovative Programs

MISSION

To provide programs and services that enhances and expands the academic opportunities made available to students' in support of college and career readiness.

SUPPORTING THE STRATEGIC PLAN

- Support Academic Excellence by providing programs designed to raise the average SAT/ACT scores to meet or exceed the State average
- Support Academic Excellence by providing programs which aid in reaching the benchmark of 90% of our students graduating on-time

CORE SERVICES & OUTCOMES

- 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 that support college and career readiness
- Support principals, teachers, parents, and students by managing key instructional initiatives to 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 temporaries 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: Instruction, professional and technical consultants; rental of buildings; advertising; catering; maintenance and repair of equipment and vehicles; school activity transportation; and printing services as necessary to support the Strategic Plan.

Supplies & Materials: Awards; classroom teacher, office, staff development, and student supplies; textbooks; and postage as necessary to support the Strategic Plan.

Other Operating Costs: Fees, Fines and Licenses; field trip expenses; local travel reimbursement for site visits; dues and subscriptions; non-local travel; and registration fees as necessary to support the Strategic Plan.

Capital Outlay / Equipment: Classroom and office equipment and furniture, and instructional computers.

OPERATING BUDGET – STAFFING

ORGANIZATION OVERVIEW & ANALYSIS

UNRESTRICTED STAFFING BY POSITION				
College & Career Readiness & Innovative Programs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	0.00	6.00	6.00	6.00
Clerk	0.00	1.00	1.00	1.00
Coordinating Supervisor	0.00	1.00	1.00	1.00
Instructional Program Coordinator	0.00	8.00	8.00	9.00
Instructional Specialist	0.00	5.00	5.00	5.00
Instructional Supervisor	0.00	5.00	5.00	5.00
Officer	0.00	1.00	1.00	1.00
Resource Teacher	0.00	2.00	2.00	2.00
Secondary Classroom Teacher	0.00	1.00	1.00	0.00
Secretary	0.00	3.00	3.00	3.00
Support Supervisor	0.00	1.00	1.00	0.00
Unrestricted Staffing	0.00	34.00	34.00	33.00
RESTRICTED STAFFING BY POSITION				
College & Career Readiness & Innovative Programs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	0.00	3.00	3.00	3.00
Administrative Support Technician	0.00	1.00	1.00	1.00
Program Liaison	0.00	1.00	1.00	1.00
Secondary Classroom Teacher	0.00	1.00	1.00	1.00
Restricted Staffing	0.00	6.00	6.00	6.00
TOTAL OPERATING STAFFING	0.00	40.00	40.00	39.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
College & Career Readiness & Innovative Programs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	60,811	94,351	94,351	74,916
Classroom Teacher	(432)	66,720	66,720	6,883
Hourly Administration	-	5,000	5,000	-
Hourly Instructional	357,589	297,152	297,152	112,011
Other Admin/Professionals/Specialists	1,789,431	1,835,497	1,835,497	1,774,548
Other Stipends	7,000	-	-	-
Other Support Staff	24,097	-	-	-
Other Teacher	889,065	812,102	812,102	864,190
Overtime	962	-	-	-
PGCEA Senior Teacher Differential	1,019	-	-	-
Secretaries & Clerks	160,364	209,062	209,062	194,019
Substitute Teacher	68,425	138,057	138,057	138,057
Temp Office Worker	41,190	15,000	15,000	15,000
Terminal Leave Payout	45,981	-	-	-
Unrestricted Unallocated Full-Time	3,664	-	-	-
Workshop / Staff Development Pay	295,071	191,660	191,660	191,660
Salaries & Wages Total	3,744,237	3,664,601	3,664,601	3,371,284
Employee Benefits				
FICA / Medicare	228,326	319,052	319,052	251,413
Insurance Benefits - Active Employees	252,310	302,923	302,923	278,099
Life Insurance	10,945	11,310	11,310	10,950
Retirement/Pension - Employee	63,823	101,192	101,192	60,987
Retirement/Pension - Teachers	6,139	-	-	-
Workman's Compensation	15,963	94,253	94,253	67,308
Employee Benefits Total	577,506	828,730	828,730	668,757
Contracted Services				
Catering Services	15,425	-	-	-
Food Service - Catering	17,273	20,000	20,000	15,000
Instructional Contracted Services	214,705	1,047,075	1,047,075	241,055
M&R Equipment	2,081	4,000	4,000	4,000
M&R Vehicles	6,430	25,000	25,000	25,000
Other Contracted Services	826	-	-	-
Outside Printing	5,152	5,628	5,628	5,628
Printing In-House	60,545	15,369	15,369	11,558
Professional Contracted Services	175,848	42,000	42,000	38,000
Rental of Buildings	3,000	1,884	1,884	1,884

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

College & Career Readiness & Innovative Programs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Contracted Services				
Rental of Vehicles	17,887	20,000	20,000	-
School Activity Transportation	221,643	344,484	344,484	1,884
Technical Contracted Services	106,529	534,171	534,171	-
Contracted Services Total	847,344	2,059,611	2,059,611	344,009
Supplies & Materials				
Awards & Recognition Certificates	7,540	1,256	1,256	1,256
Classroom Teacher Supplies	824,943	337,245	337,245	825,310
Non-Catered Misc. Food Supplies	1,048	-	-	-
Office Supplies	31,199	2,614	2,614	1,264
Other Charges	240	-	2,574	-
Other Misc. Supplies	-	2,574	-	1,330,258
Postage And Delivery	4,581	3,779	3,779	3,756
Staff Development Supplies	3,536	4,158	4,158	4,158
Student Supplies	155,811	54,330	54,330	129,330
Testing Supplies & Materials	1,262,709	595,072	595,072	-
Textbooks	31,426	227,000	227,000	475,126
Supplies & Materials Total	2,323,033	1,228,028	1,228,028	2,770,458
Other Operating Expenses				
Fees Fines & Licenses	3,423	2,700	2,700	2,700
Field Trip Expense Non-Transportation	309,753	54,500	54,500	54,500
Local Travel - Per Mile Basis	27,171	31,705	31,705	30,055
Meetings, Conferences, Conventions	660	-	-	-
Non-Local Travel Expenses	80,623	-	-	-
Other Travel Related Expenditures	7,111	-	-	-
Registration Fees	356,208	692,284	692,284	344,363
Other Operating Expenses Total	784,949	781,189	781,189	431,618
Capital Outlay				
Classroom Equipment & Furniture	63,772	195,326	195,326	-
Capital Outlay Total	63,772	195,326	195,326	-
Unrestricted Expenditures	\$ 8,340,841	\$ 8,757,485	\$ 8,757,485	\$ 7,586,126

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

College & Career Readiness & Innovative Programs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	11,528	23,432	23,432	12,000
2nd Assignment - Support	8,198	1,378	1,378	9,000
Classroom Teacher	-	66,720	66,720	67,387
Hourly Instructional	20,326	1,186,503	1,186,503	144,567
Other Admin/Professionals/Specialists	77,029	260,828	260,828	260,828

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
College & Career Readiness & Innovative Programs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Stipends	1,000	-	-	-
Other Support Staff	81,303	121,160	121,160	124,412
Other Teacher	(385)	82,466	82,466	-
Overtime	51	-	-	-
Substitute Child Care Assistant	8,280	-	-	8,000
Substitute Teacher	20,307	92,038	92,038	8,518
Temp Child Care	21,326	-	-	20,100
Salaries & Wages Total	248,963	1,834,525	1,834,525	654,812
Employee Benefits				
FICA / Medicare	19,224	140,356	140,356	50,102
Insurance Benefits - Active Employees	9,720	57,032	57,032	48,671
Life Insurance	605	2,055	2,055	1,751
Retirement/Pension - Employee	8,359	37,171	37,171	19,619
Retirement/Pension - Teachers	17,053	33,237	33,237	37,296
Workman's Compensation	(325)	41,657	41,657	13,101
Employee Benefits Total	54,636	311,508	311,508	170,540
Contracted Services				
Catering Services	31,204	23,131	23,131	4,046
Indirect Cost Recovery	15,062	47,586	47,586	43,431
Instructional Contracted Services	192,491	393,435	393,435	4,768
M&R Equipment	-	10,000	10,000	10,000
Other Contracted Services	128,250	129,250	129,250	91,799
Printing In-House	-	12,658	12,658	1,658
Professional Contracted Services	196,889	-	-	-
Rental of Vehicles	2,050	6,000	6,000	6,000
School Activity Transportation	30,094	58,137	58,137	919
Software License	69,828	-	-	-
Contracted Services Total	665,868	680,197	680,197	162,621
Supplies & Materials				
Awards & Recognition Certificates	1,257	5,120	5,120	711
Classroom Teacher Supplies	31,292	388,111	388,111	148,559
Non-Catered Misc. Food Supplies	3,084	41,958	41,958	2,051
Office Supplies	1,518	1,828	1,828	700
Other Misc. Supplies	-	19,616	19,616	-
Postage And Delivery	-	7,678	7,678	4,228
Staff Development Supplies	2,094	26,623	26,623	15,109
Student Supplies	266,065	94,204	94,204	73,708
Testing Supplies & Materials	1,770	-	-	-
Supplies & Materials Total	307,080	585,138	585,138	245,066

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

College & Career Readiness & Innovative Programs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Dues; Subscriptions	-	875	875	875
Local Travel - Per Mile Basis	1,764	25,477	25,477	8,734
Non-Local Travel Expenses	67,202	132,665	132,665	2,857
Non-Local Travel Lodging	2,985	3,000	3,000	3,000
Other Miscellaneous Expense	15,001	10,795	10,795	-
Other Travel Related Expenditures	3,059	24,542	24,542	24,542
Registration Fees	85,629	115,366	115,366	75,460
Other Operating Expenses Total	175,640	312,720	312,720	115,468
Capital Outlay				
Classroom Equipment & Furniture	443,005	5,000	5,000	5,000
Computers - Instructional	64,876	416,821	416,821	412,612
Educational Communication Equipmen	-	18,226	18,226	-
Office Furniture & Equipment	-	3,600	3,600	3,600
Capital Outlay Total	507,881	443,647	443,647	421,212
Restricted Expenditures	\$ 1,960,068	\$ 4,167,735	\$ 4,167,735	\$ 1,769,719

TOTAL OPERATING EXPENDITURES	\$ 10,300,909	\$ 12,925,220	\$ 12,925,220	\$ 9,355,845
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EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
41000	Secondary School Reform	8,744,583
42130	Career Education Office	508,985
42133	JROTC	14,364
42134	Career and Technical Education	87,913
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 9,355,845

Curriculum & Instruction, Office

MISSION

To provide and enhance support of and professional practice in, teaching and learning, through professional development activities, with an emphasis on math, science, reading, 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 professional development opportunities to staff in order to enhance teaching.
- Providing enrichment opportunities and summer credit recovery programs for students

CORE SERVICES & OUTCOMES

- 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 temporaries 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: Instructional, professional, and technical consultants; rental of buildings; advertising; catering; in-house printing services; school activity transportation; and lease purchase.

