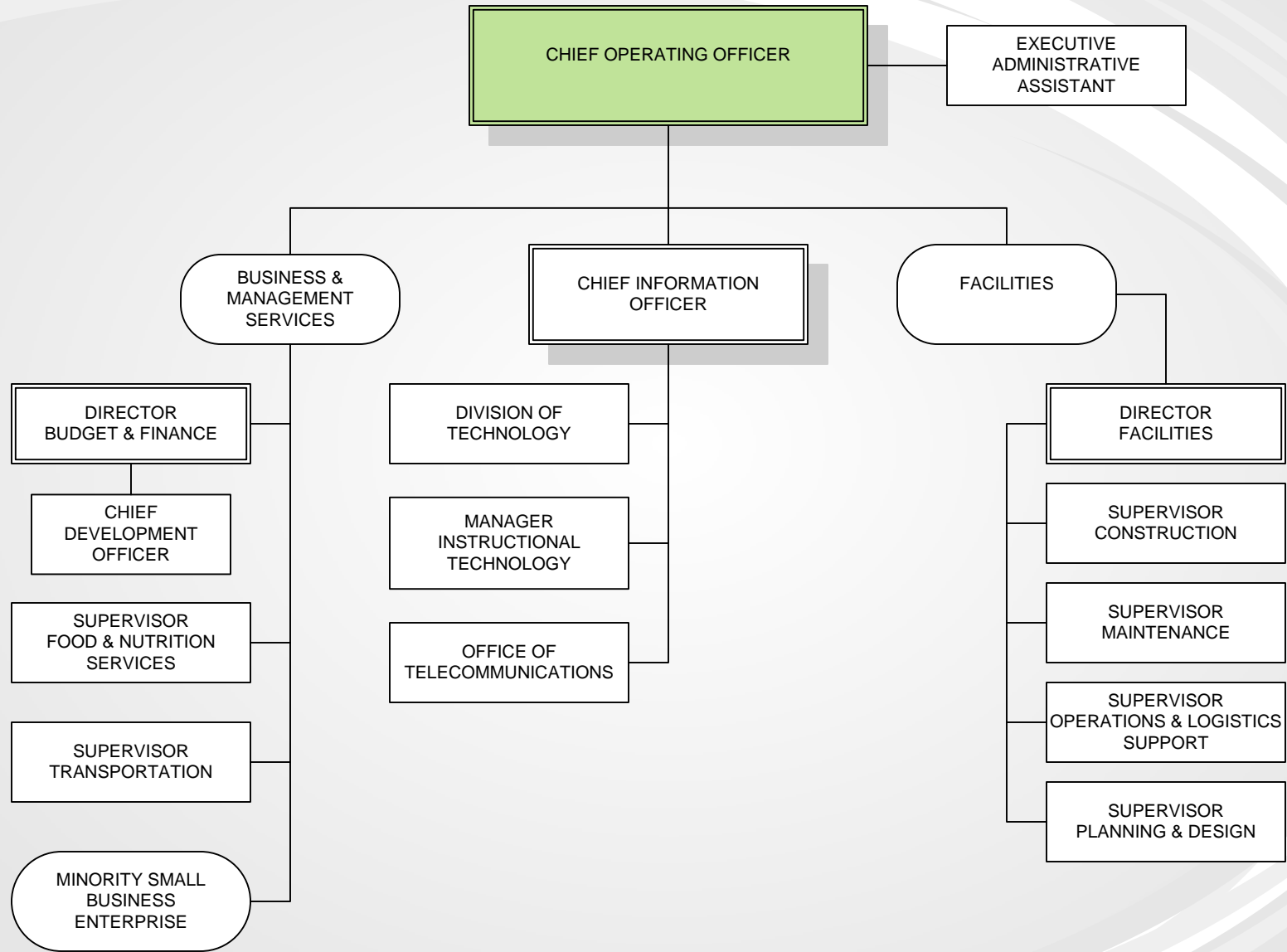


CHIEF OPERATING OFFICER



Summary

Chief Operating Officer

Combined Funds	Actual Expenditures FY2008	Revised Budget FY2009	Board Request FY2010	Board Adopted FY2010
Positions:				
Professional Positions	105.50	115.00	117.00	115.00
Support Positions	1,026.50	1,038.50	1,037.50	1,036.50
Total Positions:	<u>1,132.00</u>	<u>1,153.50</u>	<u>1,154.50</u>	<u>1,151.50</u>
Budget by Object:				
Salaries and Wages	\$ 47,630,639	\$ 49,527,441	\$ 53,145,621	\$ 49,871,956
Contracted Services	32,163,831	37,072,236	38,424,319	36,898,707
Supplies & Materials	6,226,128	7,402,662	7,235,530	6,620,160
Other Costs	24,860,146	29,248,818	29,496,451	29,139,633
Equipment	206,307	665,515	543,771	287,300
Debt Service	32,352,584	33,436,300	35,936,300	38,853,000
Total by Object:	<u>\$ 143,439,635</u>	<u>\$ 157,352,972</u>	<u>\$ 164,781,992</u>	<u>\$ 161,670,756</u>
Area/Department:				
Chief Operating Officer	\$ 246,180	\$ 231,376	\$ 236,210	\$ 228,670
Director of Budget & Finance	187,517	208,396	211,869	203,195
Budget	(588,400)	1,797,909	1,024,831	392,328
Debt Service	32,352,584	33,436,300	35,936,300	38,853,000
Development	293,868	322,052	343,244	329,532
Finance	2,379,327	2,462,965	2,608,516	2,512,136
Minority & Small Business Enterprises	114,352	194,931	158,500	156,341
Purchasing	883,815	995,642	1,103,765	1,058,148
Instructional Materials & Textbooks	166,792	1,020,608	933,792	593,656
Director of Facilities	489,001	638,075	636,862	603,224
Construction	1,224,097	1,527,639	1,545,763	1,491,775
Planning & Design	951,904	1,072,286	1,095,675	1,052,801
Maintenance	12,309,661	12,573,175	13,132,514	12,431,880
Operations	53,633,609	58,349,174	60,735,837	58,664,618
Logistics Support	2,902,445	2,771,546	2,862,822	2,744,150
Transportation	35,686,402	39,581,008	42,036,845	40,187,461
Central Facilities Services	206,481	169,890	178,647	167,841
Total by Area/Department:	<u>\$ 143,439,635</u>	<u>\$ 157,352,972</u>	<u>\$ 164,781,992</u>	<u>\$ 161,670,756</u>

Chief Operating Officer

Budget Accountability – Alex L. Szachnowicz, Chief Operating Officer

Description

The Chief Operating Officer is responsible for providing non-instructional support services to the school system. The Office provides direct oversight of Budget & Finance, Transportation, Food & Nutrition, Minority/Small Business Enterprise, Technology, and Facilities. This also includes oversight of all construction and renovation projects funded through the Capital Budget.

Objectives

- Monitor and ensure fiscal integrity and accountability for operating and capital budgets.
- Provide management guidelines to ensure that the school system has the financial resources necessary to maintain excellence in the educational programs for students.
- Develop goals and objectives for each department.
- Develop department policies and procedures to ensure that all federal, state, and county regulations and guidelines are followed.
- Assure that all departments are providing the services and resources necessary to meet the instructional needs of the school system.

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FY10 Budget Impact

- In order to meet the obligation for health care per the negotiated agreements, as well as to fully fund utilities, student information system and increased charter school expenses, non-school based budgets for supplies, equipment, consulting, professional development, and technology were reduced by \$5,400,000.
- While the school-based Material of Instruction (MOI) formulas were unchanged for FY10, it represents a reduction of 15% from the FY07 level. No other direct budget reductions to schools occurred.