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

Other Operating Costs: Registration fees.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Curriculum & Instruction - Office	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
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	0.00	1.00	1.00	1.00
Executive Director	1.00	1.00	1.00	1.00
Instructional Assistant	1.00	0.00	0.00	0.00
Instructional Specialist	0.00	4.00	4.00	4.00
Instructional Supervisor	0.00	1.00	1.00	1.00
Night Cleaner Lead	2.00	2.00	2.00	2.00
Resource Teacher	24.00	24.00	30.00	24.00
Secretary	2.00	2.00	2.00	2.00
Social Service Worker Assistant	2.00	0.00	0.00	0.00
Technical Resource Analyst	1.00	1.00	1.00	1.00
Unrestricted Staffing	38.00	41.00	47.00	41.00
TOTAL OPERATING STAFFING	38.00	41.00	47.00	41.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Curriculum & Instruction - Office	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	15,233	-	-	-
2nd Assignment - Support	1,182	30,000	30,000	-
Classroom Teacher	61,391	18,552	18,552	-
Grievance Settlements	3,000	-	-	-
Hourly Instructional	1,367	31,625	31,625	28,463
Hourly Interpreter	363	-	-	-
Other Admin/Professionals/Specialists	506,949	1,063,914	1,063,914	1,024,438
Other Support Staff	52,736	120,424	120,424	110,953
Other Teacher	1,851,218	1,864,375	1,864,375	2,028,439
Overtime	6,931	-	-	-

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Curriculum & Instruction - Office	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
PGCEA Senior Teacher Differential	10,613	-	-	-
Secretaries & Clerks	114,625	219,631	219,631	240,915
Service Worker	49,418	49,256	49,256	-
Substitute Healthcare Attendant	-	10	10	-
Substitute Paraprofessional Ed	(6,128)	-	-	-
Substitute Teacher	29,739	37,460	37,460	8,294
Substitutes - Workshop	2,149	40,000	40,000	20,000
Support Staff	10,248	-	-	-
Temp Bus Attendant	255	-	-	-
Temp Office Worker	43,990	101,329	101,329	84,829
Terminal Leave Payout	38,032	-	-	-
Unrestricted Unallocated Full-Time	370	-	-	-
Workshop / Staff Development Pay	2,225	21,732	42,246	22,215
Salaries & Wages Total	2,795,906	3,598,308	3,618,822	3,568,546
Employee Benefits				
FICA / Medicare	1,622,462	286,030	286,030	265,084
Insurance Benefits - Active Employees	259,029	331,029	331,029	362,079
Life Insurance	9,345	12,900	12,900	13,164
Retirement/Pension - Employee	20,307	36,486	36,486	39,126
Workman's Compensation	115,022	87,405	87,405	71,394
Employee Benefits Total	2,026,165	753,850	753,850	750,847
Contracted Services				
Advertising & Other Costs	-	6,279	6,279	-
Catering Services	5,921	-	-	-
Instructional Contracted Services	173,535	146,510	146,510	-
Lease/Purchases - Non-Energy	6,856,346	9,478,987	9,478,987	11,615,313
Printing In-House	5,137	144,104	144,104	144,104
Professional Contracted Services	114,795	100,000	100,000	103,000
School Activity Transportation	56,940	21,976	21,976	22,976
Technical Contracted Services	96,904	50,000	50,000	96,904
Contracted Services Total	7,309,578	9,947,856	9,947,856	11,982,297
Supplies & Materials				
Other Charges	49,977	-	40,686	-
Other Misc. Supplies	-	40,686	-	-
Postage & Delivery	36	5,267	5,267	500
Staff Development Supplies	98	1,918	1,918	8,197
Textbooks	2,036,373	1,393,859	1,393,859	1,411,440
Supplies & Materials Total	2,086,484	1,441,730	1,441,730	1,420,137

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Curriculum & Instruction - Office	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Dues; Subscriptions	-	3,039	3,039	-
Fees Fines & Licenses	1,200	29,349	29,349	-
Local Travel - Per Mile Basis	6,405	14,253	14,253	-
Non-Local Travel Expenses	49,147	-	-	-
Registration Fees	5,584	65,928	65,928	42,500
Other Operating Expenses Total	62,336	112,569	112,569	42,500
Capital Outlay				
Computers - Non-Instructional	7,544	20,000	20,000	-
Capital Outlay Total	7,544	20,000	20,000	-
Unrestricted Expenditures	\$ 14,288,013	\$ 15,874,313	\$ 15,894,827	\$ 17,764,327

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Curriculum & Instruction - Office	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Grants Unallocated Full-Time	-	70,000	70,000	70,000
Hourly Instructional	17,077	-	-	-
Other Stipends	25,267	-	-	-
Substitute Teacher	1,659	-	-	-
Workshop / Staff Development Pay	131,269	-	-	-
Salaries & Wages Total	175,272	70,000	70,000	70,000
Employee Benefits				
FICA / Medicare	3,420	-	-	-
Workman's Compensation	217	-	-	-
Employee Benefits Total	3,637	-	-	-
Contracted Services				
Indirect Cost Recovery	98,282	-	-	-
Instructional Contracted Services	75,196	-	-	-
Contracted Services Total	173,478	-	-	-
Supplies & Materials				
Classroom Teacher Supplies	242,207	-	-	-
Other Charges	131,549	-	-	-
Postage And Delivery	5,209	-	-	-
Supplies & Materials Total	378,965	-	-	-

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Curriculum & Instruction - Office	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Dues; Subscriptions	244,174	-	-	-
Local Travel - Per Mile Basis	144	-	-	-
Non-Local Travel Expenses	8,534	-	-	-
Registration Fees	760,960	-	-	-
Other Operating Expenses Total	1,013,812	-	-	-
Restricted Expenditures	\$ 1,745,164	\$ 70,000	\$ 70,000	\$ 70,000

TOTAL OPERATING EXPENDITURES \$ 16,033,177 \$ 15,944,313 \$ 15,964,827 \$ 17,834,327

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
42001	Curriculum and Instruction Office	4,491,327
42153	Textbook Office	13,343,000
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 17,834,327

Curriculum & Instruction – Academic Programs I

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

- Academic Excellence – supporting the work of the College and Career Readiness Strategy Team and the Emphasize Rigorous Literacy Strategy Team to ensure that every student, in every grade, receives rigorous, engaging instruction
- Academic Excellence – supporting the work of the Specialty Programs Strategy Team to insure increasing choices and opportunities for all students, preparing them from elementary to high school to be college and career ready

CORE SERVICES & OUTCOMES

- Provide curriculum and instructional materials and resources by regularly analyzing student performance data and reviewing current research-based literature to identify innovative programs that support improving academic performance and education outcomes for our students
- Provide professional development aligned to System Goals for all stakeholders that support improving academic performance and education outcomes for our students
- Develop equitable programs and services to meet the needs of all students, but in particular high potential learners
- To adequately prepare all students to excel in college and careers, especially in the area of STEM

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: Catering; instructional, professional and technical consultants; maintenance and repair of vehicles; printing services; building rentals; and school activity transportation necessary to support the Strategic Plan.

Supplies & Materials: Awards; classroom teacher, custodial, health, maintenance, office, staff development, student, and testing supplies; and non-catered food supplies, postage and textbooks.

Other Operating Costs: Dues and subscriptions, local travel reimbursement for site visits, meeting expenses, non-local travel, field trip expenses, and registration fees.

Capital Outlay / Equipment: Non-instructional computers and miscellaneous equipment.

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Academic Programs I	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Technician	0.00	1.00	1.00	1.00
Building Supervisor	0.00	2.00	2.00	2.00
Cleaner	0.00	0.50	0.50	0.50
Director	0.00	1.00	1.00	1.00
Instructional Program Coordinator	0.00	2.00	2.00	1.00
Instructional Specialist	0.00	9.00	9.00	9.00
Instructional Supervisor	0.00	9.00	9.00	10.00
Night Cleaner Lead	0.00	2.00	2.00	2.00
Other Classroom Teacher	0.00	8.00	8.00	8.00
Outreach Teacher	0.00	6.00	6.00	6.00
Program Specialist	0.00	7.00	7.00	7.00
Regional Instructional Specialist	0.00	1.00	1.00	1.00
Resource Teacher	0.00	5.00	5.00	5.00
Secretary	0.00	9.00	9.00	9.00
Teacher Trainer	0.00	1.00	1.00	9.00
Unrestricted Staffing	0.00	63.50	63.50	71.50
TOTAL OPERATING STAFFING	0.00	63.50	63.50	71.50

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Academic Programs I	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	130,437	9,418	9,418	4,418
2nd Assignment - Support	3,460	-	-	-
Classroom Teacher	580,469	630,673	630,673	663,674
Extracurricular Advisors	3,448	-	-	-
Hourly Instructional	1,835,570	1,387,200	1,387,200	591,903
Other Admin/Professionals/Specialists	2,727,235	2,891,892	2,891,892	3,156,850
Other Stipends	13,440	10,000	10,000	10,000
Other Support Staff	43,152	68,578	68,578	43,765
Other Teacher	1,033,780	1,200,429	1,200,429	1,910,633
Overtime	35,139	22,576	22,576	23,375

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Academic Programs I	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
PGCEA Senior Teacher Differential	16,237	-	-	-
Secretaries & Clerks	499,426	541,423	541,423	643,339
Service Worker	200,339	200,157	200,157	205,147
Substitute Teacher	111,759	195,855	195,855	384,200
Substitutes - Workshop	561	6,560	6,560	7,060
Summer Assignment	86,093	46,094	46,094	46,094
Temp Child Care	1,350	-	-	-
Temp Office Worker	75,948	43,380	43,380	40,000
Temp Security Monitor	31,533	31,534	31,534	-
Terminal Leave Payout	31,478	-	-	-
Unrestricted Unallocated Full-Time	2,275	-	-	-
Workshop / Staff Development Pay	254,041	131,379	121,002	132,153
Salaries & Wages Total	7,717,170	7,417,148	7,406,771	7,862,611
Employee Benefits				
Employee Retirement	1,000	-	-	-
Employee Tuition-Outside Institution	-	89,000	89,000	-
FICA / Medicare	413,607	557,025	557,025	575,883
Insurance Benefits - Active Employees	604,710	669,470	669,470	749,473
Life Insurance	19,346	21,395	21,395	25,296
Retirement/Pension - Employee	27,001	42,081	42,081	46,763
Workman's Compensation	29,153	169,268	169,268	154,892
Employee Benefits Total	1,094,817	1,548,239	1,548,239	1,552,307
Contracted Services				
Catering Services	22,972	-	-	-
Food Service - Catering	-	2,007	2,007	2,007
Instructional Contracted Services	130,627	64,452	64,452	187,017
M&R Vehicles	22,415	28,000	28,000	28,000
Other Contracted Services	3,000	6,000	6,000	6,000
Outside Printing	-	38	38	-
Printing In-House	142,457	127,917	127,917	132,917
Professional Contracted Services	64,131	124,294	124,294	107,865
Rental of Buildings	17,991	17,418	17,418	13,918
School Activity Transportation	282,311	309,855	309,855	634,567
Technical Contracted Services	12,500	25,000	25,000	5,000
Tuition - Maryland LEAs	-	-	7,496	-
Contracted Services Total	698,404	704,981	712,477	1,117,291

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Academic Programs I	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Supplies & Materials				
Awards & Recognition Certificates	234	10,000	10,000	5,188
Classroom Teacher Supplies	382,515	244,911	244,911	286,775
Custodial Supplies	6,057	4,845	4,845	9,845
Maintenance Supplies	-	1,050	1,050	1,050
Non-Catered Misc. Food Supplies	36,352	-	-	57,009
Office Supplies	7,142	5,663	5,663	23,481
Other Charges	8,643	-	17,831	-
Other Misc. Supplies	-	17,831	-	6,770
Postage & Delivery	-	1,000	1,000	1,000
Staff Development Supplies	5,754	4,818	4,818	4,818
Student Supplies	357,682	104,339	104,339	160,000
Testing Supplies & Materials	-	-	-	207,000
Textbooks	95,667	105,662	105,662	198,000
Supplies & Materials Total	900,046	500,119	500,119	960,936
Other Operating Expenses				
Dues; Subscriptions	35,525	10,460	10,460	11,454
Electricity	56,316	50,000	50,000	60,000
Fees Fines & Licenses	12,100	13,484	13,484	13,484
Fuel Oil	14,044	15,000	15,000	15,000
Local Travel - Per Mile Basis	17,805	15,962	15,962	23,180
Meetings, Conferences, Conventions	36,528	10,000	10,000	5,000
Natural Gas	41,618	75,000	75,000	85,000
Non-Local Travel Expenses	13,089	12,279	12,279	10,000
Non-Local Travel Transportation	-	1,570	1,570	-
Propane Gas	10,291	15,000	15,000	15,000
Registration Fees	870	400	400	360
Telephone -Centrex	7,171	-	-	-
Tuition - Maryland LEAs	-	7,496	-	-
Other Operating Expenses Total	245,357	226,651	219,155	238,478
Capital Outlay				
Classroom Equipment & Furniture	6,945	8,000	8,000	-
Capital Outlay Total	6,945	8,000	8,000	-
Unrestricted Expenditures	\$ 10,662,739	\$ 10,405,138	\$ 10,394,761	\$ 11,731,623

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Academic Programs I	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	4,820	16,735	16,735	23,832
2nd Assignment - Support	(128)	-	-	-
Classroom Teacher	38,786	-	-	-
Hourly Instructional	390,442	-	-	-
Non-Discretionary Other Aide (Bus)	102	-	-	-
Nurse Specialist	-	2,000	2,000	2,000
Other Stipends	1,141,010	1,726,284	1,726,284	1,726,284
Other Teacher	15,443	-	-	-
Substitute Teacher	387,044	1,772,981	1,772,981	594,260
Substitutes - Workshop	(263)	-	-	-
Temp Classroom Assistant	653	2,629	2,629	-
Temp Office Worker	37,131	-	-	-
Unrestricted Unallocated Full-Time	(42)	-	-	-
Workshop / Staff Development Pay	31,230	7,000	7,000	21,750
Salaries & Wages Total	2,046,228	3,527,629	3,527,629	2,368,126
Employee Benefits				
Employee Tuition-Outside Institution	-	70,955	70,955	70,955
FICA / Medicare	142,943	269,874	269,874	181,169
Insurance Benefits - Active Employees	5,510	-	-	-
Life Insurance	210	-	-	-
Retirement/Pension - Teachers	8,434	-	-	-
Workman's Compensation	10,199	80,088	80,088	47,369
Employee Benefits Total	167,296	420,917	420,917	299,493
Contracted Services				
Catering Services	2,802	400,934	400,934	155,404
Indirect Cost Recovery	144,504	302,529	302,529	302,857
Instructional Contracted Services	315,047	-	-	-
Other Contracted Services	-	-	-	35,000
Other Legal Expenses	-	80,000	80,000	80,000
Printing In-House	1,568	16,184	16,184	16,184
Professional Contracted Services	384,940	759,007	759,007	124,215
Rental of Buildings	188,372	188,115	188,115	170,756
School Activity Transportation	7,008	8,429	8,429	8,879
Software License	-	-	-	6,138
Contracted Services Total	1,044,241	1,755,198	1,755,198	899,433

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Academic Programs I	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Supplies & Materials				
Classroom Teacher Supplies	40,980	786	786	569
Health Supplies	4,318	4,350	4,350	4,350
Non-Catered Misc. Food Supplies	1,724	1,381	1,381	2,520
Office Supplies	250	444	444	444
Other Charges	16,292	-	-	-
Other Misc. Supplies	-	704	704	14,659
Postage & Delivery	288	-	-	-
Staff Development Supplies	261,982	388,488	388,488	140,667
Supplies & Materials Total	325,834	396,153	396,153	163,209
Other Operating Expenses				
Field Trip Expense Non-Transportation	299	3,254	3,254	5,102
Local Travel - Per Mile Basis	46,644	163,369	163,369	163,409
Non-Local Travel Expenses	64,265	227,053	227,053	91,843
Other Miscellaneous Expense	4,850	2,595	2,595	3,821
Other Travel Related Expenditures	114,190	294,699	294,699	4,699
Registration Fees	144,274	299,106	299,106	49,106
Stipends - AIT/Non-public School Teach	613	4,559	4,559	4,559
Other Operating Expenses Total	375,135	994,635	994,635	322,539
Capital Outlay				
Classroom Equipment & Furniture	14,652	-	-	-
Computers - Non-Instructional	10,518	140	140	140
Misc. Other Equip Over \$499	55,370	-	-	850
Capital Outlay Total	80,540	140	140	990
Restricted Expenditures	\$ 4,039,274	\$ 7,094,672	\$ 7,094,672	\$ 4,053,790
TOTAL OPERATING EXPENDITURES	\$ 14,702,013	\$ 17,499,810	\$ 17,489,433	\$ 15,785,413

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
42110	Academic Programs I Office	5,710,797
42113	Math	3,489,301
42114	Science	775,223
42115	H.B. Owens Science Center	1,316,459
42116	Wm. Schmidt Center	2,288,333
42119	Advanced & Enriched Instruction (formerly TAG)	1,121,401
42155	Health Education	235,406
42156	Physical Education	252,375
42433	Summer School	596,118
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 15,785,413

Curriculum & Instruction – Academic Programs II

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.

SUPPORTING THE STRATEGIC PLAN

- Support 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 & OUTCOMES

- Provide curricula in English Speakers of Other Languages (ESOL), Library, Reading/English Language Arts, Social Studies, and World Language that supports the Rigorous Literacy Plan and is aligned with Maryland College and Career Ready Standards (MCCRS) and appropriate content standards
- Support schools in the implementation of the Rigorous Literacy Plan and the implementation of curricula
- Provide professional development to teachers and school leaders on the components of the Rigorous Literacy Plan, teaching best practices, and district curriculum
- Support local and national extension activities and partnerships that provide opportunities for application of literacy and content area skills
- Provide assessment tools, both formative and summative, that measure student and district 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, and non-local travel for staff as necessary to support the Strategic Plan

Capital Outlay / Equipment: Instructional computers and equipment.

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Academic Programs II	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Technician	0.00	2.00	2.00	2.00
Clerk	0.00	1.00	1.00	1.00
Director	0.00	1.00	1.00	1.00
Financial Analyst	0.00	1.00	1.00	1.00
Instructional Program Coordinator	0.00	1.00	1.00	1.00
Instructional Assistant	0.00	1.00	1.00	1.00
Instructional Specialist	0.00	15.00	15.00	15.00
Instructional Supervisor	0.00	7.00	7.00	7.00
Mentor Teacher	0.00	2.00	2.00	2.00
Program Specialist	0.00	0.60	0.60	0.60
Resource Teacher	0.00	9.00	9.00	9.00
Secretary	0.00	7.00	7.00	7.00
Teacher Trainer	0.00	9.00	9.00	22.00
Unrestricted Staffing	0.00	56.60	56.60	69.60
TOTAL OPERATING STAFFING	0.00	56.60	56.60	69.60

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Academic Programs II	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	32,056	25,000	25,000	116,500
Hourly Instructional	5,844	18,596	18,596	16,736
Hourly Interpreter	482,609	235,961	235,961	-
Other Admin/Professionals/Specialists	2,706,000	2,771,189	2,771,189	2,790,088
Other Support Staff	116,738	114,340	114,340	122,567
Other Teacher	1,687,797	1,763,315	1,763,315	2,911,716
Overtime	1,096	-	-	3,400
PGCEA Senior Teacher Differential	3,290	-	-	-
Secretaries & Clerks	469,052	473,746	473,746	431,425
Substitute Teacher	42,941	49,665	49,665	40,352
Unrestricted Unallocated Full-Time	3,683	-	-	-
Salaries & Wages Total	5,551,106	5,451,812	5,451,812	6,432,784

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Academic Programs II	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Employee Benefits				
FICA / Medicare	409,363	407,818	407,818	475,950
Insurance Benefits - Active Employees	642,868	654,141	654,141	768,355
Life Insurance	18,907	19,802	19,802	24,070
Retirement/Pension - Employee	26,167	41,744	41,744	38,082
Workman's Compensation	27,689	124,522	124,522	128,083
Employee Benefits Total	1,124,994	1,248,027	1,248,027	1,434,540
Contracted Services				
Catering Services	4,970	-	-	-
Instructional Contracted Services	32,114	81,982	81,982	5,836
M&R Equipment	2,062	1,295	1,295	1,295
Outside Printing	-	2,512	-	-
Printing In-House	60,570	59,477	61,989	61,989
Professional Contracted Services	-	-	-	367,770
School Activity Transportation	1,240	10,000	10,000	2,000
Software License	603,363	673,909	673,909	673,909
Contracted Services Total	704,319	829,175	829,175	1,112,799
Supplies & Materials				
Awards & Recognition Certificates	5,022	2,574	2,574	3,036
Classroom Teacher Supplies	465,462	60,657	60,657	462,736
Library Books	469,834	344,175	344,175	344,175
Non-Catered Misc. Food Supplies	9,303	2,009	2,009	-
Office Supplies	7,407	2,741	2,741	27,033
Other Charges	2,671	-	-	-
Other Library Media	3,242	5,419	5,419	5,419
Other Misc. Supplies	-	-	-	5,000
Postage And Delivery	464	17	17	1,900
Supplies & Materials Total	963,405	417,592	417,592	849,299
Other Operating Expenses				
Dues; Subscriptions	1,089	38,406	38,406	227,160
Local Travel - Per Mile Basis	26,962	13,409	13,409	25,285
Non-Local Travel Expenses	2,909	-	-	-
Registration Fees	835	1,451	1,451	5,579
Other Operating Expenses Total	31,795	53,266	53,266	258,024
Capital Outlay				
Computers - Non-Instructional	-	3,208	3,208	-
Capital Outlay Total	-	3,208	3,208	-
Unrestricted Expenditures	\$ 8,375,619	\$ 8,003,080	\$ 8,003,080	\$ 10,087,446

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Academic Programs II	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	706,528	125,391	125,391	125,391
2nd Assignment - Support	11,848	174,483	174,483	174,483
Hourly Instructional	16,015	505,033	505,033	505,033
Hourly Interpreter	65,183	53,850	53,850	53,850
Other Stipends	297,997	247,950	247,950	247,950
Substitute Teacher	38,657	115,219	115,219	115,219
Substitutes - Workshop	102	53,225	53,225	53,225
Ticket Takers	253	-	-	-
Unrestricted Unallocated Full-Time	5,499	-	-	-
Workshop / Staff Development Pay	8,551	168,218	168,218	168,218
Salaries & Wages Total	1,150,633	1,443,369	1,443,369	1,443,369
Employee Benefits				
Employee Tuition-Outside Institution	-	30,073	30,073	30,073
FICA / Medicare	86,500	110,425	110,425	110,424
Workman's Compensation	5,598	32,772	32,772	28,871
Employee Benefits Total	92,098	173,270	173,270	169,368
Contracted Services				
Catering Services	11,831	44,958	44,958	44,958
Indirect Cost Recovery	107,884	85,402	85,402	85,402
Instructional Contracted Services	362,464	297,637	297,637	155,518
Other Contracted Services	8,355	-	-	-
Outside Printing	-	500	500	500
Printing In-House	9,477	4,994	4,994	4,994
Professional Contracted Services	(194,624)	193,983	193,983	83,983
Rental of Buildings	24,742	29,618	29,618	29,618
Rental of Vehicles	26,708	31,959	31,959	31,959
School Activity Transportation	110,478	84,247	84,247	84,247
Software License	515,534	295,362	295,362	45,362
Technical Contracted Services	72,544	115,197	115,197	115,197
Contracted Services Total	1,055,393	1,183,857	1,183,857	681,738
Supplies & Materials				
Awards & Recognition Certificates	300	3,783	3,783	3,783
Classroom Teacher Supplies	332,806	525,656	525,656	225,656
Non-Catered Misc. Food Supplies	7,075	59,476	59,476	59,476
Office Supplies	916	1,415	1,415	4,470
Other Charges	22,347	-	-	-
Other Misc. Supplies	-	36,548	36,548	36,548
Postage And Delivery	-	5,439	5,439	5,439

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Academic Programs II	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Supplies & Materials				
Staff Development Supplies	95,652	148,641	148,641	148,641
Student Supplies	72,197	-	-	-
Textbooks	645	-	-	-
Supplies & Materials Total	531,938	780,958	780,958	484,013
Other Operating Expenses				
Dues; Subscriptions	2,466	7,996	7,996	7,996
Non-Local Travel Expenses	41,245	44,875	44,875	44,875
Registration Fees	10,382	23,090	23,090	23,090
Tuition - Maryland LEAs	-	28,750	28,750	28,750
Other Operating Expenses Total	54,093	104,711	104,711	104,711
Capital Outlay				
Computers - Instructional	3,157	42,883	42,883	42,883
Educational Communication Equipmen	-	900	900	900
Equipment Purchases Under \$500	72	14,010	14,010	14,010
Misc. Other Equip Over \$499	4,250	6,035	6,035	6,035
Capital Outlay Total	7,479	63,828	63,828	63,828
Restricted Expenditures	\$ 2,891,634	\$ 3,749,993	\$ 3,749,993	\$ 2,947,027
TOTAL OPERATING EXPENDITURES	\$ 11,267,253	\$ 11,753,073	\$ 11,753,073	\$ 13,034,473

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
42109	Academic Programs II Office	2,132,820
42112	Reading/English/Language Arts	1,921,194
42117	Social Studies	352,931
42118	World Language	1,082,775
42152	Library Media Services	1,719,917
42410	ESOL	5,824,836
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 13,034,473

Curriculum & Instruction – Early Childhood Programs

MISSION

To provide high quality early childhood education opportunities that prepare students for success in school.

SUPPORTING THE STRATEGIC PLAN

- Provide the opportunity for students to have the foundation skills and aptitude for learning needed to be successful in school

CORE SERVICES & OUTCOMES

- To have students demonstrate proficiency on the Kindergarten Readiness assessment by the development of learning foundation skills, which will align with the districts long term goals of increasing the SAT/ACT test scores, Graduation Rate, and meeting the College/Career Readiness targets
- To provide early childhood programs that prepared students to enter kindergarten by demonstrating readiness at the composite level on the Model for School Readiness (MMSR) state assessment

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; advertising; catering; in-house printing; and maintenance and repair of equipment.

Supplies & Materials: Classroom teacher, health, food, office, and other miscellaneous supplies; library books and postage.

Other Operating Costs: Dues and subscriptions, local travel reimbursement for site visits, non-local travel expenses, registration fees and field trip expenses.

Capital Outlay / Equipment: Instructional computers and classroom equipment and furniture.