Chief Operating Officer

Combined Funds	Actual Expenditures FY2008	Revised Budget FY2009	Board Request FY2010	Board Adopted FY2010
<i>Positions:</i>				
Assistant Superintendent	1.00	-	-	-
Chief Officer	-	1.00	1.00	1.00
Total Professional Positions	1.00	1.00	1.00	1.00
Secretary or Clerk	1.00	1.00	1.00	1.00
Total Support Positions	1.00	1.00	1.00	1.00
Total Positions	2.00	2.00	2.00	2.00
<i>Expenditures:</i>				
<u>Salaries and Wages</u>				
Total Professional Salaries	\$ 160,219	\$ 147,571	\$ 152,000	\$ 148,708
Total Support Salaries	\$ 69,989	\$ 73,682	\$ 76,167	\$ 72,450
Total Salaries and Wages	\$ 230,208	\$ 221,253	\$ 228,167	\$ 221,158
<u>Contracted Services</u>				
Consulting Services - Mgt	\$ 2,920	\$ 2,097	\$ 2,097	\$ 2,097
Repairs to Equipment	-	500	500	500
Total Contracted Services	\$ 2,920	\$ 2,597	\$ 2,597	\$ 2,597
<u>Supplies & Materials</u>				
Books & Periodicals	\$ -	\$ 150	\$ 150	\$ 150
Food Supplies	4,232	2,000	2,000	2,000
Office Supplies	3,668	2,250	2,250	2,000
Total Supplies and Materials	\$ 7,900	\$ 4,400	\$ 4,400	\$ 4,150
<u>Other Costs</u>				
Professional Development	\$ 3,137	\$ 80	\$ 80	\$ -
Subscriptions/Dues	602	225	225	225
Mileage - Unit IV	-	540	540	540
Mileage - Unit VI	1,413	2,080	-	-
Total Other Costs	\$ 5,152	\$ 2,925	\$ 845	\$ 765
<u>Equipment</u>				
Equipment-New	\$ -	\$ 201	\$ 201	\$ -
Total Equipment	\$ -	\$ 201	\$ 201	\$ -
Total for: Chief Operating Officer	\$ 246,180	\$ 231,376	\$ 236,210	\$ 228,670

Director of Budget & Finance

Budget Accountability - Susan A. Bowen, Director

Description

The Division of Budget & Finance consists of the Offices of Budget, Finance, Purchasing, Development, Instructional Materials & Textbooks, and Third Party Billing. These offices are responsible for the overall management of the school district's fiscal resources including budgeting, accounting, receiving, and expending of funds for all government appropriations, grants, enterprise funds, and internal service funds.

Objectives

- Manage the fiscal and enterprise resources of the school district in a way that increases the capacity of the school system to achieve its related goals in the areas of:
 - Academic Achievement,
 - Safe and Supportive Learning Environment,
 - Workforce Quality,
 - Community Engagement, and
 - Equity.
- Coordinate the activities of the Offices of Budget, Finance, Purchasing, Development, Single Textbook Adoption, and Third Party Billing, so as to maximize the use of the fiscal resources of Anne Arundel County Public Schools.
- Establish processes, procedures, and benchmarks to measure the efficiency and effectiveness of these organizational functions.
- Reach out to the business community to determine new avenues for mutual benefit and resource sharing.

FY10 Budget Impact

- Continue to examine resources throughout the fiscal year to redirect to areas of budgeted need as they arrive to ensure a balanced budget at year-end.
- In order to meet the obligation for health care per the negotiated agreements, as well as to fully fund utilities, student information system and increased charter school expenses, non-school based budgets for supplies, equipment, consulting, professional development, and technology were reduced by \$5,400,000.
- While the school-based Material of Instruction (MOI) formulas were unchanged for FY10, it represents a reduction of 15% from the FY07 level. No other direct budget reductions to schools occurred.

Director of Budget & Finance

Combined Funds	Actual Expenditures FY2008	Revised Budget FY2009	Board Request FY2010	Board Adopted FY2010
<i>Positions:</i>				
Director	1.00	1.00	1.00	1.00
Total Professional Positions	1.00	1.00	1.00	1.00
Secretary or Clerk	1.00	1.00	1.00	1.00
Total Support Positions	1.00	1.00	1.00	1.00
Total Positions	2.00	2.00	2.00	2.00
<i>Expenditures:</i>				
<u>Salaries and Wages</u>				
Total Professional Salaries	\$ 121,246	\$ 131,916	\$ 134,830	\$ 131,395
Total Support Salaries	\$ 58,066	\$ 60,080	\$ 63,539	\$ 60,080
Work Study Students	\$ -	\$ 3,000	\$ 3,000	\$ 2,500
Total Other Salaries and Wages	\$ -	\$ 3,000	\$ 3,000	\$ 2,500
Total Salaries and Wages	\$ 179,312	\$ 194,996	\$ 201,369	\$ 193,975
<u>Contracted Services</u>				
Maint & Service Agree-Equip	\$ 6,199	\$ 9,200	\$ 7,200	\$ 7,200
Total Contracted Services	\$ 6,199	\$ 9,200	\$ 7,200	\$ 7,200
<u>Supplies & Materials</u>				
Office Supplies	\$ 712	\$ 1,780	\$ 1,780	\$ 1,000
Total Supplies and Materials	\$ 712	\$ 1,780	\$ 1,780	\$ 1,000
<u>Other Costs</u>				
Professional Development	\$ 346	\$ 500	\$ 500	\$ -
Subscriptions/Dues	110	100	100	100
Mileage - Unit IV	278	-	-	-
Mileage - Unit VI	560	1,820	920	920
Total Other Costs	\$ 1,294	\$ 2,420	\$ 1,520	\$ 1,020
Total for: Director of Budget & Finance	\$ 187,517	\$ 208,396	\$ 211,869	\$ 203,195

Budget

Budget Accountability – Susan Bowen, Director

Description

The Office of Budget supports the financial and staff planning and management efforts of the school system. This office manages the budget development process and ensures that funds are targeted to meet the goals, objectives, and established priorities of the school system. This office is also responsible for monitoring revenues and expenditures to ensure that the school system operates within its available funding and is in compliance with state law regarding budget categories.

Objectives

- Assist budget managers with funds management so as to efficiently utilize all existing resources.
- Maintain financial reporting information in organizational format as well as state budget categories.
- Monitor positions and make additional adjustments to the position control system.
- Maintain summary and department level organization charts.
- Expand in-department report and database development, lessening dependence on other AACPS departments.
- Work closely with school-based personnel to meet their financial support needs.

FY10 Budget Impact

- In order to meet the obligation for health care per the negotiated agreements, as well as to fully fund utilities, student information system and increased charter school expenses, non-school based budgets for supplies, equipment, consulting, professional development, and technology were reduced by \$5,400,000.
- While the school-based Material of Instruction (MOI) formulas were unchanged for FY10, it represents a reduction of 15% from the FY07 level. No other direct budget reductions to schools occurred.

Budget

Combined Funds	Actual Expenditures FY2008	Revised Budget FY2009	Board Request FY2010	Board Adopted FY2010
<i>Positions:</i>				
Analyst - Budget	3.50	4.00	4.00	4.00
Total Professional Positions	3.50	4.00	4.00	4.00
Technician	1.00	1.00	1.00	1.00
Total Support Positions	1.00	1.00	1.00	1.00
Total Positions	4.50	5.00	5.00	5.00
<i>Expenditures:</i>				
<u>Salaries and Wages</u>				
Total Professional Salaries	\$ 325,028	\$ 381,091	\$ 395,870	\$ 382,653
Total Support Salaries	\$ 45,037	\$ 46,674	\$ 49,370	\$ 46,288
Secretary or Clerk (OT)	\$ 15,434	\$ 7,590	\$ 7,590	\$ 7,000
Salaries Reserve	(23,420)	290,474	278,584	65,000
Total Other Salaries and Wages	\$ (7,986)	\$ 298,064	\$ 286,174	\$ 72,000
Turnover	\$ -	\$ (408,000)	\$ (408,000)	\$ (408,000)
Total Turnover	\$ -	\$ (408,000)	\$ (408,000)	\$ (408,000)
Total Salaries and Wages	\$ 362,079	\$ 317,829	\$ 323,414	\$ 92,941
<u>Contracted Services</u>				
Contracted Services Reserve	\$ -	\$ 275,350	\$ 131,957	\$ 63,323
Total Contracted Services	\$ -	\$ 275,350	\$ 131,957	\$ 63,323
<u>Supplies & Materials</u>				
Office Supplies	\$ 3,390	\$ 1,500	\$ 2,335	\$ 2,000
Supplies Reserve	64	648,729	215,229	89,964
Total Supplies and Materials	\$ 3,454	\$ 650,229	\$ 217,564	\$ 91,964
<u>Other Costs</u>				
Professional Development	\$ 500	\$ 2,205	\$ 2,205	\$ 1,500
Subscriptions/Dues	110	2,500	2,500	2,500
Mileage - Unit IV	42	500	100	100
Mileage - Unit V	-	200	-	-
Mileage - Unit VI	-	1,170	-	-
Administrative Cost	(954,585)	-	-	-
Other - Reserve	-	250,674	175,674	65,000
Total Other Costs	\$ (953,933)	\$ 257,249	\$ 180,479	\$ 69,100
<u>Equipment</u>				
Equipment-New	\$ -	\$ 835	\$ -	\$ -
Equipment Reserve	-	296,417	171,417	75,000
Total Equipment	\$ -	\$ 297,252	\$ 171,417	\$ 75,000
Total for: Budget	\$ (588,400)	\$ 1,797,909	\$ 1,024,831	\$ 392,328

Debt Service

Combined Funds	Actual Expenditures FY2008	Revised Budget FY2009	Board Request FY2010	Board Adopted FY2010
Expenditures:				
<u>Debt Service</u>				
County Principal	\$ 21,638,019	\$ 20,993,038	\$ 22,493,038	\$ 23,993,038
County Interest	10,714,565	12,443,262	13,443,262	14,859,962
Total Debt Service	\$ 32,352,584	\$ 33,436,300	\$ 35,936,300	\$ 38,853,000
Total for: Debt Service	\$ 32,352,584	\$ 33,436,300	\$ 35,936,300	\$ 38,853,000

Development

Budget Accountability - Lois K. Lanier, Chief Development Officer

Description

The mission of the Development Office is to increase resources and funding that address the goals of the school system. The Development Office supports the priorities of the school system in several areas: grant development, partnerships, fundraising, employee recognitions, and support to the 21st Century Education Foundation.