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Early Childhood Programs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Instructional Assistant	2.00	3.00	3.00	3.00
Instructional Specialist	2.00	2.00	2.00	2.00
Instructional Supervisor	2.00	2.00	2.00	2.00
Resource Teacher	6.00	6.00	6.00	6.00
Secretary	3.00	3.00	3.00	3.00
Social Service Worker Assistant	0.00	2.00	2.00	2.00
Support Program Coordinator	1.00	1.00	1.00	1.00
Support Supervisor	1.00	1.00	1.00	1.00
Unrestricted Staffing	17.00	20.00	20.00	20.00
RESTRICTED STAFFING BY POSITION				
Early Childhood Programs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	0.00	2.00	2.00	2.00
Clerk	0.00	1.00	1.00	1.00
Financial Assistant	0.00	1.00	1.00	1.00
Healthcare Attendant	0.00	1.00	1.00	1.00
Instructional Program Coordinator	0.00	1.00	1.00	1.00
Instructional Specialist	1.00	0.00	0.00	0.00
Instructional Supervisor	0.00	1.00	1.00	1.00
Program Liaison	1.00	1.00	1.00	1.00
Registered Nurse	0.00	1.00	1.00	1.00
Secretary	0.00	1.00	1.00	1.00
Social Service Worker Assistant	0.00	5.00	5.00	5.00
Support Program Coordinator	0.00	3.00	3.00	3.00
Restricted Staffing	2.00	18.00	18.00	18.00
TOTAL OPERATING STAFFING	19.00	38.00	38.00	38.00

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Early Childhood Programs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	30,894	181,733	181,733	163,560
2nd Assignment - Support	8,396	-	-	9,000
Hourly Instructional	196,391	66,328	66,328	74,149
Other Admin/Professionals/Specialists	897,652	945,330	945,330	954,345
Other Teacher	433,060	493,106	493,106	515,015
Overtime	2,931	-	-	-
PGCEA Senior Teacher Differential	987	-	-	-
Secretaries & Clerks	206,958	239,087	239,087	250,967
Substitute Paraprofessional Ed	409	-	-	-
Substitute Teacher	40,075	45,759	45,759	35,759
Substitutes - Workshop	243	-	-	-
Temp Child Care	34,604	-	-	-
Temp Office Worker	113,892	40,000	40,000	90,000
Unrestricted Unallocated Full-Time	(2,044)	-	-	-
Workshop / Staff Development Pay	8,619	45,759	45,759	45,759
Salaries & Wages Total	1,973,067	2,057,102	2,057,102	2,138,554
Employee Benefits				
FICA / Medicare	146,028	154,866	154,866	160,035
Insurance Benefits - Active Employees	162,449	176,921	176,921	165,291
Life Insurance	5,631	6,487	6,487	6,652
Retirement/Pension - Employee	50,537	54,451	54,451	64,172
Workman's Compensation	7,215	46,709	46,709	42,780
Employee Benefits Total	371,860	439,434	439,434	438,930
Contracted Services				
Instructional Contracted Services	54,453	20,000	20,000	218,000
Printing In-House	3,152	21,055	21,055	21,055
Professional Contracted Services	75,903	4,191	4,191	4,191
Rental of Buildings	25,365	54,000	54,000	60,000
Software License	-	11,500	11,500	-
Contracted Services Total	158,873	110,746	110,746	303,246
Supplies & Materials				
Classroom Teacher Supplies	754,441	1,093,977	1,093,977	563,932
Non-Catered Misc. Food Supplies	510,413	448,686	448,686	448,686
Office Supplies	1,616	-	-	-
Postage And Delivery	81	-	-	-
Textbooks	-	50,000	50,000	-
Supplies & Materials Total	1,266,551	1,592,663	1,592,663	1,012,618

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Early Childhood Programs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Other Operating Expenses				
Dues; Subscriptions	-	-	-	10,000
Local Travel - Per Mile Basis	10,361	16,000	16,000	13,500
Non-Local Travel Lodging	2,984	-	-	15,000
Telephone -Centrex	3,402	-	-	-
Other Operating Expenses Total	16,747	16,000	16,000	38,500
Capital Outlay				
Classroom Equipment & Furniture	-	64,810	64,810	-
Computers - Instructional	15,214	-	-	-
Office Furniture & Equipment	16,169	1,954	1,954	-
Capital Outlay Total	31,383	66,764	66,764	-
Unrestricted Expenditures	\$ 3,818,481	\$ 4,282,709	\$ 4,282,709	\$ 3,931,848

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Early Childhood Programs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	79,178	-	-	-
2nd Assignment - Support	15,518	-	-	-
Classroom Teacher	82,239	-	-	-
Hourly Instructional	166,725	45,000	45,000	45,000
Other Admin/Professionals/Specialists	463,687	496,158	496,158	499,787
Other Stipends	-	6,250	6,250	6,250
Other Support Staff	47,917	46,813	46,813	50,447
Other Teacher	72,713	89,188	89,188	95,566
Overtime	119	-	-	-
School Nurses / Aides	121,430	120,420	120,420	125,583
Secretaries & Clerks	370,079	376,490	376,490	394,843
Service Worker	1,178	-	-	-
Substitute Paraprofessional Ed	6,588	16,000	16,000	16,000
Substitute Teacher	70,770	121,172	121,172	57,172
Substitutes - Workshop	-	11,000	11,000	11,000
Teaching Aide	34,931	-	-	-
Technician	31,842	59,551	59,551	55,583
Temp Office Worker	94,406	77,407	77,407	77,407
Workshop / Staff Development Pay	-	20,000	20,000	38,450
Salaries & Wages Total	1,659,320	1,485,449	1,485,449	1,473,088

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Early Childhood Programs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Employee Benefits				
FICA / Medicare	121,438	112,925	112,925	111,981
Insurance Benefits - Active Employees	166,860	175,348	175,348	157,136
Life Insurance	4,676	4,596	4,596	4,726
Retirement/Pension - Employee	27,639	35,484	35,484	33,777
Retirement/Pension - Teachers	136,326	127,471	127,471	133,916
Workman's Compensation	7,774	33,589	33,589	29,347
Employee Benefits Total	464,713	489,413	489,413	470,883
Contracted Services				
Catering Services	11,424	12,226	12,226	3,397
Indirect Cost Recovery	26,472	15,776	15,776	15,776
Instructional Contracted Services	174,860	189,255	189,255	61,430
M&R Equipment	1,260	350	350	350
Other Contracted Services	129,669	378,875	378,875	361,262
Printing In-House	6,251	7,000	7,000	11,109
Professional Contracted Services	48,074	276,362	276,362	122,683
Rental of Buildings	37,591	10,915	10,915	10,915
Rental of Vehicles	1,050	-	-	-
School Activity Transportation	43,152	17,944	17,944	-
Technical Contracted Services	600	1,200	1,200	1,200
Contracted Services Total	480,403	909,903	909,903	588,122
Supplies & Materials				
Classroom Teacher Supplies	214,494	41,410	41,410	65,325
Health Supplies	12,095	11,250	11,250	11,250
Library Books	1,361	1,204	1,204	1,204
Non-Catered Misc. Food Supplies	7,362	6,649	6,649	8,500
Office Supplies	21,020	15,000	15,000	3
Other Charges	8,588	-	-	-
Other Misc. Supplies	-	8,588	8,588	8,588
Postage & Delivery	-	3	3	3
Supplies & Materials Total	264,920	84,104	84,104	94,873
Other Operating Expenses				
Field Trip Expense Non-Transportation	-	600	600	600
Local Travel - Per Mile Basis	5,525	21,454	21,454	6,454
Non-Local Travel Expense	-	-	-	8,215
Non-Local Travel Lodging	315	2,500	2,500	2,500
Non-Local Travel Related Meals	-	1,500	1,500	1,500
Non-Local Travel Transportation	2,941	2,500	2,500	2,500
Other Miscellaneous Expense	101,207	101,200	101,200	35,007
Registration Fees	18,523	15,925	15,925	6,000
Other Operating Expenses Total	128,511	145,679	145,679	62,776

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Early Childhood Programs	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Capital Outlay				
Classroom Equipment & Furniture	-	-	-	18,175
Computers - Instructional	157,974	157,974	157,974	157,974
Misc. Other Equip Over \$499	69,369	15,000	15,000	-
Capital Outlay Total	227,343	172,974	172,974	176,149
Restricted Expenditures	\$ 3,225,210	\$ 3,287,522	\$ 3,287,522	\$ 2,865,891
TOTAL OPERATING EXPENDITURES	\$ 7,043,691	\$ 7,570,231	\$ 7,570,231	\$ 6,797,739

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
42420	Early Childhood Education	4,441,238
42434	Before and After School	129,216
42450	Head Start	2,227,285
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 6,797,739

Testing, Research & Evaluation

MISSION

To provide the leadership and administrative services necessary to effectively support student assessments, and data gathering and utilization.

SUPPORTING THE STRATEGIC PLAN

- Providing testing and research services for the SAT/ACT test administration, and data analysis and reporting
- Providing testing, data, research and evaluation services on college and career readiness benchmarks to help increase student achievement and increase graduation rate

CORE SERVICES & OUTCOMES

- 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 the Strategic Plan.

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

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFING BY POSITION				
Testing, Research & Evaluation	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	8.00	11.00	11.00	12.00
Administrative Support Technician	6.00	6.00	6.00	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	0.00	1.00	1.00	1.00
Instructional Specialist	0.00	1.00	1.00	0.00
Night Cleaner Lead	1.00	1.00	1.00	1.00
Officer	0.00	1.00	1.00	0.00
Secretary	1.00	2.00	2.00	3.00
Special Projects Officer	0.00	0.00	0.00	1.00
Support Supervisor	4.00	4.00	4.00	4.00
Technical Resource Analyst	0.00	1.00	1.00	1.00
Unrestricted Staffing	25.00	33.00	33.00	33.00
TOTAL OPERATING STAFFING	25.00	33.00	33.00	33.00

OPERATING BUDGET- EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Testing, Research & Evaluation	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	4,979	-	-	-
Hourly Instructional	7,007	3,860	3,860	3,402
Other Admin/Professionals/Specialists	2,162,502	2,220,098	2,220,098	2,215,451
Other Support Staff	320,951	324,708	324,708	280,024
Overtime	489	-	-	-
Secretaries & Clerks	300,856	337,475	337,475	425,231
Service Worker	56,030	63,121	63,121	64,687
Terminal Leave Payout	1,000	-	-	-
Salaries & Wages Total	2,853,814	2,949,262	2,949,262	2,988,795

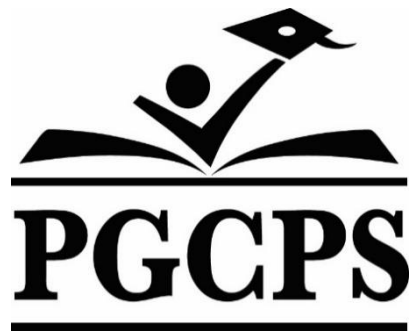
UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Testing, Research & Evaluation	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	207,776	210,165	210,165	212,568
Insurance Benefits - Active Employees	317,058	329,294	329,294	330,745
Life Insurance	11,056	11,393	11,393	11,542
Retirement/Pension - Employee	137,084	133,651	133,651	147,949
Workman's Compensation	8,651	66,968	66,968	59,794
Employee Benefits Total	682,625	751,471	751,471	762,598
Contracted Services				
Catering Services	165	-	-	-
Instructional Contracted Services	558,905	268,838	268,838	441,954
M&R Equipment	21,047	90,700	90,700	2,640
Outside Printing	-	5,500	5,500	1,500
Printing In-House	531,595	109,140	109,140	109,140
Software License	5,281	16,200	16,200	20,200
Technical Contracted Services	20,290	38,000	38,000	38,000
Contracted Services Total	1,137,283	528,378	528,378	613,434
Supplies & Materials				
Office Supplies	28,424	35,750	35,750	5,000
Postage & Delivery	142,694	10,419	10,419	15,419
Staff Development Supplies	1,545	-	-	-
Testing Supplies & Materials	1,207,640	1,000,529	1,000,529	800,529
Supplies & Materials Total	1,380,303	1,046,698	1,046,698	820,948
Other Operating Expenses				
Dues; Subscriptions	200	2,750	2,750	1,175
Local Travel - Per Mile Basis	4,895	10,030	10,030	8,630
Meetings, Conferences, Conventions	43,767	8,000	8,000	28,500
Non-Local Travel Expenses	205	-	-	-
Other Travel Related Expenditures	4,196	-	-	-
Registration Fees	3,569	5,460	5,460	3,955
Other Operating Expenses Total	56,832	26,240	26,240	42,260
Unrestricted Expenditures	\$ 6,110,857	\$ 5,302,049	\$ 5,302,049	\$ 5,228,035

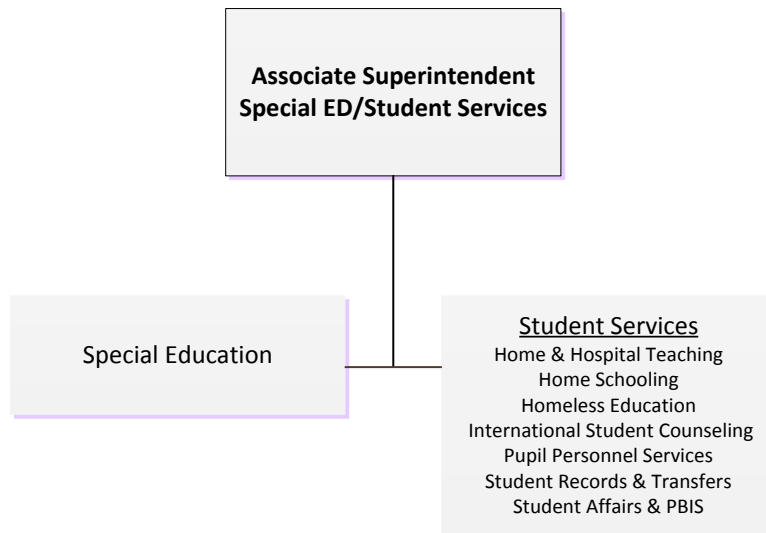
TOTAL OPERATING EXPENDITURES	\$ 6,110,857	\$ 5,302,049	\$ 5,302,049	\$ 5,228,035
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EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
46005	Data Quality Office	159,505
46101	Testing Office	4,283,332
46401	Research & Evaluation Office	785,198
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 5,228,035



Special Education & Student Services



ORGANIZATION SUMMARY

Organization	FY 2017 Approved FTE	FY 2017 Approved Funding
Special Education & Student Services Office	2.00	342,172
Special Education	507.91	115,448,333
Student Services	433.12	42,312,151
TOTAL OPERATING STAFFING & EXPENDITURES	943.03	\$ 158,102,656

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 & OUTCOMES

- 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- 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: Professional contractual services.

Supplies & Materials: Office supplies.

Other Operating Costs: Registration fees and local travel reimbursement for site visits.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Special Education & Student Services Office	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Secretary	0.00	1.00	1.00	1.00
Associate Superintendent	0.00	1.00	1.00	1.00
Unrestricted Staffing	0.00	2.00	2.00	2.00
TOTAL OPERATING STAFFING	0.00	2.00	2.00	2.00

OPERATING BUDGET - EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Special Education & Student Services Office	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Admin/Professionals/Specialists	-	165,166	165,166	182,908
Secretaries & Clerks	-	81,552	81,552	64,556
Summer Assignment	-	3,820	3,820	-
Salaries & Wages Total	-	250,538	250,538	247,464
Employee Benefits				
FICA / Medicare	-	15,549	15,549	14,213
Insurance Benefits - Active Employees	-	17,000	17,000	28,188
Life Insurance	-	953	953	957
Retirement/Pension - Employee	-	24,007	24,007	15,603
Workman's Compensation	-	5,689	5,689	4,951
Employee Benefits Total	-	63,198	63,198	63,912
Contracted Services				
Instructional Contracted Services	-	1,392	1,392	-
Professional Contracted Services	-	32,562	32,562	29,306
Contracted Services Total	-	33,954	33,954	29,306
Supplies & Materials				
Office Supplies	-	1,412	1,412	1,130
Supplies & Materials Total	-	1,412	1,412	1,130
Other Operating Expenses				
Local Travel - Per Mile Basis	-	220	220	198
Registration Fees	-	180	180	162
Other Operating Expenses Total	-	400	400	360

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Special Education & Student Services Office	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Capital Outlay				
Computers - Non-Instructional	-	5,000	5,000	-
Capital Outlay Total	-	5,000	5,000	-
Unrestricted Expenditures	\$ -	\$ 354,502	\$ 354,502	\$ 342,172
TOTAL OPERATING EXPENDITURES	\$ -	\$ 354,502	\$ 354,502	\$ 342,172

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
44000	Office of Special Education & Student Services	342,172
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 342,172

Special Education

MISSION

To ensure that students with disabilities graduate college, career and community-ready by providing effective delivery of 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 Prince George's County Public Schools' 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 & OUTCOMES

- 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, printing services and non-public tuition.

Supplies & Materials: Classroom teacher, student, office, and staff development supplies; and postage.

Other Operating Costs: Dues and subscriptions, local travel reimbursement for site visits, non-local travel, and registration fees.

Capital Outlay / Equipment: Instructional and non-instructional computers and educational communication equipment.

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Special Education	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	1.00	1.00	1.00	2.00
Administrative Support Technician	0.00	0.00	1.00	1.00
Assistant Supervisor	2.00	2.00	1.00	1.00
Audiologist	1.60	1.60	2.00	2.00
Building Supervisor	1.00	1.00	1.00	1.00
Child Care Assistant	74.00	40.00	37.00	21.00
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	72.90	72.90	81.70	82.70
Executive Director	1.00	1.00	1.00	1.00
Guidance Counselor	2.00	2.00	2.00	2.00
Instructional Assistant	5.00	5.00	5.00	5.00
Instructional Specialist	38.40	38.40	37.40	37.40
Instructional Supervisor	7.00	7.00	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	10.00
Physical Therapist	27.50	27.50	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	36.80	36.80	37.80
School Psychologist	83.00	83.00	0.00	0.00
Secondary Classroom Teacher	0.00	0.00	2.00	2.00
Secretary	21.50	21.50	16.50	16.50
Speech Therapist	89.20	89.20	89.20	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	1.00	1.00	2.00
Unrestricted Staffing	529.01	495.01	412.81	402.81

RESTRICTED STAFFING BY POSITION				
Special Education	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Technician	1.00	1.00	1.00	2.00
Assistant Supervisor	1.00	1.00	1.00	1.00
Clerk	5.00	5.00	5.00	5.00
Coordinating Supervisor	4.00	4.00	4.00	4.00
Elementary Classroom Teacher	13.80	13.80	5.00	5.00
Financial Analyst	1.00	1.00	1.00	1.00
Instructional Program Coordinator	2.00	2.00	2.00	2.00
Instructional Specialist	25.00	25.00	28.00	29.00
Instructional Supervisor	1.00	1.00	1.00	1.00
Occupational Therapist	7.00	7.00	7.00	7.00
Paraprofessional Educator	2.00	2.00	0.00	0.00
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	29.80	29.80	26.80	26.80
School Psychologist	9.00	9.00	0.00	0.00
Secretary	2.00	2.00	2.00	2.00
Social Service Worker	2.00	2.00	2.00	2.00
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	122.90	122.90	103.10	105.10
TOTAL OPERATING STAFFING	651.91	617.91	515.91	507.91

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Special Education	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	341,703	151,202	151,202	52,050
2nd Assignment - Support	74	-	-	-
Classroom Teacher	2,942,881	3,012,917	3,012,917	3,455,286
Dedicated Aide	1,269	-	-	-
Hourly Instructional	5,209,656	4,460,211	4,366,322	3,815,000
Hourly Interpreter	51	-	-	-
Other Admin/Professionals/Specialists	7,222,425	7,231,166	6,981,699	6,973,886

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Special Education	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Other Aides	66,409	82,009	82,009	90,719
Other Support Staff	-	-	-	58,130
Other Teacher	2,187,315	2,293,360	2,293,360	2,749,933
Overtime	105	2,000	2,000	-
PGCEA Senior Teacher Differential	730,365	-	-	-
Psychological Service Personnel	6,979,329	6,991,818	-	-
Secretaries & Clerks	1,252,634	1,269,489	1,049,391	1,105,948
Service Worker	102,818	102,700	102,700	105,278
Substitute Teacher	26,458	69,587	69,587	14,587
Teaching Aide	1,140,329	1,069,554	1,069,554	772,545
Temp Office Worker	5,355	-	-	-
Terminal Leave Payout	57,089	-	-	-
Therapists	11,795,632	12,442,107	12,442,107	12,827,766
Unrestricted Unallocated Full-Time	1,789	-	-	-
Workshop / Staff Development Pay	203,238	102,765	102,765	52,765
Salaries & Wages Total	40,266,924	39,280,885	31,725,613	32,073,893
Employee Benefits				
FICA / Medicare	2,757,543	2,919,238	2,350,794	2,410,596
Insurance Benefits - Active Employees	3,949,619	3,857,369	2,952,884	3,130,291
Life Insurance	125,342	133,378	104,539	108,816
Retirement/Pension - Employee	51,755	69,365	69,365	70,590
Retirement/Pension - Teachers	5,823	-	-	-
Workman's Compensation	189,132	891,851	720,300	641,650
Employee Benefits Total	7,079,214	7,871,201	6,197,882	6,361,943
Contracted Services				
Advertising & Other Costs	1,000	1,000	-	-
Catering Services	13,707	-	-	-
Food Service - Catering	(226)	-	-	-
Instructional Contracted Services	860,032	339,500	339,500	408,445
Lawsuits	91,666	90,000	90,000	75,000
M&R Equipment	2,133	1,500	1,500	1,500
M&R Vehicles	12,942	4,500	4,500	11,346
Other Contracted Services	276,524	192,829	192,829	274,233
Other Vendors-Legal Services	126,020	76,000	76,000	56,000
Printing In-House	18,004	22,000	20,000	20,000
Professional Contracted Services	5,595,336	4,495,990	4,495,990	4,632,716
Rental of Buildings	29,580	-	-	-
School Activity Transportation	-	485	485	-
Software License	16,301	37,242	37,242	2,500

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Special Education	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Transport Handicap Non Public	26,520	50,015	50,015	35,000
Tuition - Maryland LEAs	105,077	57,734	57,734	77,223
Tuition Private School - Age 3-21	56,813,875	51,801,223	51,801,223	51,112,037
Contracted Services Total	63,988,491	57,170,018	57,167,018	56,706,000
Supplies & Materials				
Classroom Teacher Supplies	762,879	426,572	426,572	274,004
Non-Catered Misc. Food Supplies	869	-	-	-
Office Supplies	38,896	6,509	6,350	4,892
Other Charges	8,651	-	4,000	1,850
Other Misc. Supplies	-	4,000	-	-
Postage & Delivery	-	580	580	-
Staff Development Supplies	8,296	2,725	2,725	200
Student Supplies	30,307	13,900	13,900	11,500
Testing Supplies & Materials	53,524	40,528	-	-
Supplies & Materials Total	903,422	494,814	454,127	292,446
Other Operating Expenses				
Dues; Subscriptions	20,091	10,500	10,500	8,000
Fees Fines & Licenses	-	600	600	600
General Liability-RMF	-	5,400	5,400	-
Local Travel - Per Mile Basis	436,940	229,739	187,739	145,489
Non-Local Travel Expenses	22,631	-	-	-
Other Miscellaneous Expense	1,897	-	-	-
Other Travel Related Expenditures	530	-	-	-
Registration Fees	12,509	-	-	-
Other Operating Expenses Total	494,598	246,239	204,239	154,089
Capital Outlay				
Classroom Equipment & Furniture	31,952	19,608	19,608	-
Computers - Instructional	18,116	9,500	9,500	-
Computers - Non-Instructional	42,292	-	-	-
Educational Communication Equipment	96,371	63,498	63,498	-
Office Furniture & Equipment	2,657	-	-	-
Capital Outlay Total	191,388	92,606	92,606	-
Unrestricted Expenditures	\$ 112,924,037	\$ 105,155,763	\$ 95,841,485	\$ 95,588,371

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Special Education	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
Classroom Teacher	403,275	584,567	584,567	595,464
Coaches	-	-	-	1,200
Hourly Instructional	152,701	149,988	149,988	276,521
Other Admin/Professionals/Specialists	3,424,316	4,453,225	4,453,225	4,857,050
Other Stipends	-	-	-	-
Other Support Staff	104,780	89,597	89,597	128,320
Other Teacher	2,015,057	2,331,564	2,331,564	2,446,344
PGCEA Senior Teacher Differential	71,344	-	-	-
Psychological Service Personnel	669,928	807,313	166,916	-
School Nurses / Aides	-	-	-	-
Secretaries & Clerks	273,789	345,881	345,881	350,724
Substitute Teacher	1,556	8,287	8,287	8,287
Teaching Aide	20,876	26,361	26,361	28,157
Terminal Leave Payout	42,757	-	-	-
Therapists	1,328,341	1,567,243	1,567,243	1,565,810
Workshop / Staff Development Pay	41,501	59,943	59,943	112,418
Salaries & Wages Total	8,550,221	10,423,969	9,783,572	10,370,295
Employee Benefits				
FICA / Medicare	605,029	742,805	696,370	737,513
Insurance Benefits - Active Employees	917,289	1,095,907	1,035,758	1,053,473
Life Insurance	31,194	39,447	36,972	38,678
Retirement/Pension - Employee	38,707	46,073	46,073	89,173
Retirement/Pension - Teachers	1,185,552	1,500,977	1,417,660	1,532,992
Workman's Compensation	47,763	236,679	222,138	208,203
Employee Benefits Total	2,825,534	3,661,888	3,454,971	3,660,032
Contracted Services				
Instructional Contracted Services	4,049,353	2,071,453	2,071,453	1,795,381
Other Contracted Services	135	135	135	135
Printing In-House	7,167	20,915	20,915	49,104
Professional Contracted Services	1,195,661	1,811,948	1,811,948	3,669,123
Rental of Buildings	17,514	-	-	71,486
Software License	20,247	20,180	20,180	20,180
Contracted Services Total	5,290,077	3,924,631	3,924,631	5,605,409