Objectives

- Increase grant and development writing and technical support.
- Increase business partnerships and diversify external funding.
- Implement and refine a comprehensive data management system to collect information, track grants and donations/partnerships, analyze fundraising trends and successes, and generate reports on development efforts.
- Support the recognition of outstanding employees by overseeing major employee recognition programs.

FY10 Budget Impact

- Budget decreases have impacted ability to provide professional development opportunities for staff.
- In order to meet the obligation for health care per the negotiated agreements, as well as to fully fund utilities, student information system and increased charter school expenses, non-school based budgets for supplies, equipment, consulting, professional development, and technology were reduced by \$5,400,000.

Development

Combined Funds	Actual Expenditures FY2008	Revised Budget FY2009	Board Request FY2010	Board Adopted FY2010
<i>Positions:</i>				
Program Manager	1.00	1.00	1.00	1.00
Specialist	1.00	2.00	2.00	2.00
Total Professional Positions	2.00	3.00	3.00	3.00
Secretary or Clerk	1.00	1.00	1.00	1.00
Total Support Positions	1.00	1.00	1.00	1.00
Total Positions	3.00	4.00	4.00	4.00
<i>Expenditures:</i>				
<u>Salaries and Wages</u>				
Total Professional Salaries	\$ 222,835	\$ 255,280	\$ 273,919	\$ 265,561
Total Support Salaries	\$ 52,667	\$ 45,368	\$ 47,921	\$ 44,881
Total Salaries and Wages	\$ 275,502	\$ 300,648	\$ 321,840	\$ 310,442
<u>Supplies & Materials</u>				
Books & Periodicals	\$ 245	\$ 1,600	\$ 1,600	\$ 1,600
Awards	-	9,640	9,640	9,640
Food Supplies	116	600	600	600
Office Supplies	11,058	4,000	4,000	3,000
Total Supplies and Materials	\$ 11,419	\$ 15,840	\$ 15,840	\$ 14,840
<u>Other Costs</u>				
Professional Development	\$ 1,875	\$ 450	\$ 450	\$ 250
Subscriptions/Dues	2,725	2,000	2,000	2,000
Mileage - Unit IV	-	500	500	500
Mileage - Unit V	1,896	1,500	1,500	1,500
Total Other Costs	\$ 6,496	\$ 4,450	\$ 4,450	\$ 4,250
<u>Equipment</u>				
Equipment-New	\$ 451	\$ 1,114	\$ 1,114	\$ -
Total Equipment	\$ 451	\$ 1,114	\$ 1,114	\$ -
Total for: Development	\$ 293,868	\$ 322,052	\$ 343,244	\$ 329,532

Finance

Budget Accountability - William Peacock, Supervisor

Description

The purpose and focus of the Office of Finance is to support the instructional and business programs of the school system. The Office of Finance enables the Instruction Department and the other school system departments to concentrate their energy and vision on their functional areas. This is accomplished by handling payments to vendors, meeting financial reporting requirements, managing safety and risk issues, and other functions with minimum involvement of other offices.

Objectives

- Pay all vendor invoices, employee reimbursements, and other payment requests in a proper and timely manner.
- Maintain the school system's financial records and prepare timely financial reports.
- Ensure that the Board's assets are adequately covered by insurance or self-insurance to minimize the interruption of operations in the event of loss.
- Establish a safe working and learning environment by formulating strategies to reduce accident trends and accident severity.

FY10 Budget Impact

- In order to meet the obligation for health care per the negotiated agreements, as well as to fully fund utilities, student information system and increased charter school expenses, non-school based budgets for supplies, equipment, consulting, professional development, and technology were reduced by \$5,400,000.

Finance

Combined Funds	Actual Expenditures FY2008	Revised Budget FY2009	Board Request FY2010	Board Adopted FY2010
Positions:				
Supervisor	1.00	1.00	1.00	1.00
Accountant/Auditor	5.00	5.00	5.00	5.00
Risk Manager Specialist	1.00	1.00	1.00	1.00
Loss Control Specialist	1.00	1.00	1.00	1.00
Total Professional Positions	8.00	8.00	8.00	8.00
Technician	1.00	1.00	1.00	1.00
Secretary or Clerk	15.60	13.00	13.00	13.00
Total Support Positions	16.60	14.00	14.00	14.00
Total Positions	24.60	22.00	22.00	22.00
Expenditures:				
Salaries and Wages				
Total Professional Salaries	\$ 775,542	\$ 800,865	\$ 820,235	\$ 797,746
Total Support Salaries	\$ 706,753	\$ 691,531	\$ 753,551	\$ 705,759
Secretary or Clerk (OT)	\$ 1,744	\$ 3,100	\$ 3,100	\$ 2,500
Total Other Salaries and Wages	\$ 1,744	\$ 3,100	\$ 3,100	\$ 2,500
Total Salaries and Wages	\$ 1,484,039	\$ 1,495,496	\$ 1,576,886	\$ 1,506,005
Contracted Services				
Audit Fees	\$ 83,468	\$ 85,000	\$ 94,000	\$ 94,000
Microfilm Services	13,950	11,000	11,000	11,000
Repairs to Equipment	771	270	800	800
Total Contracted Services	\$ 98,189	\$ 96,270	\$ 105,800	\$ 105,800
Supplies & Materials				
Books & Periodicals	\$ 60	\$ 500	\$ 500	\$ 500
Freight, Express, Etc.	585	2,000	1,000	1,000
Supplies - Accounting	1,339	3,000	1,500	1,500
Office Supplies	79,582	52,750	64,250	59,386
Applications Software	-	2,180	2,500	2,500
HR/Financial Management Systems	595,732	673,000	700,000	700,000
Total Supplies and Materials	\$ 677,298	\$ 733,430	\$ 769,750	\$ 764,886
Other Costs				
Professional Development	\$ 10,905	\$ 635	\$ 635	\$ -
Subscriptions/Dues	1,800	550	700	700
Mileage - Unit IV	735	380	780	780
Mileage - Unit V	3,307	1,450	1,250	1,250
Mileage - Unit VI	373	1,170	470	470
Insurance - Athletic	2,415	30,000	30,000	30,000
Insurance - Boiler	36,645	36,490	36,490	36,490
Insurance - General	12,107	45,755	45,755	45,755
Total Other Costs	\$ 68,287	\$ 116,430	\$ 116,080	\$ 115,445
Equipment				
Equipment-New	\$ 51,514	\$ 21,339	\$ 40,000	\$ 20,000
Total Equipment	\$ 51,514	\$ 21,339	\$ 40,000	\$ 20,000
Total for: Finance	\$ 2,379,327	\$ 2,462,965	\$ 2,608,516	\$ 2,512,136

Minority & Small Business Enterprises

Budget Accountability – Esther A. Leslie Avery, Specialist

Description

The purpose of the Minority & Small Business Enterprise Program (MSBE) is to conduct a minority and small business enterprise program for the delivery of services and products. The Board of Education has adopted a policy in an effort that the goal is accomplished and to put our commitment of creating competitive opportunities for minority and small business enterprises into action.

Objectives

- Increase outreach efforts by reaching out to other school districts who exhibit best practices regarding MSBE participation.
- Emphasis will be placed to expand outreach efforts to minority and small businesses in areas where under-representation occurs.
- Conduct outreach sessions with MSBE businesses to ensure continuous communication and updates on projects being provided by AACPS.
- Develop databases, tracking tools, and procedures to ensure MSBE records are more accurately captured.
- Complete MSBE Administrative Procedures.
- Develop a Compliance Monitoring Program to ensure prime contractors of AACPS projects are complying with their contracts, specifically Attachment B, which lists the MBE subcontractors.

FY10 Budget Impact

- In order to meet the obligation for health care per the negotiated agreements, as well as to fully fund utilities, student information system and increased charter school expenses, non-school based budgets for supplies, equipment, consulting, professional development, and technology were reduced by \$5,400,000.