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Special Education	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Supplies & Materials				
Classroom Teacher Supplies	85,555	29,857	29,857	49,142
Office Supplies	19,945	20,000	20,000	20,000
Other Charges	4,046	-	-	-
Other Misc. Supplies	-	3,900	3,900	50,682
Postage & Delivery	367	10,000	10,000	10,000
Staff Development Supplies	55,363	26,171	26,171	26,171
Testing Supplies & Materials	29,696	30,000		
Supplies & Materials Total	194,972	119,928	89,928	155,995
Other Operating Expenses				
Dues; Subscriptions	11,762	11,748	11,748	11,748
Local Travel - Per Mile Basis	24,140	-	-	-
Non-Local Travel Expenses	5,372	2,852	2,852	2,852
Non-Local Travel Lodging	3,105	-	-	-
Non-Local Travel Related Meals	1,166	-	-	-
Non-Local Travel Transportation	3,764	-	-	-
Registration Fees	6,969	1,840	1,840	1,840
Telephone -Equipment	68,459	39,459	39,459	-
Other Operating Expenses Total	124,737	55,899	55,899	16,440
Capital Outlay				
Computers - Instructional	-	-	-	3,702
Computers - Non Instructional	-	-	-	8,089
Misc. Other Equipment over \$499	-	-	-	40,000
Capital Outlay Total	-	-	-	51,791
Restricted Expenditures	\$ 16,985,541	\$ 18,186,315	\$ 17,309,001	\$ 19,859,962
TOTAL OPERATING EXPENDITURES	\$ 129,909,578	\$ 123,342,078	\$ 113,150,486	\$ 115,448,333

EXPENDITURES BY COST CENTER

Cost Center Number	Description	FY 2017 Approved
44201	Director of Special Education	2,855,859
44205	Special Education - Compliance Office	1,353,332
44206	Special Education - Data Management	916,556
44207	Special Education - Assessment & Accountability	1,207,811
44210	Special Education - K- 12 Services	8,876,151
44215	Special Education - Support Services	30,083,500
44220	Special Education - Early Childhood	10,938,203
44225	Special Education - Family Engagement	5,692,487
44230	Special Education - Nonpublic Education	53,524,434
TOTAL OPERATING EXPENDITURES BY COST CENTER		\$ 115,448,333

Student Services

MISSION

To support college and career readiness and academic achievement for all students through the coordination of student related services which facilitate positive school climate, mental health and wellness, access to instruction, monitoring of local, state and federal mandates and address barriers to school success.

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 courses work (i.e., Honors, Advanced Placement and International Baccalaureate) and serving on school committees examining data using the Data Wise protocols

CORE SERVICES & OUTCOMES

- Provide exemplary customer service to schools, central office, and parents
- Ensure that schools have the trained staff (i.e., professional counselors, psychologists, pupil personnel workers, and nurses) who can meet the social/emotional needs and health and mental health needs of students
- Examine and revise 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, Home Schooled) have access to a comprehensive academic program that prepares the students for college or a career

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: Advertising; instructional, professional and technical consultants; maintenance and repair of equipment; printing services in-house; school activity transportation; and software license.

Supplies & Materials: Office, staff development, student, health, and testing supplies and materials; and postage.

Other Operating Costs: Dues and subscriptions, local travel reimbursement for site visits, non-local travel expenses, and registration fees.

Capital Outlay / Equipment: N/A

OPERATING BUDGET – STAFFING

UNRESTRICTED STAFFING BY POSITION				
Student Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
Administrative Support Specialist	0.00	3.00	3.00	3.00
Administrative Support Technician	0.00	2.00	2.00	1.00
Assistant Supervisor	0.00	0.00	1.00	1.00
Building Supervisor	0.00	0.00	0.00	1.00
Clerk	0.00	5.12	5.12	5.12
Director	0.00	1.00	1.00	1.00
Elementary Classroom Teacher	0.00	0.00	0.00	1.00
Executive Director	0.00	1.00	1.00	1.00
Guidance Counselor	0.00	7.00	7.00	7.00
Instructional Assistant	0.00	1.00	1.00	1.00
Instructional Specialist	0.00	6.00	6.00	6.00
Instructional Supervisor	0.00	4.00	5.00	5.00
International Student Specialist	0.00	1.00	1.00	1.00
Licensed Practical Nurse	0.00	0.00	21.00	21.00
Night Cleaner Lead	0.00	0.00	0.00	1.00
Nurse Administrator	0.00	0.00	2.00	2.00
Nurse Specialist	0.00	0.00	9.00	10.00
Outreach Teacher	0.00	4.00	4.00	4.00
Program Manager	0.00	0.00	1.00	1.00
Pupil Personnel Worker	0.00	50.00	50.00	50.00
Registered Nurse	0.00	0.00	198.00	198.00
School Psychologist	0.00	0.00	83.00	84.00
Secretary	0.00	9.00	16.00	16.00
Support Program Coordinator	0.00	1.00	1.00	1.00
Support Supervisor	0.00	1.00	2.00	2.00
Vision & Hearing Technician	0.00	0.00	2.00	2.00
Unrestricted Staffing	0.00	96.12	422.12	426.12
RESTRICTED STAFFING BY POSITION				
Student Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Positions				
School Psychologist	0.00	0.00	7.00	7.00
Restricted Staffing	0.00	0.00	7.00	7.00
TOTAL OPERATING STAFFING	0.00	96.12	422.12	433.12

OPERATING BUDGET – EXPENDITURES

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Student Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	67,628	153,287	153,287	132,377
2nd Assignment - Support	25,082	3,638	3,638	218,524
Classroom Teacher	-	-	-	65,424
Hourly Instructional	908,205	438,104	531,993	425,793
Other Admin/Professionals/Specialists	6,811,115	6,508,632	8,077,447	8,436,689
Other Support Staff	132,611	135,575	135,575	60,970
Other Teacher	832,156	955,728	955,728	1,004,491
Overtime	521	-	-	-
PGCEA Senior Teacher Differential	126,034	-	-	-
Psychological Service Personnel	-	-	6,991,818	7,428,661
School Nurses / Aides	-	-	13,150,473	13,558,228
Secretaries & Clerks	715,148	704,767	990,846	1,083,347
Service Worker	-	-	-	82,203
Substitute Nurses	-	-	-	20,000
Substitute Teacher	7,649	4,000	4,000	4,000
Substitutes - Workshop	298	-	-	-
Temp Office Worker	147,980	118,487	118,487	120,675
Terminal Leave Payout	20,821	-	-	-
Ticket Takers	-	-	20,000	-
Unrestricted Unallocated Full-Time	251	-	-	-
Workshop / Staff Development Pay	21,175	-	-	-
Salaries & Wages Total	9,816,674	9,022,218	31,133,292	32,641,382
Employee Benefits				
Employee Retirement	1,000	-	-	-
FICA / Medicare	731,600	672,307	2,252,145	2,380,130
Insurance Benefits - Active Employees	911,367	924,214	3,714,069	3,775,697
Life Insurance	31,669	31,970	117,178	122,652
Retirement/Pension - Employee	46,990	70,597	408,096	362,862
Workman's Compensation	49,840	203,989	706,902	653,021
Employee Benefits Total	1,772,466	1,903,077	7,198,390	7,294,362
Contracted Services				
Advertising & Other Costs	-	-	1,000	1,000
Catering Services	8,459	-	-	1,000
Commencement Expenses	4,310	25,477	25,477	-
Instructional Contracted Services	4,542,657	6,082	6,082	5,474
M&R Equipment	-	-	7,440	3,200
Printing In-House	136,246	35,254	46,494	71,971

UNRESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT				
Student Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Contracted Services				
Professional Contracted Services	4,795	-	-	-
School Activity Transportation	34,236	40,000	40,000	40,000
Software License	-	1,000	5,000	6,500
Technical Contracted Services	1,514	2,501	1,062,501	939,501
Contracted Services Total	4,732,217	110,314	1,193,994	1,068,646
Supplies & Materials				
Health Supplies	-	-	25,985	30,689
Non-Catered Misc. Food Supplies	568	-	-	-
Office Supplies	20,719	36,397	42,556	50,047
Other Charges	2,472	-	32,729	5,950
Other Misc. Supplies	-	32,729	-	-
Postage & Delivery	1,842	500	500	7,500
Staff Development Supplies	31,684	14,700	24,700	19,716
Student Supplies	16,858	25,733	25,733	18,248
Testing Supplies & Materials	-	-	40,528	3,468
Supplies & Materials Total	74,143	110,059	192,731	135,618
Other Operating Expenses				
Dues; Subscriptions	-	1,057	1,057	411
Local Travel - Per Mile Basis	67,474	92,905	144,905	120,585
Non-Local Travel Expenses	8,980	-	-	5,845
Other Travel Related Expenditures	16	-	-	-
Registration Fees	2,931	6,050	6,050	-
Telephone -Centrex	128	-	-	-
Other Operating Expenses Total	79,529	100,012	152,012	126,841
Capital Outlay				
Computers - Non-Instructional	4,259	9,500	9,500	-
Medical & Health Equipment	-	-	47,000	-
Office Furniture & Equipment	-	-	1,000	-
Capital Outlay Total	4,259	9,500	57,500	-
Unrestricted Expenditures	\$ 16,479,288	\$ 11,255,180	\$ 39,927,919	\$ 41,266,849

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Student Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Salaries & Wages				
2nd Assignment - Instructional	39,479	57,400	57,400	57,400
Psychological Service Personnel	-	-	640,397	697,554
Terminal Leave Payout	356	-	-	-
Workshop / Staff Development Pay	40,492	-	-	-
Salaries & Wages Total	80,327	57,400	697,797	754,954

RESTRICTED EXPENDITURES BY OBJECT / SUB-OBJECT

Student Services	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
Employee Benefits				
FICA / Medicare	5,981	4,392	50,827	54,429
Insurance Benefits - Active Employees	-	-	60,149	73,748
Life Insurance	-	-	2,475	2,697
Retirement/Pension - Teachers	-	-	83,317	86,827
Workman's Compensation	283	1,303	15,844	15,102
Employee Benefits Total	6,264	5,695	212,612	232,803
Contracted Services				
Indirect Cost Recovery	16,166	612	612	612
Contracted Services Total	16,166	612	612	612
Supplies & Materials				
Other Charges	13,500	-	-	-
Other Misc. Supplies	-	25,855	25,855	24,490
Staff Development Supplies	2,129	-	-	-
Student Supplies	871	-	-	-
Testing Supplies & Materials	-	-	30,000	30,000
Supplies & Materials Total	16,500	25,855	55,855	54,490
Other Operating Expenses				
Non-Local Travel Lodging	1,021	680	680	680
Non-Local Travel Related Meals	312	288	288	288
Non-Local Travel Transportation	660	1,000	1,000	1,000
Registration Fees	1,260	475	475	475
Other Operating Expenses Total	3,253	2,443	2,443	2,443
Restricted Expenditures	\$ 122,510	\$ 92,005	\$ 969,319	\$ 1,045,302

TOTAL OPERATING EXPENDITURES	\$ 16,601,798	\$ 11,347,185	\$ 40,897,238	\$ 42,312,151
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SUPPLEMENTAL INFORMATION

SUPPLEMENTAL

PROGRAM ENHANCEMENT SUMMARY

Department	Program Enhancement Description	Board of Education Approved				
		FTE	Position Costs	Refresh Costs	Discretionary Funds	Total Cost
Focus Area 1: Academic Excellence						
College & Career Readiness & Innovation Program	Aerospace Engineering and Aviation Technology Program Expansion	1.00	\$ 86,163	\$ 400	\$ 267,436	\$ 353,999
	Position and discretionary funding to implement Year 3 of the Aerospace Engineering and Aviation Technology program at DuVal High School. In particular, a second classroom is needed to instruct the students in the upper level courses and textbooks are needed for the third year course.					
College & Career Readiness & Innovation Program	Career Academy Program Expansion	3.00	\$ 258,489	\$ 950	\$ -	\$ 259,439
	Positions to support the work of the Specialty Program Strategy Team in fully implementing Career Academies by 2020. Career Academy Programs aid the district in its goal of College and Career Readiness by supporting students in receiving certifications.					
Arts Integration	Creative Arts Programs Office Expansion	1.00	\$ 98,087	\$ 400	\$ -	\$ 98,487
	Position necessary for the expansion of the Arts Integration Model in schools, provide professional development to Arts Integration teachers, and provide essential operating supports to the Arts Integration Department.					
International Schools	International Schools-Expansion	14.00	\$1,235,310	\$ 46,600	\$ 714,792	\$ 1,996,702
	Positions and discretionary funding necessary to support Year 2 of 4 of the implementation and expansion of the two International schools (Largo and Langley Park).					
Curriculum & Instruction Academic Programs I	Junior Achievement Finance Park	0.00	\$ -	\$ -	\$ 520,500	\$ 520,500
	Discretionary funding to fully fund the operations of the JA Finance Park®, including transportation, materials, and utility costs. The JA Finance Park®, located on the campus of G. James Gholson Middle School and Cora L. Rice Elementary School in Landover, is an innovative ecosystem where students experience the challenges of making real-life financial decisions that will lay the foundation for how they approach their financial responsibilities in the future and navigate success in the modern economy.					
Curriculum & Instruction Academic Programs I	Language Immersion Programs	15.50	\$1,272,504	\$ 4,500	\$ 425,000	\$ 1,702,004
	Positions and discretionary funding for the grade expansion of existing language immersion program: <ul style="list-style-type: none"> ▪ Spanish - 11 new classrooms serving an additional 275 students ▪ French - 2 new classrooms serving an additional 50 students ▪ Chinese - 2 new classrooms serving an additional 50 student 					
Curriculum & Instruction Academic Programs I	Literacy Plan	7.00	\$ 605,969	\$ 2,800	\$ 844,000	\$ 1,452,769
	Coaches will enhance the teaching, learning, and assessing of literacy in order to improve student achievement. Achieve3000® provides a cloud-based solution that delivers daily differentiated instruction for nonfiction reading and writing that's precisely tailored to each student's Lexile® reading level. Also included is a substantial investment in technology-based professional development to support teachers in the delivery of the Literacy Plan.					
Curriculum & Instruction - Academic Programs I	Mathematics Specialists	8.00	\$ 692,632	\$ 3,200	\$ 580,000	\$ 1,275,832
	Math Specialists will work with classroom teachers to develop and implement strategies which will enhance the teaching, learning, and assessing of mathematics. These Math Specialists support the Strategic Plan Focus Area 1 by improving student achievement in math at our lowest performing elementary, middle and high schools. Also included are funds for substitutes for teacher training, consultant services, textbooks and classroom materials.					
Curriculum & Instruction Academic Programs I	Pre-K and Kindergarten – Expansion	16.00	\$ 985,680	\$ 3,200	\$ 325,000	\$ 1,313,880
	Positions and discretionary funding to expand the prekindergarten program which includes the addition of 8.0 classroom teachers and 8.0 paraprofessional educators.					

SUPPLEMENTAL

		Board of Education Approved				
Department	Program Enhancement Description	FTE	Position Costs	Refresh Costs	Discretionary Funds	Total Cost
Focus Area 1: Academic Excellence						
College & Career Readiness & Innovation Program	Project Lead the Way - Engineering & Science Academy	0.00	\$ -	\$ -	\$ 100,000	\$ 100,000
	Discretionary funding supports the facilities, resources, and personnel required to offer a rich curriculum in the Project Lead the Way specialty program; and support the PLTW Specialty Program Strategy Team work related to the strategic goal of implementing Career Academies by 2020.					
Student Services	Psychological Service - School Psychologist	1.00	\$ 101,253	\$ 400	\$ -	\$ 101,653
	Position necessary to reduce the student to psychologist ratio within the district. The increase in FTE will allow the psychologist to not only assess students, but, also allow time to provide mental health interventions to students.					
Special Education	Special Education - Speech Pathologists	2.00	\$ 193,026	\$ 800	\$ (193,826)	\$ -
	Supports 2.0 full-time speech pathologists to provide necessary speech/language services to students with Individual Education Plans (IEP). Existing funds in contracted services were reduced to support this request.					
Interscholastic Athletics	Varsity Lacrosse	0.00	\$ -	\$ -	\$ 614,572	\$ 614,572
	Discretionary funding to support the full implementation cost of the Varsity lacrosse program at schools throughout PGCPs.					
Focus Area 2: High-Performing Workforce						
Talent Development	Principal Leadership	5.00	\$ 760,673	\$ -	\$ 130,000	\$ 890,673
	Positions and discretionary funding realigned from the Wallace Grant to support the continuation of the Principal Pipeline Initiative which provides professional development for principals and teachers. Also included is funding for the highly successful 3rd Annual summer Principal Leadership Academy.					
Focus Area 3: Safe and Supportive Environments						
Health Services	Nurses	0.00	\$ -	\$ -	\$ 236,022	\$ 236,022
	Provides additional work hours prior to the start of school allowing nurses the opportunity to perform critical data entry of student immunization records and other health records.					
Student Safety Task Force Recommendation	Monitoring, Accountability & Compliance	2.00	\$ 214,936	\$ -	\$ 10,000	\$ 224,936
	Positions and discretionary funding to support the new Office of Monitoring, Accountability and Compliance (MAC Office). The MAC Office will assume the responsibility for assuring implementation of policies approved by the Board of Education; to assure fidelity in training, awareness of individual responsibility, and compliance with systemic procedures and expectations to support increased employee and volunteer accountability for the prevention of child sexual abuse.					
Focus Area 4: Family and Community Engagement						
Chief Strategic and External Affairs	International Business Partnerships	0.00	\$ -	\$ -	\$ 21,495	\$ 21,495
	Discretionary funding to support the coordination and forging of new international relationships with entities able to assist in fulfilling the Promise of PGCPs; aimed at supplementing and enhancing classroom instruction and providing innovative learning opportunities for students and staff.					
Chief Strategic and External Affairs	Parent University	2.00	\$ 232,978	\$ 600	\$ 241,590	\$ 475,168
	Positions and discretionary funding to help build parent capacity and efficacy towards greater home school partnerships for increased student academic and psycho-social outcomes. This initiative will foster broad community participation and partnerships to provide timely hands-on and transformative information and skill set development for parents.					

		Board of Education Approved				
Department	Program Enhancement Description	FTE	Position Costs	Refresh Costs	Discretionary Funds	Total Cost
<i>Focus Area 5: Organization Effectiveness</i>						
Information Technology	Data Information Security Software	0.00	\$ -	\$ -	\$ 500,000	\$ 500,000
	Discretionary funding to supports continued Security Software integration for Oracle ERP and annual maintenance for Oracle Security Software Suite purchased in FY 2016. This software will allow our financial and human resource data to be encrypted, thus reducing the potential for damage due to any unforeseen data breaches.					
Program Enhancements Grand Total		77.50	\$6,737,700	\$ 63,850	\$ 5,336,581	\$ 12,138,131

RESTRICTED GRANTS BY CATEGORY

Restricted Grants By Category	FY 2017 APPROVED	Grant Objective/Description
<u>At-Risk Youth Grants</u>		
HEAD START	\$ 8,027,575	Funding to promote school readiness by enhancing the social and cognitive development of low-income children through the provision of comprehensive health, educational, nutritional, and social services.
Total - At-Risk Youth	\$ 8,027,575	
<u>Career & Technical Education Grants</u>		
ADOLESCENT SINGLE PARENTING PROGRAM	\$ 198,090	Provides direct services to at-risk adolescent single parents to remain in school.
PERKINS CTE PROGRAM	\$ 1,338,079	Provides the direction and funding to support continuous improvement in Career and Technical Education.
JROTC	\$ 5,129,180	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	\$ 6,665,349	
<u>Compensatory Education Grants</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	\$ 2,087,807	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	\$ 38,748,905	
<u>Linguistically & Cultural Diverse Programs Grants</u>		
TITLE III - EMERGENCY IMMIGRANT EDUCATION	\$ 2,947,027	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	\$ 2,947,027	

Restricted Grants By Category	FY 2017 APPROVED	Grant Objective/Description
<u>Program Improvement Grants</u>		
FINE ARTS INITIATIVE GRANT	\$ 70,367	Funds designated to implement innovative programs in dance/drama, instrumental music, visual art and vocal/general music.
JP HOYER EARLY CARE & EDUCATION GRANT	\$ 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 GRANT	\$ 117,504	Funding to support school readiness through a full-day, and year round Prekindergarten Program.
Total - Program Improvement	\$ 511,204	
<u>Special Education Grants</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 Grants</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 Grants</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 GRANT	\$ 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	\$ 10,556,711	Reserves budgeted for other anticipated continuation grants, future grants, grant carryover and donated grants by outside foundations and business organizations.
Total - Other Grants	\$ 10,634,211	
GRAND TOTAL GRANTS	\$ 109,130,800	

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.

NON-OPERATING STAFFING & EXPENDITURES BY FUND

NON-OPERATING EXPENDITURES BY FUND						
FUND	FY 2015 Actual		FY 2016 Approved		FY 2017 Approved	
	FTE	Total	FTE	Total	FTE	Total
Before and After School	171.19	7,079,574	171.19	9,094,500	147.89	8,097,000
Benefits Administration	0.00	-	7.00	1,264,762	7.00	1,277,683
BRAVA	3.00	613,801	3.00	480,000	3.00	490,000
Capital Programs	33.00	4,757,318	33.00	7,502,186	34.00	7,838,679
Central Garage	163.00	26,676,256	163.00	27,041,104	163.00	26,891,616
Food & Nutrition Services	946.70	73,269,149	946.70	68,900,000	947.70	72,000,442
Printing Services	13.00	1,814,170	13.00	1,642,868	13.00	1,717,446
Purchasing & Supply Services	0.00	2,172,513	0.00	4,953,000	0.00	4,955,895
Risk Management Fund	0.00	615,852	0.00	1,438,293	0.00	703,802
Total Non-Operating Budget	1,329.89	\$ 116,998,633	1,336.89	\$ 122,316,713	1,315.59	\$ 123,972,563

**NON-OPERATING STAFFING BY POSITION TYPE
FY 2016 REVISED TO FY 2017 APPROVED**

SUPPLEMENTAL

POSITION TYPE	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved	Change from	% Change
					FY 2016 Revised to FY 2017 Approved	from FY 2016 Revised to FY 2017 Approved
Director, Coordinator, Supervisor, Specialist	2.00	3.00	3.00	3.00	0.00	0.0%
Secretary and Clerk	30.50	34.50	34.50	34.50	0.00	0.0%
Aide - Paraprofessional	169.19	169.19	169.19	145.89	-23.30	-13.8%
Other Professional Staff	36.00	38.00	39.00	39.00	0.00	0.0%
Other Staff	1,092.20	1,092.20	1,092.20	1,093.20	1.00	0.1%
Total Non-Operating Positions	1,329.89	1,336.89	1,337.89	1,315.59	-22.30	-1.7%

ON BEHALF CONTRIBUTIONS
(Contributions from Other Governmental Agencies)

	FY 2015 Actual	FY 2016 Approved	FY 2016 Revised	FY 2017 Approved
County Funding:				
Child Protective Services ¹	-	-	-	250,000
Debt Service	58,367,700	64,973,300	64,973,300	63,700,600
School Crossing Guards	1,454,353	2,617,900	2,617,900	1,748,000
School Health Services	427,500	427,500	427,500	427,500
School Resource Officers	2,012,929	2,040,000	2,040,000	2,058,318
Transforming Neighborhood Schools ²		-	-	747,000
Subtotal - County	62,262,482	70,058,700	70,058,700	68,931,418
State Funding:				
Retirement Contribution ³	94,696,788	93,504,424	93,504,424	92,517,198
Total	156,959,270	163,563,124	163,563,124	161,448,616

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 (TNI) Initiative. 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. The State Retirement Contribution for FY 2016 thru 2017 are estimates based on Department of Legislative Services, projections November 2015 report.

REVENUE TEN-YEAR HISTORY

REVENUE SOURCE	FY 2007 Approved	FY 2008 Estimate ¹	FY 2009 Estimated ²	FY 2010 Estimated ³	FY 2011 Estimated ⁴
Board Sources	11,580,134	19,989,200	17,100,848	12,590,591	9,831,658
County Sources	594,976,278	591,673,435	593,117,075	606,643,528	590,116,794
Federal Sources	394,412	424,900	424,900	424,900	126,927
Fund Balance	-	69,030,599	28,900,000	30,228,055	6,596,871
Restricted	108,905,182	105,851,173	109,089,090	192,094,040	228,521,324
State Sources	777,545,594	898,668,592	915,292,238	857,923,150	801,248,343
TOTAL	\$ 1,493,401,600	\$ 1,685,637,899	\$ 1,663,924,151	\$ 1,699,904,264	\$ 1,636,441,917

REVENUE SOURCE	FY 2012 Approved	FY 2013 Approved	FY 2014 Approved	FY 2015 Approved	FY 2016 Estimated ⁵
Board Sources	11,047,515	14,748,789	11,561,500	14,922,400	14,706,800
County Sources	609,775,821	623,989,733	614,833,924	618,100,026	660,416,593
Federal Sources	49,346	136,693	136,693	136,678	146,778
Fund Balance	-	-	-	43,012,200	8,500,000
Restricted	121,309,843	122,571,081	122,068,512	122,953,814	119,710,572
State Sources	872,176,075	902,995,704	939,207,184	996,125,182	1,038,086,982
TOTAL	\$ 1,614,358,600	\$ 1,664,442,000	\$ 1,687,807,813	\$ 1,795,250,300	\$ 1,841,567,725

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 May 23, 2016.