Minority & Small Business Enterprises

Combined Funds	Actual Expenditures FY2008	Revised Budget FY2009	Board Request FY2010	Board Adopted FY2010
<i>Positions:</i>				
Support Specialist	-	-	-	1.00
Specialist	-	1.00	2.00	1.00
Total Professional Positions	-	1.00	2.00	2.00
Total Positions	-	1.00	2.00	2.00
<i>Expenditures:</i>				
<u>Salaries and Wages</u>				
Total Professional Salaries	\$ 287	\$ 79,331	\$ 155,000	\$ 153,341
Total Salaries and Wages	\$ 287	\$ 79,331	\$ 155,000	\$ 153,341
<u>Contracted Services</u>				
Consulting Services - Mgt	\$ 113,100	\$ 113,100	\$ -	\$ -
<u>Supplies & Materials</u>				
Office Supplies	\$ 965	\$ 2,500	\$ 2,500	\$ 2,000
Total Supplies and Materials	\$ 965	\$ 2,500	\$ 2,500	\$ 2,000
<u>Other Costs</u>				
Mileage - Unit V	\$ -	\$ -	\$ 1,000	\$ 1,000
Total Other Costs	\$ -	\$ -	\$ 1,000	\$ 1,000
Total for: Minority & Small Business Enterprises	\$ 114,352	\$ 194,931	\$ 158,500	\$ 156,341

Purchasing

Budget Accountability - Deborah Groat, Supervisor

Description

The Office of Purchasing provides centralized operations directed at acquiring quality products and services at the best price and within the delivery time required. All operations and services are provided with full regard for Board of Education policies and applicable State of Maryland regulations to assure compliance with these policies and regulations and to communicate any resulting procedures in a clear manner. Academic achievement is supported through quality procurement services to ensure that the products and services needed for the classroom and facilities are received as ordered, when ordered, and at the best possible price. Professional, ethical services ensure compliance with the law, policy, and avoidance of agency risk.

Objectives

- Ensure staff is properly trained to perform at high professional and technical levels everyday.
- Maximize the economies of scale available in Anne Arundel County Public Schools.
- Handle only those transactions that allow for providing a value-added service.
- Continue to provide technical expertise for school purchasing using Student Activity Funds.
- Obtain feedback from district employees, supplier community, and benchmarking to build a path for continuous improvement in the delivery of the purchasing program.

FY10 Budget Impact

- Non-essential, non-instructional service areas continue to be cut to meet the demands of shortfalls in the budget.
- The Office will continue to explore methods to maximize scarce and limited financial and personnel resources without compromising the safety, service, and instructional support mission.
- The Office is reevaluating business practices to ensure that proven methods continue to be the best possible solution in the interest of price, quality and delivery to the user.
- The Supervisor of Purchasing is representing the Baltimore Regional Cooperative Purchasing Committee to determine some common grounds with the Washington area Council of Governments and ways that we may be able to develop a stronger regional cooperative.
- Business practices will continue to be automated increasing the number of "self-service" offerings, such as, electronic order and bid forms, and school based templates.
- As a result of staff shortages and loss of fundraising revenues, users are seeking ways to reduce their workload and increase their funds. There is a growing interest in centralized bidding for school based contracting to benefit from the economies of scale.
- Overtime requirements are needed for certain programmatic activities and seasonal peaks.
- In order to meet the obligation for health care per the negotiated agreements, as well as to fully fund utilities, student information system and increased charter school expenses, non-school based budgets for supplies, equipment, consulting, professional development, and technology were reduced by \$5,400,000.

Purchasing

Combined Funds	Actual Expenditures FY2008	Revised Budget FY2009	Board Request FY2010	Board Adopted FY2010
<i>Positions:</i>				
Supervisor	1.00	1.00	1.00	1.00
Buyer	8.00	8.00	8.00	8.00
Total Professional Positions	9.00	9.00	9.00	9.00
Secretary or Clerk	6.00	5.00	5.00	5.00
Total Support Positions	6.00	5.00	5.00	5.00
Total Positions	15.00	14.00	14.00	14.00
<i>Expenditures:</i>				
<u>Salaries and Wages</u>				
Total Professional Salaries	\$ 595,834	\$ 729,811	\$ 791,574	\$ 765,599
Total Support Salaries	\$ 231,689	\$ 234,057	\$ 254,967	\$ 237,425
Buyer Temp	\$ 38,724	\$ 15,000	\$ 39,500	\$ 42,000
Secretary or Clerk (OT)	4,108	3,000	4,100	-
Total Other Salaries and Wages	\$ 42,832	\$ 18,000	\$ 43,600	\$ 42,000
Total Salaries and Wages	\$ 870,355	\$ 981,868	\$ 1,090,141	\$ 1,045,024
<u>Contracted Services</u>				
Advertising	\$ 1,319	\$ 4,500	\$ 500	\$ 500
Repairs to Equipment	-	590	100	100
Total Contracted Services	\$ 1,319	\$ 5,090	\$ 600	\$ 600
<u>Supplies & Materials</u>				
Books & Periodicals	\$ 25	\$ 470	\$ 100	\$ 100
Office Supplies	8,187	2,350	7,000	7,000
Total Supplies and Materials	\$ 8,212	\$ 2,820	\$ 7,100	\$ 7,100
<u>Other Costs</u>				
Professional Development	\$ 820	\$ 225	\$ 1,500	\$ 1,000
Subscriptions/Dues	929	1,100	1,885	1,885
Mileage - Unit V	1,624	3,720	1,720	1,720
Mileage - Unit VI	556	819	819	819
Total Other Costs	\$ 3,929	\$ 5,864	\$ 5,924	\$ 5,424
Total for: Purchasing	\$ 883,815	\$ 995,642	\$ 1,103,765	\$ 1,058,148

Instructional Materials & Textbooks

Budget Accountability – Michael McCauley, Manager

Description

The Office of Instructional Materials & Textbooks evaluates, allocates, monitors, and provides information relating to the resources of the Single Textbook Adoption (STA) program. The goal of the STA program is to ensure that resources are allocated in an equitable manner among all schools while remaining within fiscal constraints. STA textbooks are purchased from a capital budget account.

Objectives

- Ensure that the process and procedures for the selection of textbooks and materials under the STA program are fair and unbiased.
- Ensure that schools are provided with STA textbooks and materials in a timely and accurate manner.

FY10 Budget Impact

- Reductions in the budget for Single Textbook Adoption reduces the ability to support instruction with new textbook adoptions needed to keep pace with changes in curriculum, including changes driven by Maryland VSC, MSA, and NCLB.
- Contracts for initial adoptions are becoming difficult to renew and older editions are going out of print.
- Lack of funding for new adoptions may cause inequities in schools that need new books.
- As older editions of textbooks go out of print, teachers may have to use mixed versions within a classroom thereby increasing planning requirements and workload.
- In order to meet the obligation for health care per the negotiated agreements, as well as to fully fund utilities, student information system and increased charter school expenses, non-school based budgets for supplies, equipment, consulting, professional development, and technology were reduced by \$5,400,000.
- While the school-based Material of Instruction (MOI) formulas were unchanged for FY10, it represents a reduction of 15% from the FY07 level. No other direct budget reductions to schools occurred.

Instructional Materials & Textbooks

Combined Funds	Actual Expenditures FY2008	Revised Budget FY2009	Board Request FY2010	Board Adopted FY2010
<i>Positions:</i>				
Program Manager	1.00	1.00	1.00	1.00
Total Professional Positions	1.00	1.00	1.00	1.00
Secretary or Clerk	1.00	1.00	1.00	1.00
Total Support Positions	1.00	1.00	1.00	1.00
Total Positions	2.00	2.00	2.00	2.00
<i>Expenditures:</i>				
<u>Salaries and Wages</u>				
Total Professional Salaries	\$ 95,941	\$ 102,372	\$ 102,372	\$ 100,370
Total Support Salaries	\$ 54,933	\$ 57,961	\$ 61,256	\$ 57,486
Teacher Stipends-School Year	\$ 117	\$ 221,770	\$ 137,270	\$ 100,000
Assistant Principal Sub/Temp	-	35,000	35,000	20,000
Secretary or Clerk (Temporary)	10,613	10,000	18,000	14,000
Secretary or Clerk (OT)	3,444	-	4,000	-
Total Other Salaries and Wages	\$ 14,174	\$ 266,770	\$ 194,270	\$ 134,000
Total Salaries and Wages	\$ 165,048	\$ 427,103	\$ 357,898	\$ 291,856
<u>Supplies & Materials</u>				
Materials of Instruction	\$ -	\$ 12,256	\$ -	\$ -
Office Supplies	1,661	750	950	500
Text Books and Source Books	83	579,664	572,809	300,000
Total Supplies and Materials	\$ 1,744	\$ 592,670	\$ 573,759	\$ 300,500
<u>Other Costs</u>				
Employee Background	\$ -	\$ -	\$ 1,300	\$ 1,300
Total Other Costs	\$ -	\$ -	\$ 1,300	\$ 1,300
<u>Equipment</u>				
Equipment-New	\$ -	\$ 835	\$ 835	\$ -
Total Equipment	\$ -	\$ 835	\$ 835	\$ -
Total for: Instructional Materials & Textbooks	\$ 166,792	\$ 1,020,608	\$ 933,792	\$ 593,656

Director of Facilities

Budget Accountability - Vacant

Description

The Division of Facilities includes the Offices of Planning and Design, Construction, Maintenance, and Operations and Logistics Support. It is the responsibility of this Division to construct, maintain, operate, and support all public school facilities in a safe and efficient manner to further the educational goals of AACPS.

Objectives

- Apply the programs, methods and accountability systems necessary to ensure that capital and operating funding resources are applied in an effective and efficient manner.
- The strategic planning process will support the school system's goals and enhance learning in a cost-effective manner.
- Ensure that all school facilities meet all applicable county building and fire codes as well as all functional standards approved by the Board of Education.
- Ensure that resources are applied efficiently and effectively in order to provide a safe and clean environment that is conducive to learning.
- Ensure that all Board-owned facilities are maintained at a standard necessary to protect the taxpayers' investments.

FY10 Budget Impact

- In order to meet the obligation for health care per the negotiated agreements, as well as to fully fund utilities, student information system and increased charter school expenses, non-school based budgets for supplies, equipment, consulting, professional development, and technology were reduced by \$5,400,000.

Director of Facilities

Combined Funds	Actual Expenditures FY2008	Revised Budget FY2009	Board Request FY2010	Board Adopted FY2010
<u>Positions:</u>				
Chief Officer	1.00	-	-	-
Director	-	1.00	1.00	1.00
Program Manager	2.00	2.00	2.00	2.00
Specialist	1.00	1.00	1.00	1.00
Total Professional Positions	4.00	4.00	4.00	4.00
Secretary or Clerk	3.00	3.00	3.00	3.00
Total Support Positions	3.00	3.00	3.00	3.00
Total Positions	7.00	7.00	7.00	7.00
<u>Expenditures:</u>				
<u>Salaries and Wages</u>				
Total Professional Salaries	\$ 340,001	\$ 455,716	\$ 458,445	\$ 450,256
Total Support Salaries	\$ 145,651	\$ 151,442	\$ 162,000	\$ 150,668
Salaries Reserve	\$ -	\$ 28,225	\$ 13,225	\$ -
Total Other Salaries and Wages	\$ -	\$ 28,225	\$ 13,225	\$ -
Total Salaries and Wages	\$ 485,652	\$ 635,383	\$ 633,670	\$ 600,924
<u>Contracted Services</u>				
Maint & Service Agree-Equip	\$ -	\$ 400	\$ 400	\$ 400
Total Contracted Services	\$ -	\$ 400	\$ 400	\$ 400
<u>Supplies & Materials</u>				
Books & Periodicals	\$ -	\$ 150	\$ 150	\$ 150
Office Supplies	1,094	937	917	500
Total Supplies and Materials	\$ 1,094	\$ 1,087	\$ 1,067	\$ 650
<u>Other Costs</u>				
Professional Development	\$ 1,242	\$ 250	\$ 250	\$ -
Subscriptions/Dues	948	750	750	750
Mileage - Unit VI	65	-	500	500
Total Other Costs	\$ 2,255	\$ 1,000	\$ 1,500	\$ 1,250
<u>Equipment</u>				
Equipment-New	\$ -	\$ 205	\$ 225	\$ -
Total Equipment	\$ -	\$ 205	\$ 225	\$ -
Total for: Director of Facilities	\$ 489,001	\$ 638,075	\$ 636,862	\$ 603,224

Construction

Budget Accountability – Sal Ficarro, Acting Supervisor

Description

The Office of Construction is a functional unit within the Facilities Division. It is the responsibility of this office to construct, renovate, modernize, or replace building and site-related elements of public school facilities in an effective and efficient manner to further the educational goals of AACPS.

Objectives

- Apply the programs, methods, and accountability systems necessary to ensure that capital and operating funding resources are applied in an effective and efficient manner.
- Ensure that all new or renovated school facilities meet the applicable county building and fire codes as well as all functional standards approved by the Board of Education.
- Ensure that all Board-owned facilities are constructed or modernized to the standard necessary to protect the taxpayers' investments.

FY10 Budget Impact

- Competing for access to contractors involved with BRAC, BWI, other private public work.
- Increased regulatory issues (environmental regulations, energy regulations, MAA/BWI Flight zones).
- Availability of MBE contractors.
- In order to meet the obligation for health care per the negotiated agreements, as well as to fully fund utilities, student information system and increased charter school expenses, non-school based budgets for supplies, equipment, consulting, professional development, and technology were reduced by \$5,400,000.

Construction

Combined Funds	Actual Expenditures FY2008	Revised Budget FY2009	Board Request FY2010	Board Adopted FY2010
Positions:				
Supervisor	1.00	1.00	1.00	1.00
Program Manager	1.00	2.00	2.00	2.00
Project Manager	8.00	9.00	9.00	9.00
Construction Representative	3.00	3.00	3.00	3.00
Construction Rep Sys	2.00	2.00	2.00	2.00
Total Professional Positions	15.00	17.00	17.00	17.00
Secretary or Clerk	2.00	2.00	2.00	2.00
Total Support Positions	2.00	2.00	2.00	2.00
Total Positions	17.00	19.00	19.00	19.00
Expenditures:				
<u>Salaries and Wages</u>				
Total Professional Salaries	\$ 1,110,781	\$ 1,463,602	\$ 1,479,033	\$ 1,435,653
Total Support Salaries	\$ 94,246	\$ 96,474	\$ 102,067	\$ 95,647
Turnover	\$ -	\$ (50,000)	\$ (50,000)	\$ (50,000)
Total Turnover	\$ -	\$ (50,000)	\$ (50,000)	\$ (50,000)
Total Salaries and Wages	\$ 1,205,027	\$ 1,510,076	\$ 1,531,100	\$ 1,481,300
<u>Contracted Services</u>				
Repairs to Equipment	\$ 578	\$ 800	\$ 800	\$ 800
Maint & Service Agree-Equip	5,516	3,500	3,500	3,500
Total Contracted Services	\$ 6,094	\$ 4,300	\$ 4,300	\$ 4,300
<u>Supplies & Materials</u>				
Books & Periodicals	\$ 516	\$ 300	\$ 300	\$ 300
Office Supplies	3,738	2,175	4,175	3,000
Total Supplies and Materials	\$ 4,254	\$ 2,475	\$ 4,475	\$ 3,300
<u>Other Costs</u>				
Subscriptions/Dues	\$ 475	\$ 375	\$ 375	\$ 375
Training Program	-	2,000	2,000	2,000
Mileage - Unit III	-	500	500	500
Mileage - Unit V	-	2,900	-	-
Total Other Costs	\$ 475	\$ 5,775	\$ 2,875	\$ 2,875
<u>Equipment</u>				
Equipment-New	\$ 1,247	\$ -	\$ -	\$ -
Equipment-Replacement	7,000	5,013	3,013	-
Total Equipment	\$ 8,247	\$ 5,013	\$ 3,013	\$ -
Total for: Construction	\$ 1,224,097	\$ 1,527,639	\$ 1,545,763	\$ 1,491,775

Planning & Design

Budget Accountability - Vacant

Description

The mission of the Office of Planning and Design is to plan for and design educational facilities and building system upgrades that are safe, comfortable, enhance learning, and support the school system's goals.

Objectives

- The strategic planning process will support the school system's goals and enhance learning in a cost-effective manner.
- Educational specifications and design standards will support the school system's goals, current and proposed educational programs, and applicable local, state, and federal laws, regulations, and codes.
- The design of all new and modernized school facilities and building system upgrades will meet educational specifications, the established budget, and all local state, and federal laws, regulations, and codes and will be accomplished in a timely and cost effective manner.

FY10 Budget Impact

- In order to meet the obligation for health care per the negotiated agreements, as well as to fully fund utilities, student information system and increased charter school expenses, non-school based budgets for supplies, equipment, consulting, professional development, and technology were reduced by \$5,400,000.