BUDGET TEN-YEAR HISTORY

EXPENDITURES BY CATEGORY	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual
Administration	\$ 51,025,205	\$ 60,927,992	\$ 53,199,155	\$ 52,286,305	\$ 60,639,062
Instructional Salaries	525,388,961	597,799,567	601,358,432	594,584,336	559,751,135
Mid-Level Administration	108,393,929	126,719,385	122,112,094	114,936,248	105,286,434
Textbooks and Instructional Supplies	28,902,109	39,280,836	20,468,399	20,738,795	20,325,748
Other Instructional Costs	42,411,215	54,642,661	49,476,303	44,672,142	56,115,430
Student Personnel Services	6,785,584	21,927,691	22,959,343	17,727,360	9,980,748
Health Services	11,952,678	14,904,314	15,071,420	15,345,143	14,527,477
Student Transportation Services	90,041,704	98,940,310	94,647,632	96,537,959	96,091,697
Operation Plant Services	108,663,552	122,724,638	128,192,292	114,550,728	107,668,079
Maintenance of Plant	36,557,283	40,338,321	33,498,179	34,292,941	33,184,265
Fixed Charges	235,490,619	259,749,039	276,029,820	309,326,759	312,283,920
Community Services	2,342,895	2,770,447	2,862,392	2,225,690	2,375,333
Food Services Subsidy	7,500,000	10,995,038	6,736,059	-	-
Capital Outlay	582,072	926,656	646,776	2,211,675	281,002
Special Education	208,297,588	233,904,499	238,639,608	242,549,753	228,626,344
TOTAL	\$ 1,464,335,394	\$ 1,686,551,394	\$ 1,665,897,904	\$ 1,661,985,834	\$ 1,607,136,674
EXPENDITURES BY OBJECT					
Salaries and Wages	\$ 951,437,427	\$ 1,104,759,140	\$ 1,113,255,416	\$ 1,096,054,942	\$ 1,034,848,148
Fringe Benefits	221,174,462	241,926,503	262,773,327	280,280,862	292,045,573
Contracted Services	161,279,675	194,291,375	189,993,757	190,501,569	184,341,361
Supplies and Materials	49,234,196	59,442,646	34,075,957	35,750,839	36,271,153
Other Operating Costs	60,225,504	67,196,042	61,193,695	53,972,900	52,620,300
Additional & Replacement Equipment	20,984,130	18,935,688	4,605,752	5,424,722	7,010,139
TOTAL	\$ 1,464,335,394	\$ 1,686,551,394	\$ 1,665,897,904	\$ 1,661,985,834	\$ 1,607,136,674

EXPENDITURES BY CATEGORY	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Revised
Administration	\$ 54,673,080	\$ 56,255,427	\$ 51,031,707	\$ 58,069,283	\$ 51,182,600
Instructional Salaries	507,781,009	513,359,721	540,067,681	584,580,531	118,688,200
Mid-Level Administration	101,786,525	101,212,421	104,563,406	112,382,610	631,775,100
Textbooks and Instructional Supplies	16,977,974	22,697,821	25,350,725	17,781,646	17,933,200
Other Instructional Costs	52,667,390	83,022,200	52,265,143	59,491,222	67,232,300
Student Personnel Services	11,304,338	11,655,447	15,821,035	22,641,165	17,239,700
Health Services	14,347,895	13,443,993	14,263,541	16,602,937	15,645,700
Student Transportation Services	97,359,875	111,673,524	91,222,586	96,530,688	96,783,500
Operation of Plant	111,960,138	111,244,187	117,900,430	119,423,912	121,066,300
Maintenance of Plant	33,553,779	47,784,353	41,288,117	40,830,535	34,119,000
Fixed Charges	316,542,299	340,113,583	348,876,380	362,210,428	393,331,000
Community Services	1,688,717	1,909,041	2,197,606	2,842,085	3,237,900
Food Services Subsidy	20,213,981	400,000	1,997,667	2,826,864	2,757,025
Capital Outlay	-	-	-	-	-
Special Education	233,056,616	237,091,273	253,285,424	266,928,208	270,576,200
TOTAL	\$ 1,573,913,616	\$ 1,651,862,991	\$ 1,660,131,448	\$ 1,763,142,114	\$ 1,841,567,725
EXPENDITURES BY OBJECT					
Salaries and Wages	\$ 979,587,782	\$ 979,902,871	\$ 1,030,591,468	\$ 1,106,482,199	\$ 1,163,905,964
Fringe Benefits	295,794,174	326,233,154	334,197,961	349,007,048	378,660,332
Contracted Services	206,839,153	231,790,223	184,861,854	205,767,589	197,383,159
Supplies and Materials	35,103,905	41,690,358	44,525,749	34,930,009	32,961,863
Other Operating Costs	52,151,010	49,187,992	56,226,827	55,934,561	57,771,339
Additional & Replacement Equipment	4,437,592	23,058,393	9,727,589	11,020,708	10,885,068
TOTAL	\$ 1,573,913,616	\$ 1,651,862,991	\$ 1,660,131,448	\$ 1,763,142,114	\$ 1,841,567,725

PUPIL POPULATION TEN-YEAR HISTORY

	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
<u>FULL TIME</u>										
Regular and Special Ed Day Programs:										
Kindergarten @ 100%	8,167	8,819	8,819	8,836	9,276	9,568	10,013	10,260	10,170	10,018
Elementary Grades 1 to 6	54,431	53,117	53,115	53,274	53,633	54,206	54,958	56,568	58,283	59,485
Secondary Grades 7 to 12	62,844	61,192	61,178	60,097	57,340	54,564	53,199	52,667	53,330	53,571
Special Education Centers	-	-	-	-	-	-	-	-	-	-
Total Regular and Special Ed	125,442	123,128	123,112	122,207	120,249	118,338	118,170	119,495	121,783	123,074
<u>OTHER PROGRAMS</u>										
Pre-school Head Start	886	1,047	1,244	741	778	822	932	1,052	1,058	1,003
Prekindergarten	-	3,979	5,193	4,840	5,380	4,379	4,253	4,289	4,407	4,505
Extended Elem. Education	3,366	-	-	-	-	-	-	-	-	-
Montessori	213	252	203	189	266	294	386	300	328	357
Special Education*	1,153	1,363	-	-	-	-	-	-	-	-
Nonpublic Schools for Disabled	1,213	1,150	962	995	840	800	799	693	898	737
Total Other Programs	6,831	7,791	7,602	6,765	7,264	6,295	6,370	6,334	6,691	6,602
<u>PART-TIME</u>										
Summer School:										
Regular Elementary and Secondary	3,448	4,545	2,023	2,225	2,400	3,000	3,500	3,701	4,907	4,064
Disabled Programs	1,871	2,502	2,435	2,358	2,535	2,550	2,638	2,217	2,827	1,875
Part-time Subtotal - Summer School	5,319	7,047	4,458	4,583	4,935	5,550	6,138	5,918	7,734	5,939
Evening High School	2,473	1,754	2,000	1,071	1,504	1,005	1,200	704	528	668
Adult Education	3,765	-	-	-	-	-	-	-	-	-
Home and Hospital Teaching	800	800	600	630	550	587	587	623	600	665
Total Part-Time	12,357	9,601	7,058	6,284	6,989	7,142	7,925	7,245	8,862	7,272
Total Number of Students	144,630	140,520	137,772	135,256	134,502	131,775	132,465	133,074	137,336	136,948
<u>COST PER PUPIL</u>										
Cost Per Pupil K-12	\$11,334	\$12,766	\$12,799	\$13,205	\$12,918	\$13,365	\$13,142	\$13,124	\$13,632	\$14,151
Cost Per Pupil Pre-K-12	\$10,963	\$12,244	\$12,371	\$12,811	\$12,349	\$12,973	\$12,753	\$12,752	\$13,248	\$13,756

SUPPLEMENTAL

*MSDE no longer requires separating information for the Special Education Centers population. Those numbers are included in the data above.

SCHOOL FACILITIES TEN-YEAR HISTORY

SCHOOL FACILITIES IN USE	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
Grades K-3	-	-	-	-	-	1	1	1	-	-
Grades K-4	-	-	-	-	-	1	-	-	-	-
Grades K-5	22	23	23	4	3	10	13	13	15	16
Grades K-6	109	109	109	5	4	17	15	15	10	5
Grades K-7	-	-	-	-	3	1	-	-	1	-
Grades K-8	3	3	4	4	4	8	9	10	8	10
Grades PreK-5	-	-	-	23	29	22	31	31	39	44
Grades PreK-6	-	-	-	94	89	75	63	63	59	56
Grades PreK-7	-	-	-	-	-	-	-	-	1	-
Grades PreK-8	-	-	-	7	7	6	6	6	7	8
Grades 2-5	-	-	-	-	-	-	2	2	2	2
Grades 6-7	-	-	-	-	-	1	-	-	1	-
Grades 6-8	13	13	13	12	17	15	20	20	21	22
Grades 6-9	-	-	-	-	-	-	-	-	-	1
Grades 6-10	-	-	-	-	-	1	1	1	2	1
Grades 6-11	-	-	-	-	-	-	-	-	-	1
Grades 7-8	14	14	14	13	9	9	5	5	4	3
Grades 9-9	-	-	-	-	-	-	-	-	-	-
Grades 9-10	-	-	-	-	2	-	2	1	1	1
Grades 9-11	-	-	-	-	-	1	-	1	-	-
Grades 9-12	25	25	25	24	22	23	23	24	25	26
Grades 10-12	-	-	-	-	-	-	1	1	2	-
Grades 11-12	-	-	-	-	2	1	1	2	1	2
Special Education Centers	9	9	9	8	7	7	7	7	7	8
Subtotal	195	196	197	194	198	199	200	203	206	206
H. B. Owens Science Center	1	1	1	1	1	1	1	1	1	1
International Schools							-	-	-	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	1	-	-	-	-	-	-
Judith P. Hoyer Early Childhood Center*	1	1	1	1	-	-	-	-	-	-
TOTAL	199	200	201	199	200	201	202	205	208	210

* Included in the facility count above with students enrolled.

ACKNOWLEDGEMENTS

The development of the Board of Education FY 2017 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.

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ACRONYMS

ALT-MSA – Alternate Maryland School Assessment	PTO – Parent Teacher Organization
AP – Advanced Placement	PTSA – Parent Teacher Student Association
ASPP – Adolescent Single Parenting Program	RTTT - Race To The Top
ATOD – Alcohol, Tobacco and Other Drugs	SDP – School Development Program
AVID – Advancement Via Individual Determination	SBB – Student-Based Budgeting
BOE – Board of Education of Prince George’s County	SDP – School Development Program
CAFR – Comprehensive Annual Financial Report	SPMT – School Planning and Management Team
CAP – Career Academy Programs	STEP - Sharing Technology with Educators Program
CEO – Chief Executive Officer	TIC - Technology Integration Course
CIP – Capital Improvement Program	TNI – Transforming Neighborhood Schools Initiative
COMAR – Code of Maryland Regulations	WAN – Wide Area Network
CPD – Continuing Professional Development	
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	
PGCPS – Prince George’s County Public Schools	
QZAB – Qualified Zone Academy Bonds	

GLOSSARY

Actual: The amount spent in the prior fiscal year.

Additional and Replacement Equipment: Funds athletic equipment, cafeteria equipment, computers, office furniture and equipment, and security alarm systems.

Administration (Function 201): Funds 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.

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: Funds received from 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.

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): Includes activities concerned with the cost of directing and managing the acquisition, construction, renovations of land, buildings, and equipment.

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): 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.

Contributions, On Behalf: 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.

County: Refers to Prince George's County government.

Employee Benefits: for budgeting purposes, employee benefits are 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.

Food Services Subsidy (Function 213): Additional funds necessary to support the operation of the Food Services Program.

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: 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.

Health Services (Function 208): Funds personnel such as nurses and aides. Includes physical and mental health activities which are not instructional and which provide students with appropriate medical, dental, and nursing services.

Instructional Salaries & Wages (Function 203): Funds 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).

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.

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): Funds activities concerned 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.

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): Funds 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.

Object: Identifies the purpose of expenditure (e.g., Salaries & Wages, Fringe Benefits) required under LEA reporting requirements.

Operating Budget: Is a comprehensive fiscal plan for financing the operating programs for a single fiscal year.

Operation of Plant (Function 210): Funds activities concerned with keeping the physical building clean and ready for daily use. Personnel such as custodians and security professionals are included in this category.

Other Instructional Costs (Function 205): Funds 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.

PGCPS Strategic Plan: Provides 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: A type of 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.

Secondary School Reform: has three goals 1) raising expectations, 2) expanding opportunities, and 3) enhancing support.

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.

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 Psychological Services, 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): Funds 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): Funds 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: Funds 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 (204): Funds textbooks, instructional materials, library books, classroom teacher supplies, and awards/recognitions.

Unrestricted: Appropriations comprising the majority of the total budget that can be used for any legal purpose desired by the Board of Education.