Planning & Design

Combined Funds	Actual Expenditures FY2008	Revised Budget FY2009	Board Request FY2010	Board Adopted FY2010
Positions:				
Supervisor	-	1.00	1.00	1.00
Senior Manager	1.00	1.00	1.00	1.00
Program Manager	1.00	1.00	1.00	1.00
Architect	2.00	3.00	3.00	3.00
Engineer	2.00	1.00	1.00	1.00
Specialist	1.00	2.00	2.00	2.00
Total Professional Positions	7.00	9.00	9.00	9.00
Secretary or Clerk	6.00	5.00	5.00	5.00
Total Support Positions	6.00	5.00	5.00	5.00
Total Positions	13.00	14.00	14.00	14.00
Expenditures:				
<u>Salaries and Wages</u>				
Total Professional Salaries	\$ 635,704	\$ 768,509	\$ 775,517	\$ 754,261
Total Support Salaries	\$ 290,253	\$ 263,668	\$ 280,274	\$ 261,463
Work Study Students	\$ 68	\$ 8,000	\$ -	\$ -
Total Other Salaries and Wages	\$ 68	\$ 8,000	\$ -	\$ -
Total Salaries and Wages	\$ 926,025	\$ 1,040,177	\$ 1,055,791	\$ 1,015,724
<u>Contracted Services</u>				
Advertising	\$ 559	\$ 1,300	\$ 1,300	\$ 1,300
Consulting Services - Mgt	-	932	932	932
Repairs to Equipment	-	2,000	2,000	2,000
Maint & Service Agree-Equip	3,528	5,700	5,700	5,700
Total Contracted Services	\$ 4,087	\$ 9,932	\$ 9,932	\$ 9,932
<u>Supplies & Materials</u>				
Books & Periodicals	\$ 697	\$ 910	\$ 910	\$ 910
Print & Publication Supplies	324	-	-	-
Office Supplies	10,634	7,345	15,345	14,000
Applications Software	6,636	7,500	7,500	7,500
Total Supplies and Materials	\$ 18,291	\$ 15,755	\$ 23,755	\$ 22,410
<u>Other Costs</u>				
Professional Development	\$ -	\$ 135	\$ 275	\$ -
Subscriptions/Dues	2,001	975	835	835
Training Program	-	1,500	1,500	1,500
Mileage - Unit V	531	1,500	1,500	1,500
Mileage - Unit VI	754	1,125	900	900
Total Other Costs	\$ 3,286	\$ 5,235	\$ 5,010	\$ 4,735
<u>Equipment</u>				
Equipment-New	\$ 215	\$ 1,187	\$ 1,187	\$ -
Total Equipment	\$ 215	\$ 1,187	\$ 1,187	\$ -
Total for: Planning & Design	\$ 951,904	\$ 1,072,286	\$ 1,095,675	\$ 1,052,801

Maintenance

Budget Accountability – Michael McCafferty, Supervisor

Description

The mission of the Office of Maintenance is to ensure that all public school facilities are maintained at a level that promotes and reinforces the educational goals of AACPS. The office is charged with the responsibility to plan, program, and execute a program for maintenance and repair that supports the essential needs of all students and staff.

Objectives

- Ensure that schools are maintained as well as resources will allow.
- Ensure that repairs to critical facilities and systems are performed in a timely and efficient manner.
- Provide all AACPS employees with a level of service that is consistent with the overall goals and objectives of the Superintendent and the Board of Education.
- Manage the Asbestos Hazard Emergency Response Act (AHERA) program to ensure that any potential safety and health risks are properly identified and corrected.
- Develop programs, methods, and systems to ensure that maintenance resources are applied in the most efficient and effective manner.

FY10 Budget Impact

- Various maintenance and repair functions will be analyzed for potential outsourcing opportunities as a result of staffing reductions.
- Previous position reductions along with the current attrition rate and the inability to fill these open positions will affect the responsiveness to general maintenance requirements.
- Increase of maintenance backlog of facility work orders.
- In order to meet the obligation for health care per the negotiated agreements, as well as to fully fund utilities, student information system and increased charter school expenses, non-school based budgets for supplies, equipment, consulting, professional development, and technology were reduced by \$5,400,000.

Maintenance

Combined Funds	Actual Expenditures FY2008	Revised Budget FY2009	Board Request FY2010	Board Adopted FY2010
Positions:				
Supervisor	1.00	1.00	1.00	1.00
Program Manager	2.00	2.00	2.00	2.00
Assistant Manager	7.00	7.00	7.00	6.00
Maintenance Program Manager	8.00	8.00	8.00	8.00
Total Professional Positions	18.00	18.00	18.00	17.00
Technician	-	1.00	-	-
Maintenance Staff	114.00	111.00	112.00	111.00
Secretary or Clerk	4.00	4.00	4.00	4.00
Total Support Positions	118.00	116.00	116.00	115.00
Total Positions	136.00	134.00	134.00	132.00
Expenditures:				
Salaries and Wages				
Total Professional Salaries	\$ 1,223,120	\$ 1,512,598	\$ 1,526,241	\$ 1,446,046
Total Support Salaries	\$ 5,773,562	\$ 5,728,837	\$ 6,067,594	\$ 5,720,097
Maintenance Staff (Temp Overage)	\$ 43,476	\$ 15,000	\$ 23,000	\$ 23,000
Maintenance Staff (O/T)	61,730	80,000	80,000	70,000
Work Study Students	26,239	26,000	26,000	8,000
Salaries Reserve	-	49,984	49,984	10,041
Total Other Salaries and Wages	\$ 131,445	\$ 170,984	\$ 178,984	\$ 111,041
Turnover	\$ -	\$ (150,000)	\$ (150,000)	\$ (150,000)
Total Turnover	\$ -	\$ (150,000)	\$ (150,000)	\$ (150,000)
Total Salaries and Wages	\$ 7,128,127	\$ 7,262,419	\$ 7,622,819	\$ 7,127,184
Contracted Services				
Physical Examinations	\$ 1,938	\$ 1,400	\$ 1,400	\$ 1,400
Consulting Services - Mgt	13,543	4,427	10,000	10,000
Machine Rental - Other	18,503	17,000	17,000	17,000
Repairs to Equipment	71,988	75,000	75,000	75,000
Maint & Service Agree-Equip	13,228	15,000	15,000	15,000
Upkeep-Service Contracts	1,471,147	1,615,000	1,722,017	1,722,017
Upkeep-Contingency	199,204	200,000	200,000	200,000
Contracted Services Reserve	-	14,573	14,573	-
Total Contracted Services	\$ 1,789,551	\$ 1,942,400	\$ 2,054,990	\$ 2,040,417
Supplies & Materials				
Gas, Oil, Lub, & Anti-Freeze	\$ 466,065	\$ 374,000	\$ 392,700	\$ 374,000
Materials & Supplies For Maint	2,768,127	2,504,351	2,700,000	2,700,000
Office Supplies	10,718	7,204	10,204	9,000
Tires and Auto Parts	92,516	128,000	120,000	120,000
Uniforms & Shoes	10,472	13,000	13,000	13,000
Supplies Reserve	-	207,205	107,205	-
Total Supplies and Materials	\$ 3,347,898	\$ 3,233,760	\$ 3,343,109	\$ 3,216,000
Other Costs				
Professional Development	\$ -	\$ 95	\$ 95	\$ -
Subscriptions/Dues	1,431	900	900	900
Training Program	6,396	9,147	9,147	9,147
Mileage - Unit III	2,308	2,520	2,520	2,520
Other - Reserve	-	995	995	-
Total Other Costs	\$ 10,135	\$ 13,657	\$ 13,657	\$ 12,567
Equipment				
Equipment-New	\$ 29,485	\$ 15,729	\$ 17,729	\$ 17,729
Equipment-Replacement	4,465	27,983	27,983	17,983
Equipment Reserve	-	77,227	52,227	-
Total Equipment	\$ 33,950	\$ 120,939	\$ 97,939	\$ 35,712
Total for: Maintenance	\$ 12,309,661	\$ 12,573,175	\$ 13,132,514	\$ 12,431,880

Operations

Budget Accountability - Walter George, Supervisor

Description

The function of the Office of Operations is to operate all public school facilities in a manner conducive to the education process by ensuring the health, safety, and welfare of the occupants.

Objectives

- Train and maintain a 700-plus custodial workforce.
- Develop a self-reliant Energy Management System which has the ability to provide an efficient and comfortable environment for all facility occupants.
- Develop specific programs and techniques to ensure a healthy indoor environment for all of our facilities.
- Redesign school-based recycling program to encourage student and community participation.
- Ensure compliance with all federal, state, and local laws and governing agencies, including Occupational Safety and Health Administration, Maryland Occupational Safety and Health, the Environmental Protection Agency, and all applicable county life safety codes.
- Assist school-based Operations personnel in the design of innovative practices and schedules that will enhance the cleanliness of our schools.
- Provide all custodial and maintenance supplies in an efficient manner to all schools.

FY10 Budget Impact

- In order to meet the obligation for health care per the negotiated agreements, as well as to fully fund utilities, student information system and increased charter school expenses, non-school based budgets for supplies, equipment, consulting, professional development, and technology were reduced by \$5,400,000.

Operations

Combined Funds	Actual Expenditures FY2008	Revised Budget FY2009	Board Request FY2010	Board Adopted FY2010
Positions:				
Supervisor	1.00	1.00	1.00	1.00
Area Manager	5.00	5.00	5.00	5.00
Program Manager	5.00	5.00	5.00	5.00
Specialist	4.00	7.00	7.00	6.00
Total Professional Positions	15.00	18.00	18.00	17.00
Custodian	703.30	728.50	728.50	728.50
Secretary or Clerk	2.50	2.00	2.00	2.00
Total Support Positions	705.80	730.50	730.50	730.50
Total Positions	720.80	748.50	748.50	747.50
Expenditures:				
Salaries and Wages				
Total Professional Salaries	\$ 1,233,346	\$ 1,410,016	\$ 1,423,262	\$ 1,334,717
Total Support Salaries	\$ 24,565,385	\$ 26,336,677	\$ 27,681,396	\$ 26,117,182
Operation Staff (Temp Overage)	\$ 319,018	\$ 220,720	\$ 220,720	\$ 210,000
Custodian (OT)	945,683	475,000	1,000,000	935,000
Custodian (OT) Reimbursement	(248,857)	-	-	-
Work Study Students	4,255	15,000	8,000	8,000
Salaries Reserve	-	101,583	71,583	9,987
Total Other Salaries and Wages	\$ 1,020,099	\$ 812,303	\$ 1,300,303	\$ 1,162,987
Turnover	\$ -	\$ (400,000)	\$ (400,000)	\$ (400,000)
Total Turnover	\$ -	\$ (400,000)	\$ (400,000)	\$ (400,000)
Total Salaries and Wages	\$ 26,818,830	\$ 28,158,996	\$ 30,004,961	\$ 28,214,886
Contracted Services				
Contracted Labor	\$ 5,025	\$ 1,841	\$ 8,841	\$ 8,841
Garbage Collection	500,516	553,650	609,015	609,015
Machine Rental - Other	-	4,500	-	-
Exterminating Service	15,316	30,000	30,000	30,000
Repairs to Equipment	8,455	11,550	11,550	11,550
Maint & Service Agree-Equip	7,977	7,500	7,500	6,985
Mop Service	26,738	27,000	27,000	27,000
Septic Sys Pump/Water Treatment	22,756	115,000	175,000	175,000
Hazardous Waste Removal	47,926	44,000	48,000	48,000
Contracted Services Reserve	-	6,059	6,059	-
Total Contracted Services	\$ 634,709	\$ 801,100	\$ 922,965	\$ 916,391
Supplies & Materials				
Gas, Oil, Lub, & Anti-Freeze	\$ 79,623	\$ 99,150	\$ 99,150	\$ 99,150
Equipment Repair Parts	29,711	29,400	29,400	29,400
Supplies - Custodial	860,222	783,862	897,242	897,242
Office Supplies	5,887	5,885	5,885	5,885
Tires and Auto Parts	16,970	19,400	19,400	19,400
Shades & Drapes	26,956	50,500	50,500	50,500
Uniforms & Shoes	28,526	20,000	20,000	20,000
Applications Software	-	15,000	2,000	2,000
Supplies Reserve	-	43,941	43,941	-
Total Supplies and Materials	\$ 1,047,895	\$ 1,067,138	\$ 1,167,518	\$ 1,123,577

Logistics Support

Budget Accountability - Ronald W. Reckling, Senior Manager

Description

The Logistics Support Office manages the resources of six diverse programs. These include the Maintenance Repair and Operations Material Warehouses, Mail and Distribution Services, Property Control and Textbook Inventory, Instructional Equipment Repair, Fleet Service Facility, and Student /Human Resources Records Archive.

Objectives

- Support the Facilities Division in its Capital and Operating funded endeavors.
- Support the system's goals of increased student achievement and safe and orderly schools.
- Improve organization, effectiveness, and efficiency.
- Develop programs, methods and systems to ensure that supplies, materials, resources, and inventory are utilized in a prudent manner.

FY10 Budget Impact

- Reduced workforce has resulted in longer lead times in delivering services and materials to customers.
- In order to meet the obligation for health care per the negotiated agreements, as well as to fully fund utilities, student information system and increased charter school expenses, non-school based budgets for supplies, equipment, consulting, professional development, and technology were reduced by \$5,400,000.

Logistics Support

Combined Funds	Actual Expenditures FY2008	Revised Budget FY2009	Board Request FY2010	Board Adopted FY2010
Positions:				
Senior Manager	1.00	1.00	1.00	1.00
Program Manager	5.00	5.00	5.00	5.00
Total Professional Positions	6.00	6.00	6.00	6.00
Mail Clerk - Messenger	5.00	4.00	4.00	4.00
Secretary or Clerk	6.50	6.00	6.00	6.00
Truck Driver	4.00	3.00	3.00	3.00
Warehouseman	11.00	8.00	8.00	8.00
Mechanic or Helper	4.00	3.00	3.00	3.00
Equipment Repairmen	8.00	8.00	8.00	8.00
Total Support Positions	38.50	32.00	32.00	32.00
Total Positions	44.50	38.00	38.00	38.00
Expenditures:				
Salaries and Wages				
Total Professional Salaries	\$ 533,276	\$ 510,843	\$ 516,404	\$ 500,900
Total Support Salaries	\$ 1,814,145	\$ 1,735,890	\$ 1,817,640	\$ 1,722,784
Operation Staff (Temp Overage)	\$ 62,650	\$ 18,000	\$ 23,000	\$ 23,000
Warehouseman (OT)	14,654	500	7,500	7,500
Mechanic or Helper (OT)	-	850	850	850
Work Study Students	23,727	23,600	23,600	23,600
Total Other Salaries and Wages	\$ 101,031	\$ 42,950	\$ 54,950	\$ 54,950
Total Salaries and Wages	\$ 2,448,452	\$ 2,289,683	\$ 2,388,994	\$ 2,278,634
Contracted Services				
Contracted Labor	\$ 800	\$ -	\$ -	\$ -
Machine Rental-Dupl & Postage	11,532	11,400	11,400	11,400
Machine Rental - Other	1,087	851	851	851
Repairs to Equipment	13,773	19,000	19,000	19,000
Maint & Service Agree-Equip	6,996	8,000	8,000	8,000
Total Contracted Services	\$ 34,188	\$ 39,251	\$ 39,251	\$ 39,251
Supplies & Materials				
Gas, Oil, Lub, & Anti-Freeze	\$ 73,527	\$ 79,315	\$ 83,280	\$ 79,315
Equipment Repair Parts	50,446	42,000	42,000	42,000
Supplies-Warehouse	20,870	14,700	14,700	14,700
Postage	248,417	285,275	275,275	275,275
Office Supplies	1,660	1,500	1,500	1,000
Tires and Auto Parts	7,865	7,700	7,700	7,700
Uniforms & Shoes	2,337	1,850	2,100	2,100
Total Supplies and Materials	\$ 405,122	\$ 432,340	\$ 426,555	\$ 422,090
Other Costs				
Subscriptions/Dues	\$ 300	\$ 175	\$ 175	\$ 175
Training Program	294	1,000	750	750
Mileage - Unit IV	225	250	250	250
Total Other Costs	\$ 819	\$ 1,425	\$ 1,175	\$ 1,175
Equipment				
Equipment-Replacement	\$ 13,864	\$ 8,847	\$ 6,847	\$ 3,000
Total Equipment	\$ 13,864	\$ 8,847	\$ 6,847	\$ 3,000
Total for: Logistics Support	\$ 2,902,445	\$ 2,771,546	\$ 2,862,822	\$ 2,744,150

Transportation

Budget Accountability – Christopher Carter, Supervisor

Description

The mission of the Office of Transportation is to organize and implement pedestrian and school vehicle transport services for students attending public schools, with a primary focus upon the operation of school bus services necessary to implement and support the instructional mission. More than 55,500 students were transported daily during the 2008-2009 school year.

Objectives

- Continue to place the primary focus upon safe, appropriate, and efficient student transportation services.
- Continue to explore methods to maximize scarce and limited financial resources without compromising the safety, service, and instructional support mission.
- Continue implementation of competitive-based procurement of contract services for school bus operations.
- Continue to focus on initiatives designed to soften the impact of bus personnel attrition, mainly the qualified bus operator shortage.
- Upgrade and implement information technology systems with related staff training.

FY10 Budget Impact

- The FY10 budget situation could present challenges for this Division in the following service areas:
Personnel – We presently have three open operations positions that we are unable to fill. This could cause gaps in the management of school bus operations and potentially affect orderly transport of students. We are currently formulating some organizational changes for the 2009/2010 school to hopefully provide the best solutions available as it relates to these shortages.
- Programmatic Concerns – We are currently under funded in some programmatic initiatives, and their associated expansions and new initiatives, which may affect services related to this population of students. Staff is currently evaluating our existing personnel base to provide the best level of services available to this student population.
- Homeless Student Services – One of our open positions has had responsibility for this population of students. The numbers of students requiring services has increased dramatically in size, and this office is tasked with providing an increasing level of service as it relates to these students. Gaps in service may occur related to response time for transportation of these students.
- In order to meet the obligation for health care per the negotiated agreements, as well as to fully fund utilities, student information system and increased charter school expenses, non-school based budgets for supplies, equipment, consulting, professional development, and technology were reduced by \$5,400,000.

Transportation

Combined Funds	Actual Expenditures FY2008	Revised Budget FY2009	Board Request FY2010	Board Adopted FY2010
Positions:				
Supervisor	1.00	1.00	1.00	1.00
Specialist In Transportation	7.00	7.00	7.00	7.00
Program Manager	2.00	2.00	2.00	2.00
Specialist	3.00	3.00	4.00	4.00
Foreman	1.00	1.00	1.00	1.00
Total Professional Positions	14.00	14.00	15.00	15.00
Bus Aide	49.00	46.00	46.00	46.00
Bus Driver	55.70	58.00	58.00	58.00
Bus Driver - Lead	2.00	3.00	3.00	3.00
Bus Operations Technician	7.00	7.00	7.00	7.00
Driver Trainer	2.00	2.00	2.00	2.00
Secretary or Clerk	3.00	4.00	3.00	3.00
Mechanic or Helper	4.00	4.00	4.00	4.00
Total Support Positions	122.70	124.00	123.00	123.00
Total Positions	136.70	138.00	138.00	138.00
Expenditures:				
Salaries and Wages				
Total Professional Salaries	\$ 1,154,642	\$ 1,171,749	\$ 1,251,059	\$ 1,212,552
Total Support Salaries	\$ 3,392,674	\$ 3,146,960	\$ 3,925,927	\$ 3,687,555
Bus Aide (OT)	\$ 7,096	\$ 16,350	\$ 10,350	\$ 10,350
Bus Operations Technician (OT)	-	4,000	10,000	500
Bus Driver (OT)	24,331	34,900	26,900	10,180
Driver Trainer (OT)	-	500	500	-
Mechanic or Helper (OT)	-	4,400	4,400	400
Bus Aide Substitutes	60,882	81,360	71,360	71,360
Bus Aide Temporary Overage	74,063	-	77,604	77,604
Bus Driver (Temporary Overage)	119,274	-	124,750	124,750
Bus Driver Substitutes	34,681	54,970	44,970	44,970
Total Other Salaries and Wages	\$ 320,327	\$ 196,480	\$ 370,834	\$ 340,114
Turnover	\$ -	\$ (65,000)	\$ (65,000)	\$ (65,000)
Total Turnover	\$ -	\$ (65,000)	\$ (65,000)	\$ (65,000)
Total Salaries and Wages	\$ 4,867,643	\$ 4,450,189	\$ 5,482,820	\$ 5,175,221
Contracted Services				
Bus Contractors - Private	\$ 28,261,792	\$ 32,103,930	\$ 33,686,796	\$ 32,386,790
Physical Examinations	4,416	12,730	12,730	12,730
Bus Inspection	12,000	16,890	16,890	16,890
Consulting Services - Mgt	39,102	850	850	850
Machine Rental - Other	-	730	500	500
Repairs to Buses	726,334	620,960	704,240	704,240
Repairs to Equipment	-	400	400	400
Maint & Service Agree-Equip	31,058	29,250	34,850	34,850
Private Automobile	24,597	34,290	30,000	30,000
Public Carriers	368,220	562,210	512,210	512,210
Contracted Services Reserve	-	389,506	143,361	7,536
Total Contracted Services	\$ 29,467,519	\$ 33,771,746	\$ 35,142,827	\$ 33,706,996
Supplies & Materials				
Gas, Oil, Lub, & Anti-Freeze	\$ 554,023	\$ 566,383	\$ 594,703	\$ 566,383
Office Supplies	23,841	7,475	9,475	8,750
Tires and Auto Parts	76,422	59,460	54,460	54,460
Safety Programs	-	800	800	800
Traffic Signs	-	2,300	2,300	2,300
Applications Software	30,000	5,400	10,000	10,000
Total Supplies and Materials	\$ 684,286	\$ 641,818	\$ 671,738	\$ 642,693

Transportation

Combined Funds	Actual Expenditures FY2008	Revised Budget FY2009	Board Request FY2010	Board Adopted FY2010
<u>Other Costs</u>				
Professional Development	\$ 7,165	\$ 1,175	\$ 1,175	\$ -
Subscriptions/Dues	3,752	900	900	900
Training Program	6,955	10,950	8,000	8,000
Mileage - Unit III	37,703	24,490	37,490	37,490
Mileage - Unit IV	48	300	300	300
Other - Reserve	-	2,075	20,000	-
Insurance - Public Liability	556,974	556,970	556,970	556,970
Total Other Costs	\$ 612,597	\$ 596,860	\$ 624,835	\$ 603,660
<u>Equipment</u>				
Equipment-New	\$ 53,376	\$ 4,734	\$ 4,734	\$ -
Equipment-Replacement	981	40,661	59,891	58,891
Equipment Reserve	-	75,000	50,000	-
Total Equipment	\$ 54,357	\$ 120,395	\$ 114,625	\$ 58,891
Total for: Transportation	\$ 35,686,402	\$ 39,581,008	\$ 42,036,845	\$ 40,187,461

Central Facilities Services

Budget Accountability - Marcella A. Nourse, Manager

Description

This office covers a spectrum of services necessary to run the Central Office building complex. Responsibilities include: providing security to the building, employee identification badges, office furniture, cafeteria equipment and appliances, cafeteria furniture, Board of Education Boardroom furniture and supplies, as well as video surveillance and switchboard services. The office is also responsible for scheduling conference rooms, coordinating with outside agencies for use of the building, and handling emergency building and personnel issues.

Objectives

- Maintain safe, secure working environment through regular inspections.
- Provide a positive and friendly building atmosphere.
- Maintain good customer service via personnel training and monitoring.
- Provide clear and effective communication to building personnel.
- Coordinate day-to-day building use and operation.

FY10 Budget Impact

- In order to meet the obligation for health care per the negotiated agreements, as well as to fully fund utilities, student information system and increased charter school expenses, non-school based budgets for supplies, equipment, consulting, professional development, and technology were reduced by \$5,400,000.

Central Facilities Services

Combined Funds	Actual Expenditures FY2008	Revised Budget FY2009	Board Request FY2010	Board Adopted FY2010
<i>Positions:</i>				
Manager Central Facilities	1.00	1.00	1.00	1.00
Total Professional Positions	1.00	1.00	1.00	1.00
Secretary or Clerk	1.00	1.00	1.00	1.00
Telephone Operator	2.00	1.00	1.00	1.00
Total Support Positions	3.00	2.00	2.00	2.00
Total Positions	4.00	3.00	3.00	3.00
<i>Expenditures:</i>				
<u>Salaries and Wages</u>				
Total Professional Salaries	\$ 81,671	\$ 85,459	\$ 89,846	\$ 87,310
Total Support Salaries	\$ 101,722	\$ 76,535	\$ 80,905	\$ 76,031
Secretary or Clerk (Temporary)	\$ 660	\$ -	\$ -	\$ -
Total Other Salaries and Wages	\$ 660	\$ -	\$ -	\$ -
Total Salaries and Wages	\$ 184,053	\$ 161,994	\$ 170,751	\$ 163,341
<u>Contracted Services</u>				
Repairs to Equipment	\$ 5,956	\$ 1,500	\$ 1,500	\$ 1,500
Total Contracted Services	\$ 5,956	\$ 1,500	\$ 1,500	\$ 1,500
<u>Supplies & Materials</u>				
Office Supplies	\$ 5,584	\$ 4,620	\$ 4,620	\$ 3,000
Total Supplies and Materials	\$ 5,584	\$ 4,620	\$ 4,620	\$ 3,000
<u>Other Costs</u>				
Professional Development	\$ 851	\$ 55	\$ 55	\$ -
Subscriptions/Dues	-	50	50	-
Total Other Costs	\$ 851	\$ 105	\$ 105	\$ -
<u>Equipment</u>				
Equipment-New	\$ 10,037	\$ 1,671	\$ 1,671	\$ -
Total Equipment	\$ 10,037	\$ 1,671	\$ 1,671	\$ -
Total for: Central Facilities Services	\$ 206,481	\$ 169,890	\$ 178,647	\$ 167,841

